The tenth 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:
Shelley Underbrink, Cheryl Nunn, Ruth Coates, Suzette Vallejo, Amy Ramirez, Alegra Lozano, Cindy Orth, Pat Morehead, Rene G. Lopez, Cié Gee, Eric Cooper, Rob Garza, Israel Falcon, Belinda Dovalina, Grace Fouts, Venetta Williams, Shirley Rowe, Burt Reynolds, Mark Munguia, Anne Speights, Elba Ramos, Gregory L. Frieden, Ruby Rodriguez

Members absent:
Shannon Rios (excused), Bradley Jones (excused), Clay Haverland, Rebecca Pendell Garza, Julie Brunts, Michael Witzel, Arturo Almeida

Chair called meeting to order

Values in Action
Discussion of positive events happening at UTSA:
- Gregory Frieden and Araceli Pacheco were awarded the Staff Council Scholarships for 2010-2011
- Graduation coordination is investigating alternatives to the leather diploma covers in order to save money
- HR recently signed a contract for an electronic performance appraisal
  - A few departments will be testing the software
- Downtown Facilities is saving money by purchasing a new printer which uses ink more efficiently
- Advising is implementing a software program called Advisor Track which allows the students to log in and set their own appointments with their advisor
  - Software will improve efficiency of Advising
    - Students can set their own appointments without calling the Advising Center
    - Students will receive an email reminder of their upcoming appointment instead of a reminder phone call
- ITC hosted the Folklife Festival (June 11-13)

Status of UT System
UTSA is taking action to prevent layoffs of staff and faculty. UTSA planned for possible budget cuts by placing money in reserve. UTSA has not laid off any employees so far, and the hiring freeze was only proposed for one year. UT Health Science Center San Antonio has experienced cuts recently.

Feedback on Health/Medical Benefits
Open enrollment will occur during July. Co-pays for medications and doctor visits will be increasing next year. Even with the increased costs, UTSA still has a good benefits program in place compared to other employers.

Next Month’s Meeting Via Internet
The July meeting will be conducted online. The goal for the online meetings is to increase participation and eliminate the travel time. Rob will be sending test meetings ahead of time to iron out any technical glitches.
August Meeting
The originally scheduled date for the August meeting is Thursday, August 12. The meeting date may need to be rescheduled because representatives from Student Affairs have a mandatory event to attend that day.

Newly elected representatives are invited to attend the August meeting. The August meeting includes a luncheon. Staff Council representatives discussed options for the luncheon:
- Roadrunner Café (will be closed part of August)
- Aramark catering (last year cost approximately $700)
- Approved caterers (includes 10% surcharge)
- Meeting room at a restaurant

Getting Our Faces Out There
The Vice Chair led a discussion about increasing exposure of Staff Council for next year. Suggestions for increasing exposure were discussed:
- Business cards
- Handout cards
- Flyers in New Employee folders
- Guest at New Employee Orientation
- Flyers on department bulletin boards
- Add Staff Council Representative to email signature
- Printed signs that Staff Council Representatives can display near their workspaces
- Thank you cards
- Certificates of appreciation recognizing individuals and groups for a job well done
- Letters to the supervisors of employees who receive the certificate of appreciation
- Recognition of staff receiving the certificate of appreciation in the Staff Council Blast Newsletter

Interim Staff Council Secretary
Shelley Underbrink, Staff Council Secretary, has accepted a job in Austin. Burt Reynolds volunteered to serve as the Staff Council Secretary for the remainder of Shelley’s term.

Employee Advisory Council (EAC)
The next EAC meeting will be held July 21-22 in Midland, TX. The EAC will be discussing the issues that they will present to the UT System Board of Regents for the following topics: Wellness, Work/Life, Retention, and Policies/Procedures.

The EAC is the Staff Council for the UT System, and each university in the UT System has representatives. UTSA can have two representatives on the EAC. One of the representative slots is vacant because Sarah Gonzalez has left UTSA. Shirley Rowe is the only representative from UTSA at this time. The Staff Council Chair sent an email asking for volunteers to fill the vacancy. Any employee interested in serving on the EAC must get his/her supervisor’s approval because the EAC requires a time commitment. EAC representatives serve a 3-year term. Each representative is required to attend 3 meetings a year. The EAC meetings last 3 days (Wednesday-Friday). Travel expenses are reimbursed by the UT System.

Elections
The nomination form will be emailed on June 25. The nomination and election process will be conducted through Survey Monkey. The FUSE Committee Chair met with IT to prevent the nomination email from Survey Monkey from ending up in the Junk Mail. The deadline to submit a nomination is July 6. An article about the nomination process will be distributed in the June 29 issue of UTSA Today. The nomination process will last 8 days. Every VP area except the President’s Office will be electing representatives. The President’s Office has one representative, and he still has a year of his term to serve. This year 16 representatives have expiring terms.
Help from FUSE Committee members will be needed to organize the nominations by VP area. Voting for new representatives will end the third week of July. Voting will last 5 days.

- Total ballots distributed = 2,226
- Electronic ballots distributed = 2,106
- Paper ballots distributed = 120

**Committee Meetings**
The three Staff Council Committees (FUSE, Communications, Issues) met.

**Meeting adjourned**

Minutes submitted by Shelley Underbrink, Staff Council Secretary/Historian