The third regular meeting of the Staff Council for the 2009-2010 academic year was held at the Connally Room at the Institute of Texan Cultures at 8:30 a.m. with Rob Garza, Chair, presiding.

Members present:
Eric Cooper, Cheryl Nunn, Shirley Rowe, Anne Speights, Burt Reynolds, Clay Haverland, Shelley Underbrink, Elba Ramos, Belinda Dovalina, Rene G. Lopez, Arturo Almeida, Bradley Jones, Mark Munguia, Michael Witzel, Amy Ramirez, Pat Morehead, Cié Gee, Venetta Williams, Rebecca Pendell Garza, Gregory L. Frieden, Ruby Rodriguez, Rob Garza

Members absent:
Israel Falcon (excused), Cindy Orth (excused), Suzette Vallejo (excused), Shannon Rios (excused), Ruth Coates (excused), Julie Brunts (excused), Grace Fouts (excused), Alegra Lozano (excused)

Chair called meeting to order

Review and approval of minutes from September and October 2009 meetings:
- Minutes will be approved via email

Values in action:
Discussion of how each staff council member’s department fulfills the UTSA Core Values (integrity, excellence, inclusiveness, respect, collaboration, innovation). Examples of how individual departments fulfill those values were given.
- 91% participation in SECC
  - $260,000 in donations representing a $40,000 increase from last year
- Student Affairs held an educational opportunities meeting for staff
- HRMS Phase II went live on November 3
- Student Affairs Create a Card Program
- Celebrate UTSA event
- Downtown Facilities staff is participating in the Adopt a Family program
  - Staff interested in participating in the Adopt a Family Program can contact Jennifer Lilly
- Police Department presented Active Shooter Training for Student Affairs
- Business Auxiliary Services moving to MS Bldg 1.01.52
- Chili’s construction has begun on Main Campus, and Chili’s is scheduled to be opened on Valentine’s Day

Guest Presenter: Tim Gette, Executive Director, Institute of Texan Cultures
Tim Gette presented a brief talk about the upcoming plans for the ITC including:
- Upgrade meeting rooms to include technology
  - Meeting rooms will be available for rent
- Partnership between Department of Education at UTSA and ITC to provide teacher workshops
- Affiliation with Smithsonian Institute
  - ITC can borrow exhibits from the Smithsonian
  - Celebration on January 28 of the affiliation
- Christmas events
  - ITC Christmas ornament
Family Day the 1st Saturday in December
Christmas exhibit

- **Membership**
  - Individual ($50), Family ($75), Smithsonian level ($100)
  - Goal to increase membership to 1,000
  - Will have a new Smithsonian membership

- New logo on building
- ITC will have student interns in education, business, graphic design, etc.

**New Business:**

**Vacancies on Staff Council:**
Staff Council representative and Chair of the Communications Committee Minnie Martinez has left the university. Shannon Rios will replace Minnie as the Chair of the Communications Committee. Minnie’s vacancy on the Staff Council will be filled.

**Staff Council Blast Newsletter:**
The Communications Committee passed out a draft copy of the second edition of the Blast newsletter. Feedback on the newsletter from staff has been positive.

**Review Proposed HOP Policy:**
Staff Council members reviewed a proposed HOP policy concerning how UTSA will handle allegations of retaliation. The proposed policy is based on a policy provided by the UT System. Rob Garza, the Chair, encouraged Staff Council members to contact him directly if they have concerns about the proposed policy that should be addressed by the HOP Committee. Rob is a member of the HOP committee.

**University Assembly:**
The Chair mentioned that President Romo was asked in a meeting what the role of the UTSA Staff in attaining a Tier 1 status for the university should be. A Staff Council member expressed concerns with employee retention at UTSA.

**Staff Appreciation Day:**
The Chair mentioned an employee recognition program that could be combined with the University Excellence Awards. The EAC (Employee Advisory Committee) is investigating recognition programs for all UT System institutions.

**EAC Report:**
A representative to the EAC (Employee Advisory Committee) reported on events from the October EAC meeting. The EAC represents staff at each of the 16 UT System components. EAC will be setting up a database for policies and programs across the UT components. The policies and programs that will be stored in the database include but are not limited to the following:

- Policies: sick leave pool, hazardous duty pay, performance evaluation
- Recruitment/Retention: employee recognition and incentives, employee opinion surveys, suggestion boxes, presence of Staff Council, training and development
- Work-Life: flex time, child care, elder care, employee emergency fund, alternative work schedules, employee discounts
- Wellness: incentives to participate in wellness program, employee assistance, release time, facilities, health screening

**Fundraising Ideas:**
Staff Council members proposed donations for flu shots and a “Jail or Bail” event as possible fundraisers in the future.
Report from Issues Committee:
Crosswalk has been constructed at the Downtown Campus. The crosswalk was one of the issues investigated by the Issues.

Meeting adjourned

Minutes submitted by Shelley Underbrink, Staff Council Secretary/Historian