



**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**  
**SUMMARY MINUTES OF THE STAFF COUNCIL**  
**MEETING OF**  
**December 18, 2008**

The fourth regular meeting of the Staff Council for the 2008-2009 academic year was held at the Southwest Room at the Downtown Campus at 8:30 a.m. with Shirley Rowe, Chair, presiding.

**Call to Order**

Members present: Julie Brunts, Allegra Castro, Carolyn Cochran, Belinda Dovalina, Israel Falcon, Robert Garza, Thomas Harper, Brent League, Sherry Lindsey, Rene Lopez, Alegra Lozano, Mary McNair, Patricia Morehead, Cheryl Nunn, Sharron Pacheco, Shirley Rowe, Lisa Talcott, Brenda Tamayo, Suzette Vallejo, Andrea Watts, Venetta Williams, Todd Wollenzier.

Members absent: Paula Castillo, Eric Cooper, Sally Crouser (excused), Grace Fouts (excused), Pat Hedelius, Bob Miller (excused), Cindy Orth (excused), Elba Ramos (excused), Corinne Sabo (excused), Frank Segura, Anne Speights (excused), Donna Ware.

**Holiday breakfast**

**Chair's report and comments**

- Member Resignation: Scott Kabrich has resigned his position on Staff Council. A new chair for the Communication committee will need to be elected. If you are interested in serving on the Communication committee, please contact the Staff Council Chair.
- HOP Committee: This committee appointed by the President to review and make recommendations to the president regarding the HOP. It was noted that the University of Texas at San Antonio Handbook of Operating Procedures (HOP) is going to be revised by the HOP committee soon.
- Committee Work: The majority of the work of Staff Council is accomplished in committees therefore it is very important that everyone sign up for at least one committee.
- Strategic Plan: The Staff Council Chair asked the Staff Council if they would like to have Dr. Frederick speak on the "Strategic Plan" during an upcoming Staff Council meeting. The presentation would be limited to about 30 minutes.
- Treasurer: A question was brought forth regarding the role of the Treasurer. Last year the Staff Council voted to establish the position of Treasurer. It was noted that the Treasurer does not write checks or submit vouchers to the Office of the

Vice President for Business Affairs (VPBA). There was a discussion of whether a treasurer was needed and what role they would fill.

### **Review and approval of minutes**

Motion made to accept November meeting minutes with changes and accepted as written.

### **Old Business**

#### *Constituencies*

The Staff Council Chair will meet with Mr. Kennedy in regards to the best way to communicate with our constituencies. (Work in Progress)

### **Committee Reports**

*By-laws Committee:* No report. The next meeting will be held during the month of January. The By-laws committee is currently revising the By-laws, a section at a time. The committee hopes to present their revisions to the Staff Council in early Spring.

*Communications Committee:* No report. The Communication Committee is seeking a new chair to fill the position.

*Employee Educational Benefits Committee:* The committee members met with the Staff Council Chair and came up with good ideas. A Staff Council member mentioned that there are a couple of bills affecting Higher Education that will be before the next Legislative Session.

*Employee Perks Committee:* The committee has not met yet. The Committee Chair circulated a handout about the Employee Discount Program at the University of Texas at Austin. The University of Texas at Austin Human Resources website includes information about the Employee Discount Program available to the University of Texas at Austin Faculty and Staff. These include a wide variety of products and services. The Committee Chair would like to have something similar for UTSA Staff.

Employee Perks Committee report:

- The Committee Chair would like to have space available on the UTSA Web server.
- Maintain a current database on the Employee Discount Program. Perhaps this is something that Human Resources would like to collaborate on. It was noted that this would be great for San Antonio businesses.
- A Staff Council member will present to the UTSA Director of Human Resources the University of Texas at Austin Employee Discount Program benefit package.
- The Committee Chair would like to schedule a meeting during the month of January to discuss and set committee goals and brainstorm about other ideas in regards to the Employee Discount Program.

- The Committee Chair would like to have the Employee Discount Program available for UTSA Staff as soon as possible.
- The Staff Council Vice Chair will be working with Human Resources to get the structure in place. The Staff Council Chair asked to be Cc: Carbon copy on the Employee Perks Committee upcoming meetings.

*Elections Committee:* No report.

*Fundraising Committee:* No report.

*Issues Committee:* The Staff Council Chair and Vice Chair brought forth their recommendations to post the current issues on the Staff Council website to provide better communication with staff members and to avoid repeated questions. Also, it was recommended to generate a separate list of questions on the Staff Council website along with responses. They will obtain a spreadsheet from the Issues Committee and work on posting this information.

### **Issue: Hazardous crosswalk between Monterey and Buena Vista Building downtown**

Status: A committee member gave an update on the Hazardous cross walk between Monterey and Buena Vista Buildings Downtown. The City of San Antonio has provided a flashing light and signage at the Downtown campus crosswalk. Downtown campus administration and staff are taking steps to educate Downtown student and staff and a Campus Pedestrian Safety message was released and has been posted in the common student area. It was noted that the UTSA Downtown Campus Pedestrian Safety message was published in UTSA Today.

*Scholarships Committee:* No report. The Staff Council Chair addressed the need to communicate to all UTSA employees about Staff Council Annual Scholarship deadline date. UTSA Staff are encouraged to apply for the Staff Council Annual Scholarship by February 15<sup>th</sup> (of every year) via the general scholarship application. A question was brought forth regarding how many applicants applied last year?

*Treasurer's report:* No report.

### **New Business**

- Last month we heard from Aramark in regards to concerns that Staff members had regarding food services. The Staff Council would like to have a representative from Aramark give an update on Phase II of Aramark Campus Dining Services.
- Staff Council chair inquired as to who the members would like to have come to our Staff Council meeting? The following quest speakers were recommended by the Staff Council:

- Office of the Vice President for Academic Affairs – Dr. John Frederick
  - Aramark Campus Dining Services – Mr. Bruce Bravo
  - Human Resources (FMLA) – Ms. Annette Rabago
  - Parking & Transportation Services ( In anticipation of the new rates from the Board of Regents) – Ms. Jane Wilcox
  - Master Plan representatives
- The need for the position of Treasurer
    - Do we need to have a Treasurer?
    - Should this fall under the Fundraising Committee? Or should the role be filled by a member of the Executive Board?
    - How are funds administered to the VPBA office?
    - How do we get reimburse for things?

The Staff Council raises money through water sales at the Spring commencement ceremonies to generate scholarship funds for the staff community at UTSA interested in furthering their education. If the Staff Council raised \$1,000, it would go toward the Scholarship Fund. The Staff Council annually awards the following: One \$250 for undergraduate level and one \$250 for graduate level. The Office of the Vice President for Business Affairs (VPBA) has oversight of the scholarship fund account. A question was brought forth regarding how much money we have in the account? The Staff Council currently has \$6,538.54 in the scholarship account. Last year, the Staff Council raised \$1,400 through water sales at the Spring commencement ceremonies. (TABLED)

It was noted if money is generated from fundraising, then it would be best to have the Fundraising Chair report on the funds. The Staff Council Chair agrees that we need to have oversight on the account. (TABLED)

- The Staff Council Secretary/Historian will research how the Treasurer position was voted on. The Parliamentarian will research how it should be dissolved.
- The Staff Council Chair will generate a schedule on the upcoming guest speakers.

### **Announcements**

Next meeting: January 22, 2009, 8:30 a.m. – 10:30 a.m., Rec Center, Texas Room, at the 1604 Campus

### **Motion to Adjourn**

*Minutes submitted by Suzette Vallejo, Staff Council Secretary/Historian*