


Annual Report of the University of Texas Health Science Center

Staff Advisory Council

For the period September 2005 through August 2006

The UTHSCSA Staff Advisory Council (SAC) successfully completed its inaugural year. The first part of this year, the council members' focus was mostly on trying to organize the group and establish and build the infrastructure that would play a key role in the council's first year. It established an Executive Committee as well as the three standing sub-committees: Staff Development, Communications and Benefits. An ad-hoc committee was also formed to examine and review the SAC Bylaws. By mid-year the council was ready to discuss and review issues that were brought before us from various sources within the Health Science Center. Some of these items were: ways to improve communication within the Health Science Center; development of a web site; training and educational opportunities for non-faculty employees; review of salary policy for internal candidates; creation of an identifiable SAC logo; collaboration with the campus wellness committee; and review of the HSC Strategic Plan. The SAC is an organization that is directly linked to the UT System's Employee Advisory Council (EAC) that was established in 2000 by the Board of Regents to provide a vehicle for communication, and to facilitate the flow of ideas and information between employees, the Board of Regents and the executive officers of the UT System. We currently have 2 representatives from our institution and one of those members is also a current member SAC.

Accomplishments over the last twelve months

- **Salary Policy "Change in New-Hire Salary Range"** - A recommendation was submitted to the President from the committee to consider changing the policy which limits the salary offer for hiring of internal candidates to 10% above their current salary. This policy provided departments the flexibility to hire external candidates up to the midpoint of the salary range without approval from the Office of Human Resources, but it limited internal employee's salary adjustments to only 10% increase of their current rate. The policy was reviewed by UTHSCSA Administration and a change was made to increase the percentage of internal candidates up to 15%. The new policy went into effect September 1, 2006.
- **SAC Logo** – A logo that identifies the UTHSCSA Staff Advisory Council was approved by the President. 
- **SAC Website** – A website was created with the assistance for the Office of Human Resources. The website will house minutes from all meetings, a listing of all its members and the committees they represent as well as any news worthy items.
- **SAC Mailbox Established** – A mailbox, SAC@uthscsa.edu was created for employees to submit questions, comments or concerns to the council.
- **Overview of SAC added to HOP** – SAC was added to the Handbook of Operating Procedures under Chapter 1, Section 1.8, Policy 1.8.2.

The Staff Advisory Council wishes to acknowledge the efforts from the Office of Human Resource management and staff in providing support and resources for the Staff Advisory Council.

Minerva Castillo

Chair, UTHSCSA Staff Advisory Council