



THE UNIVERSITY OF TEXAS AT SAN ANTONIO

SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF January 25, 2007

The fifth regular meeting of the Staff Council for the 2006-2007 academic year was held in the Recreation Center Studio Blue at the 1604 Campus at 8:30 a.m., with Patti Dunn, Chair, presiding.

Call to Order

Members present: Stefanie Barlow, Bradley Chandler, Veronica Cortez, Gwendolyn Drake, Patti Dunn, Kim Ellicks-Center, Sarah Gonzales, Carol Gonzalez, Sabina Kapoor, CeCe Ortegon, Cindy Orth, Derrick Ozuna, Rachel Pullen, Shirley Rowe, Dee Russell-Terrell, Anne Speights, Melissa Tenberg, Cissy Thorpe, Maria Villarreal, Todd Wollenzier

Members absent: Marlon Anderson, Kim Brandt (excused), Carlita Contreras (excused), Sharon Cropper (excused), Maria Espericueta (excused), Janie Garcia (excused), Roy Garza, Laurie Gay, Minnie Martinez, Belinda Munoz (excused), Susan Sandoval (excused), Nina Sosa (excused), Amy Strong (excused), Velma Tristan (excused)

Minutes of the December 14, 2006, Meeting Reviewed & Approved with Corrections

New Business

Staff are encouraged to attend the February UTSA Homecoming and Asian Festival events.

Committee Reports

Bylaws Committee, with Cindy Orth as Chair: Looking into establishing a permanent Staff Council seat for Human Resources representatives.

Elections/Membership Committee, with Dee Russell-Terrell as Chair: Preparing for committee meetings.

Employee Benefits/Compensation Committee, with Veronica Cortez as Chair: Preparing for committee meetings.

Communications Committee, with Sabina Kapoor as Chair

Goals include improving our visibility for our constituents, improving the understanding of what Staff Council is, and improving the protocol for elections.

Tentative ideas for goals include linking our website to other UTSA sites, creating a newsletter, implementing a pilot program for our online elections, and adding a link on our website to Staff Council scholarships information.

Fundraising Committee, with Melissa Tenberg as Chair

We sold all 1,200 bottles of water during the December commencement ceremonies, making a profit of approximately \$800, which will go to Staff Council scholarships. Volunteers came from current Staff Council members, former Staff Council members, and other UTSA staff.

For future commencement ceremonies, it would be a good idea to assign various group leaders to head each ceremony, thereby preventing the responsibilities from falling on any one person.

We should be thinking of new ways to raise funds, such as holding silent auctions or offering services during commencement ceremonies.

Obtaining professional signage for our fundraising events will be a strong improvement.

Issues Committee Report, with Shirley Rowe as Chair

Due to problematic phone systems during the recent ice storm, the Telephone Services office is looking into ways of improving systems for the future, and they also recommend that each office have notification plans in place in the event of unscheduled campus closures.

Regarding a question as to improving the timeliness of the travel reimbursement processes, it is understood that these processes depend on a staff members' respective VP area and the signature routings for that area.

Regarding a question as to whether or not UTSA may implement reviews of business processes, it is understood that these processes are already regularly under review by University administrators.

Next Meeting

February 22, 2007, in the Durango Building Southwest Room, at the Downtown Campus.

Meeting Adjourned

Minutes prepared by Derrick Ozuna, Secretary/Historian