



**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**  
**SUMMARY MINUTES OF THE STAFF COUNCIL**  
**MEETING OF**  
**March 26, 2009**

The seventh regular meeting of the Staff Council for the 2008-2009 academic year was held at the Recreation Center, Texas Room at the 1604 Campus at 8:30 a.m. with Shirley Rowe, Chair, presiding.

**Call to Order**

Members present: Julie Brunts, Paula Castillo, Allegra Castro, Carolyn Cochran, Israel Falcon, Robert Garza, Thomas Harper, April Lawver, Patricia Morehead, Cheryl Nunn, Cindy Orth, Sharron Pacheco, Anne Rembisz, Shirley Rowe, Frank Segura, Anne Speights, Suzette Vallejo, Venetta Williams, Todd Wollenzier.

Members absent: Eric Cooper (Excused), Sally Crouser, Belinda Dovalina (Excused), Grace Fouts (Excused), Pat Hedelius (Excused), Brent League (Excused), Sherry Lindsey (Excused), Rene Lopez (Excused), Mary McNair (Excused), Elba Ramos (Excused), Corinne Sabo (Excused), Jamie Satterwhite (Safstrom) (Excused), Lisa Talcott (Excused), Brenda Tamayo, Donna Ware (Excused).

**Chair's Report and Comments**

- **Vacancies** – new members: April Lawver (Office of Academic Advising - COB)
- **Strategic Resources Planning Council:** There is a need to support the University and to demonstrate and find ways to contain cost. More information will be provided by our guest speaker on this initiative.
- **Employee Advisory Council – report:** The Staff Council Chair attended the Employee Advisory Council meeting in Austin, Texas in early March.

EAC issues being worked this session:

- *Wellness Program:* The University of Texas System's Wellness Program is one initiative being actively pursued as well as a cost saving strategy. The Health and Wellness Programs are available at each of the 16 UT components including UTSA which we should support and promote to our constituents. Rowdy New U is available as a six month pilot program to UTSA faculty and staff interested in increasing their activity level, changing nutritional habits and becoming more involved in healthy living.
- *Condition Management Option:* If you have a chronic condition, you don't have to do it alone. Whether you have diabetes, asthma, high blood pressure or another chronic disease, the Personal Health Manager can help you take control.

The University of Texas System's Living Well: Make it a Priority website is: <http://www.livingwell.utsystem.edu/> for more details on wellness programs and services.

- *Risk Management:*
  - The cost of Hurricane Ike and affects
  - 23 million dollars in business losses
  - 7 million dollars - Houston
  - 830 UT million dollars: The goal is to reopen the campus. Because the legislature is still in session there is nothing definitive.

The Texas Legislature website is: <http://www.legis.state.tx.us/> for details on Texas Higher Education Bills.

- **Pilot program from Parking & Transportation to begin. Other P&T news.** The UTSA Business Auxiliary Services should provide shuttle services for new employee's orientation. There is progress being made in regards to the via bus stop situation. The Transportation Services division of UTSA Business Auxiliary Services has been providing van service from the 1604 Campus to UTSA offices at the University Heights. The shuttle service is on Tuesday from 9:30 a.m. to 1:30 p.m.

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

Review of March 26, 2009 meeting notes tabled until the next meeting, due to the lack of a quorum at the Staff Council meeting.

### **Old Business**

- **University Excellence Awards:** The University Excellence Awards ceremony will be held in the Ballroom. Volunteers are needed to assist in several areas. If you would like to volunteer for this year's event, please e-mail the Staff Council Vice-Chair who will be notifying volunteers of their designated times.
- **Name Tags:** The Staff Council Vice-Chair asked the Staff Council members if they would like to wear UTSA Staff Council pins instead of name tags. The Staff Council Vice-Chair would like to order approximately 75 UTSA Staff Council pins. Also, he would like to research the idea of getting the Staff Council logo modernized. A question was raised regarding the symbolism of the oak leaf logo. The Staff Council Vice-Chair is going to research this and will have something ready for the next meeting.

**Introduction of guest speaker, Janet Parker, Associate Vice President, Financial Affairs Office, to speak on the new Cost Containment Initiative. Other representative present was Diana Valle, Business Policy Writer/Coordinator, Financial Affairs**

- **Strategic Resource Planning Council:** UTSA Strategic Resource Planning Council (USRPC) serves as an advisory group to provide counsel and advice to the President regarding the resource issues facing the University. UTSA Strategic Resource Planning Council consists of the following members: The Co-Chairs, Vice Presidents, Deans (or delegates) and Resource Staff.
- **New Cost Containment Initiative:** UTSA continuously looks for ways to contain costs and operate more efficiently. Rapid growth has required UTSA to 'do more with less' to serve an increasing number of students, including consolidating resources, examining business practices and implementing process efficiencies to more effectively use available funds and reduce waste.

**They are looking at a variety of areas to arrive at decisions regarding the budget. There are many variables that affect the monies available to the university to conduct its business.**

- Strategic Issues on Funding: Currently at the legislative session in Texas
- Increase five percent total (tuition and fees)
- Presentation on research needs
- In the past majority of the funding went to merits, benefits and to hire new faculty
- Can't add new faculty/students without supplemental staff
- Next year's merit program (too soon)
- Next year's budget due in June 2009

**Discussion questions after presentation:**

- Q: Why isn't there enough money available for new staff positions, but there are new A&P positions with a salary of \$100,000 being added.
- A: Each Vice President is to set the budget and set aside for staff. There is small amount of money and the need of equity salaries.

