The fourth regular meeting of the Staff Council for the 2009-2010 academic year was held at the Texas Room in the Campus Rec Center at 8:30 a.m. with Rob Garza, Chair, presiding.

**Members present:**
Shirley Rowe, Ruth Coates, Rebecca Pendell Garza, Arturo Almeida, Michael Witzel, Cindy Orth, Cheryl Nunn, Rob Garza, Gregory L. Frieden, Cié Gee, Shelley Underbrink, Bradley Jones, Eric Cooper, Suzette Vallejo

**Members absent:**
Shannon Rios (excused), Julie Brunts (excused), Alegra Lozano (excused), Amy Ramirez (excused), Burt Reynolds (excused), Clay Haverland (excused), Mark Munguia (excused), Israel Falcon (excused), Grace Fouts (excused), Venetta Williams (excused), Anne Speights (excused), Ruby Rodriguez (excused), Elba Ramos, Belinda Dovalina, Rene G. Lopez, Pat Morehead

**Chair called meeting to order**

**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.
- HRMS
- ITC Smithsonian affiliation
- Intelliresponse Smart FAQ
- Adopt-a-Family
- Art collections/art in engineering building
- Student Affairs Conference: proposals for presenters are due by January 21; theme of conference is “Team”

**Today’s Discussion: Answer to Tier 1/2016 question**
At a previous University Assembly meeting, President Romo was approached with the question regarding staff’s role in promoting UTSA to a Tier 1 university. Discussion of staff’s role in the Tier 1 goal was brought up at a recent University Assembly meeting again. A faculty member at the University Assembly mentioned that staff support the teaching, research, and community service efforts of the university. Another professor mentioned that he could not do anything without the support of his staff. President Romo and Dr. Frederick, the Provost, were both invited to attend a Staff Council meeting to discuss the role of staff in the Tier 1 goal. The Chair is coordinating with Romo and Frederick to attend the February Staff Council meeting. The Chair encouraged all Staff Council representatives to attend the February meeting. A Staff Council representative suggested that the February meeting be opened to staff outside of the Staff Council so they can hear Dr. Frederick’s and Dr. Romo’s messages.

**Business at Hand:**

**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 as the representative for Business Affairs will be filled.
Staff Council Blast Newsletter:
The Communications Committee passed out a draft copy of the third edition of the Blast newsletter. The third edition of the newsletter is scheduled to be distributed immediately after the Christmas break.

Review Proposed HOP Policy:
Staff Council members reviewed a proposed HOP policy concerning the mandatory compliance training. Rob Garza, the Chair and a member of the HOP Committee, encouraged Staff Council members to contact him directly if they have concerns about the proposed policy that should be addressed by the HOP Committee.

Staff Appreciation Day:
The Chair of Staff Council, Rob Garza, is collaborating with David Diaz from HR Employee Relations to organize a Staff Appreciation Day. The Staff Appreciation Day is proposed to be held on the same date as the University Excellence Awards. The University Excellence Awards are given to outstanding staff employees. The Chair is working with David Diaz to have President Romo officially proclaim the Staff Appreciation Day.

EAC Report:
A representative to the EAC (Employee Advisory Council) reported on a database for policies and programs across the UT components. The specific policies and programs that will be tracked through the database were mentioned during the November meeting. The representative to the EAC mentioned that she will begin collecting UTSA data for the database soon.

University Excellence Awards
Staff Council is responsible for decorating the ballroom for the University Excellence Awards. The University Excellence Awards will be held in April 2010. The Chair mentioned that volunteers to serve on the Planning Committee for the University Excellence Awards program are needed. Any Staff Council members interested in serving on the Planning Committee should send an email to Chair Rob Garza. The email should mention the name of the volunteer’s supervisor because permission from the supervisor must be obtained.

Other Business:
- Staff Council representatives signed Christmas cards that will be sent to President Romo, the Provost, and all the Vice Presidents
- A Staff Council member suggested that True Colors training be provided to the Staff Council members
- A discussion on ways to improve office morale was conducted. The Chair mentioned Team Building exercises that can be administered by the HR Training and Development group.

Committee Meetings:
Staff Council representatives met into the committees: FUSE, Communications, and Issues.

Meeting adjourned

Minutes submitted by Shelley Underbrink, Staff Council Secretary/Historian