The University of Texas at San Antonio  
Business Affairs Staff Relations Council Meeting Minutes  
January 25, 2017  
8:30 AM – 10:00 AM

Meeting called by: Kathy Funk-Baxter, VPBA

Attendees -  
Ron Freeman, EHSRM – Police  
Belinda Hernandez – Police  
Adam Plocica – Facilities  
Leo Amaro – Campus Services  
Priscilla Fernandez – Human Resources  
Julie Alley – Financial Affairs  
Ashley Zaldivar – Financial Affairs  
Carol Orozco – Facilities  
Brian Montoya – Facilities  
Dennis Layman – Peoplesoft  
Andrea Chavez – Facilities  
James Roe – Facilities, DTC

BA Update from Kathy –

Kathy shared several pieces of information. Refer to the agenda sheet from 1-25-17. Specifics on two of the items are listed below.

- Two new surface parking lots are in the works at Tobin & Devine. One lot will provide an additional 100 spaces by the Business building and the other will be designated as student parking by the Roadrunner Café and will accommodate another 300 vehicles.
- Chief Lewis has created the Police Advisory Council to facilitate open communication concerning campus safety of the university community. Members include faculty, students, and staff. The next meeting is scheduled for January 31 from 1:00-2:00 PM in the Willow Room, UC 2.02. Belinda will forward a list of members along with future meeting dates.

Other Business –

1. Gates on service drive are being left open – Belinda will check with Director Skelton from Security Services to find out where we are on getting the gates fixed. The most recent update is that Facilities is waiting on repair/replace quotes from vendors/contractors.

2. Wellness concern – Refer to HOP Police 4.20 Authorized Leave. A revision to this policy allows a benefit in which a supervisor may grant an employee three (3) thirty minute allotments per week for wellness. Additionally, employees are given
8 hours annually for health assessments. The employee does not need to reflect this time on his/her timesheet. Kathy will check on the effective date of the revision and will forward a copy of the policy.

3. Employee development and progression system – Kathy explained the annual performance evaluation is a tool the employee can use to create a career development plan for him/herself, effectively communicating his or her career goals and the steps needed to reach these goals, with his or her supervisor. Adam reminded us that the University offers an educational benefit of 12 college hours per fiscal year to help further our education. Each division may have their own career development plan, but Priscilla is going to check with HR.

4. Employee compensation and merit increases – Merit increases for 2017 are unlikely, however, Kathy explained that they are working diligently toward some sort of merit increase, if at all possible. Kathy thinks merit programs are important. She also explained that the annual performance evaluation is not specifically for determining a merit increase, but rather a form of communication to give and receive feedback relating to job performance and goals for the employee.

5. Parking UTSA vehicles – Kathy has tasked Chief Lewis, Clay Haverland, and Dave Riker with finding alternate solutions for providing adequate parking for university vehicles. Leo reminded us that every vehicle on campus should only be parked in a space designated for its particular type of permit. Brian also mentioned the lack of designated loading spaces is a traffic safety concern and should be addressed. Kathy is going to ask Chief, Clay, and Dave to look for possible solutions.

6. Pay periods – Ashley is going to research the possibility of bi-weekly pay periods and if we can be paid on the Friday prior to a pay date that falls on a weekend.

7. Spring Break as paid time off – Priscilla will find out how the paid holidays are determined and if it’s possible to include Spring break. It was suggested that maybe the university can go back to offering floating holidays that can be applied at the employee’s discretion.

8. Merit Increases for 2017 – See #4

9. Tobin Garage issues – Leo will look into why the entrance off Tobin begins as one lane but turns into two lanes after the gate. This is confusing and unnecessary. Also, Brian mentioned that there are problems with the islands that were installed to hold the lift gate at the exit on Cooke. The drive-thru is too narrow for larger vehicles causing the wheels to scrape the sharp edge of the curb. Damage is already present on the curbs and kiosk. A modification should be made to alleviate structure damage and damage to vehicles.
10. Room reservations – Dennis is going to speak with Events Management to determine if the process of reserving meeting spaces can be streamlined.

11. Getting supervisor approval for the educational benefit – HOP 4.08 Employee Education and Training. Kathy stated the reason supervisor approval is required is to ensure certain criteria is met. The courses should be related to either your current job or prospective job opportunities.

Our next meeting is scheduled for April 26th. KFB would like each of us to conduct our own research and inquiries of the issues brought to our attention by our co-workers. If we are unable to find the answer or solution then the concern should be added to the next meeting’s agenda. However, it is a good idea to bring the concern, along with the information we have found, to the next meeting to be shared with the group.

Homework:
- Keirsey Temperament Sorter
- Page 7 of the Preparing to Serve workbook
- Small group meeting
- Meet with leadership