**Cost Containment:**

- The USRPC council welcomes cost containment suggestions from UTSA Staff, Faculty, and Students. You may submit your suggestions on the following website: [http://www.utsa.edu/financialaffairs/Budget/usrpc/cost\\_cntnmnt.cfm](http://www.utsa.edu/financialaffairs/Budget/usrpc/cost_cntnmnt.cfm)
- Once submitted, it will be published and shared with the UTSA community.

**Discussion questions after presentation:**

- Student's could utilize this and use their UTSA e-mail.
- Would you prefer that it get posted as submitted so that people would not submit the same thing?
- How can we disseminate this link? Maybe marketing graduate students?
- You should have a link on the homepage. Do you get an automatic response? A return email on record.
- What is the process going to be once you get a suggestion? What is the time-line?  
Response: Hoping they get a response and hope to get the Strategic Resource Planning Council involved. We can't promise a turnaround time as this is a new process.

- Will you have a tracking system to indicate what the status is?
  - Indicates being reviewed
  - The Budget Planning and Development/Cost Containment website is: [http://www.utsa.edu/financialaffairs/Budget/usrpc/cost\\_cntnmnt.cfm](http://www.utsa.edu/financialaffairs/Budget/usrpc/cost_cntnmnt.cfm) for details on cost containment.

**Recommendations on how to advertise the UTSA Financial Affairs homepage:**

- Publish an article on UTSA Today
- Newsletters (Some areas have their own newsletters)
- Add a link on ASAP to target students

**The University of Texas System requires regular reporting via Expenditure Transparency Reports which are available for all taxpayers to view. This is helpful to understand the expenses incurred by the university.**

The University of Texas at San Antonio Expenditure by Category for The Six Months Ended February 28, 2009 listed the following:

- Salary Benefits
- Financial Aid
- Utilities
- Travel

The University of Texas System Expenditure Transparency Reports website is: [http://www.utsystem.edu/cont/Reports\\_Publications/UT\\_Expenditures.html](http://www.utsystem.edu/cont/Reports_Publications/UT_Expenditures.html) for more details on academic institutions reports.

**Committee Reports**

*By-laws Committee:* The committee's goal is to have the By-laws finished this year.

*Communications Committee:* Plans were noted to add a Staff Council survey on the website. The committee recommends adding a link on the history of the Staff Council.

Questions pertaining to the Staff Council:

- Do you know about the Staff Council?
- Do you know what the Staff Council does?

*Employee Educational Benefits Committee:* No report

*Employee Perks Committee:* No report. The committee is moving forward with the HOP. The Employee Discount Program will hopefully be available during the month of May 2009.

*Elections Committee:* The committee will be meeting soon. The project planning piece will begin and preparation for the election process will end during the month of May

2009. Last year's election was done by electronic email and paper copies were sent to the Department of Facilities Services for employees who do not have access to email.

*Fundraising Committee:* Four committee members attended a recent meeting via teleconference. There are potential fundraising ideas but the committee is not ready to send those out yet. The fundraising committee is hoping to sell bottled water this year at the May 2009 Spring commencement ceremonies which will be held on May 7, 2009, May 8, 2009 and May 9, 2009. This would be the third year that the committee is eligible to sell bottle waters at the Spring commencement. A vote is needed to continue water sales.

The parliamentarian mentioned that, due to the lack of a quorum at the Staff Council meeting on March 26, 2009, an important motion could not be voted upon. Our fundraising event for this year, in support of our scholarships, consists of offering bottled water for sale at the May commencement ceremonies. Delaying a vote until next month's meeting will prevent the planning for the fundraiser to move forward. According to Robert's Rules of Order we are able to continue our meeting electronically in order to vote on the motion.

Listed below is the motion you are being asked to vote on: **Does Staff Council want to hold the sale of water at the May Commencement to benefit our scholarship fund?**

When replying, **please reply to all Staff Council members** so the vote is transparent. **Please indicate one of the following responses: Yes, No, Abstain.** Because this process is outside of our bylaws, Robert's Rules states that we need to re-vote on this motion in our next regularly scheduled meeting. With an affirmative vote via e-mail, the fundraising committee can move forward in purchasing the water and preparing for the event. This is a quorum vote which will end on Monday, March 30, 2009 at 9:00 PM. On Tuesday you will receive a request to vote to officially adjourn the meeting from today.

*Issues Committee:* No report.

*Scholarships Committee:* A panel will meet on April 9<sup>th</sup> regarding the Scholarship applicants. So far 12 applicants have applied for the Staff Council Scholarship. It was noted that five applicants were not eligible. It was noted that applicants were applying for the UTSA Council and/or Endowment Scholarships. The Committee Chair will be working with the ASST Director, Department of Student Financial Aid to find a way to promote the Staff Council Scholarship.

**A motion was made to set the time to conduct a vote via e-mail, so that the fundraising committee can move forward in purchasing the water and preparing for the event.**

  18   For   0   Against   0   Abstentions

**A motion was made to set the date to adjourn the affirmative vote via e-mail, which will end on Monday, March 30, 2009.**

18 For 0 Against 0 Abstentions

**New Business**

**Announcements**

- Next meeting: April 23, 2009; DT, Frio Street Multipurpose Room, FS 1.402.

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