The twelfth and final regular meeting of the Staff Council for the 2010-2011 academic year was held at Mimi’s Café, 17315 IH-10 West, San Antonio, Texas 78257 and was called to order at 8:00 a.m. with Chair Cié Gee presiding.

**Members present:**

**Members absent (excused):**
Anne Macintosh Speights

**Members absent (unexcused):**
Alfonzo Villarreal, Belinda Dovalina, Blanch Torres, Burt Reynolds, Clay Haverland, Eric Cooper, Henrietta Vasquez, Joleen Reynolds, Laurie Long, Mark Munguia, Ray Gonzales, Shirley Rowe and Tammy Fernandez

**Minutes from previous meeting:**
Minutes were approved from the previous meeting.

A light breakfast was served to meeting attendees.

At 8:30 a.m., Cié Gee began discussing the agenda items. She recapped the purpose for Staff Council.

The UTSA Staff Council is:
- An advisory body to the President
- A way to communicate common staff concerns

New and outgoing Staff Council members introduced themselves.

**Reports**

*Employee Advisory Council, Venetta Williams*
Venetta reported on the Employee Advisory Council (EAC), a UT System council with representatives from every academic and health institution in the system. The entire EAC meets a few times each year and once each year with the Board of Regents. The Council also includes
committees, which meet periodically. Venetta serves on the EAC Policy Committee. Returning Staff Council member Joleen Reynolds is UTSA’s second EAC representative. Ruby Rodriguez is UTSA’s EAC alternate. (EAC members need not be UTSA Staff Council members.) The term is a three-year commitment.

The EAC makes recommendations to the Board of Regents in the same way the UTSA Staff Council makes recommendations to President Romo. Venetta and Joleen serve as liaisons between the UTSA Staff Council and the EAC, taking reports and recommendations to and from both groups.

Hot topics currently include performance evaluations and merit pay, wellness programs and employee discount programs.

Committee Introductions

Communications Committee, Shannon Rios, chair
The Communications Committee is responsible for producing and disseminating a quarterly newsletter to staff. The newsletter is produced in the winter, spring and summer. Shannon works with six contacts to disseminate the newsletter, one from each of the six vice presidential areas. The committee also promotes Staff Council news on UTSA Today, in @UTSA, via the digital signage around campus and on Facebook. Staff Council members are encouraged to “like” the UTSA Staff Council Facebook page and share it with their UTSA colleagues.

Issues Committee, Juan Noval, chair
The Issues Committee is comprised of approximately a dozen Staff Council members. In FY 2010, the committee addressed about 10 major issues. Juan receives the issues from staff and sends an email to his committee for volunteers who are willing to research the issues. He requests status updates on their research by sending out prompts. Parking, shuttle services, transportation between campuses, parking permit costs and space allocation are key issues. Staff Council does not handle H.R. or personnel issues. As needed, Juan places issues on Staff Council meeting agendas for large-group discussion.

Elections Committee, Cindy Orth, chair
Eleven new staff and six returning staff will begin their two-year terms this year, according to the results of the most recent election cycle. The Elections Committee oversees the elections process by putting out a call for nominations, verifying the nominees and conducting the elections process. The Committee is dark for most of the year and extremely active in the spring. It is a seasonal time commitment.

Scholarship Committee, Ruth Coates, chair
This year, the Staff Council awarded two $250 undergraduate and two $250 graduate scholarships to UTSA benefits-eligible staff who are taking courses at UTSA. The application deadline is Feb. 15 of each year. The committee promotes the scholarship ahead of time and promotes the recipients, once they are chosen. The committee would like to see Staff Council revise the memorandum of understanding (MOU) to increase the value of the scholarships that are awarded.
Fundraising, Cynthia Orth, chair
In the past, the Staff Council has raised funds through water sales at each commencement ceremony. This year, the Staff Council decided to forego water sales. Instead, in January, the Staff Council organized Strikes for Scholarships, a bowling fundraiser which netted about $2,500. It took place at University Bowl and included a silent auction and prizes. It was extremely successful.

Ad-Hoc Smoking Committee, Cié Gee
The Ad-Hoc Smoking Committee was created out of the Issues Committee, because smoking on campus and moving to a smoke-free campus became a larger issue that needed long-term attention. President Romo and Kerry Kennedy are both aware that the Staff Council is trying to make UTSA a smoke-free campus. At this point, we need to finalize and administer a survey to get a majority opinion on the issue from staff, faculty and students. President Romo requested this research. The committee will continue in FY 2011.

Officer Responsibilities

Parliamentarian, Greg Frieden
The Staff Council Parliamentarian is responsible for ensuring that monthly meetings have a quorum (18 present) according to bylaws so the Staff Council can vote. Staff Council can hold a meeting in the absence of a quorum according to bylaws but voting is not permitted. The Parliamentarian also keeps the discussion moving at meetings. In addition, this past year, Greg posted meeting minutes to the website, although that is not a requirement for the Parliamentarian according to bylaws.

Secretary, Christi Fish
The Staff Council Secretary takes minutes at each meeting, emails them to members for approval and provides a final copy to the webmaster, once a majority of the Staff Council approves the minutes. The secretary also books the rooms for the Staff Council’s monthly meetings.

Vice Chair, Christopher Goldsberry
Staff Council Vice Chair is a two-year commitment, so nominees must be in the first year of their two-year term. The Vice Chair sits on university committees on behalf of the Staff Council to support the Chair and assists the chair at the University Excellence Awards. The position is a large time commitment.

Chair, Cie Gee
The Chair is the Staff Council representative for University Assembly, the HOP Committee and the Strategic Resource Planning Committee. The chair also coordinates the nomination and recognition of honorees who receive the Staff Council Appreciation Award. The chair assists in the University Excellence Awards ceremony.

Pin Presentation
The following new members were presented with their Staff Council pins: Cynthia Davis, Jerry Smith, John McGee, John Shaffer, Robert Rosas, Robin Diamond, Steve Kudika, Vanessa Davalos, Vicki Weber and Victoria Cruz.

The following retiring Staff Council members were recognized: Amy Ramirez, Bradley Jones, Burt Reynolds, Clay Haverland, Elba Ramos, Mark Munguia, Rebecca Pendell Garza, Ruby Rodriguez, Ruth Coates and Tammy Fernandez.

The meeting was concluded and lunch was served.

**Reminders**

*October Meeting*
Staff Council’s October 27 meeting will be held from 8:30-10:30 a.m. in the University Center Harris Room (UC 2.212) on the UTSA Main Campus.

Minutes submitted by Christi Fish, Staff Council Secretary