

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

**SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF
NOVEMBER 20, 2003**

The third Regular Meeting of the Staff Council for the academic year 2003–2004 was held in the Assembly Room (JPL 4.03.08) at 8:30 a.m. with Venetta Williams, Vice Chair, presiding, William Hamilton, Secretary

I. Call to order and taking of attendance.

Present: Alka Bhavsar, Kim Brandt, Kathy Calucci, Patricia Dunn, Linda Edmundson, Maria Espericueta, William Hamilton, Pat Harborth, James Jinks, Misty Kelley, Elnora Kennedy, Minnie Martinez, Carolyn Motley, Cindy Orth, Ann Roberts, Sonia Saenz, Anne Speights, Mary Lou Spiller, Rosalinda Stead, Venetta Williams

Absent: Rebecca Alvarez, Lorie Bennett, Lisa Blancas-Olivares, James Cosgrove, Suzy Gray, Fred Hample, Dan Kiley, Dottie Kyle, Don Swinson, Velma Tristan

Total members present: 20

Total members absent: 10

II. Minutes of the October 23, 2003, meeting were approved.

III. Committee Reports

A. Communications Committee – Patti Dunn, Chair

No report.

B. Elections/Membership Committee – Lisa Blancas-Olivares

No report.

C. Employee Benefits/Compensation Committee – Pat Harborth, Chair

Ms. Harborth reported this year's Staff Compression Study is in progress. The Employee Educational Benefit (EEB) has been provided to 88 employees for a total of \$42,700. This benefit has not been extended to family members. Ann Roberts noted that employees would not have to pay the proposed tuition increase of \$15 per semester credit hour. William Hamilton reported the UT System Employee Advisory Council is working to standardize educational benefits across all System components.

Elnora Kennedy in the Development Office is compiling a list of perquisites for UTSA employees.

IV. Old Business

Guest Speakers: Veronica Rosas-Tatum, Executive Director and Grace Hernandez, Assistant Director, Office of Institutional Diversity

Ms. Rosas-Tatum stated she has wanted to speak to the Staff Council since beginning work at UTSA in June. However, she now has a better idea of what to convey and how to ask staff for their help. The Office of Institutional Diversity (OID) has been in existence for almost five years. It is the responsibility of OID to handle discrimination and sexual harassment cases. In the Handbook of Operating Procedures, the two policies related to these issues have been combined into one policy: 9.1 Policy on Nondiscrimination and Sexual Harassment and Sexual Misconduct. The policy has changed significantly and staff council members should inform their constituents the entire procedure has been revised. Everyone concerned needs to know the policy before an incident occurs. OID is working to communicate the policy and will send a summary of the process that focuses on prevention.

Ms. Rosas-Tatum explained the President has charged OID with pulling together all the various aspects of diversity across the campus. The focus should be on the values of differences and how positive aspects of diversity contribute to teamwork. There are a number of issues to be addressed, such as awareness. OID needs the help of staff to get a finger on the pulse of the campus. Ms. Rosas-Tatum would like to run ideas through the Staff Council to get feedback on how initiatives will be received.

Minnie Martinez said even though staff work together each day, they often do not know anything about the other person. Consequently, there can be false assumptions due to lack of communication. She suggested some type of information sharing process. Ms. Rosas-Tatum agreed and said there are guidelines on how to interact on a professional level and how to get a team to work together even when they do not see eye-to-eye. OID should be seen as a resource for this type of information and assistance.

Kathy Calucci suggested OID could network with Human Resources to provide new employees with an introduction to the concept of the big picture. There is also a need for job etiquette training. Ms. Rosas-Tatum reported OID does participate in New Employee Development training, but would also like to work with academic advisors and others to conduct workshops and additional training.

V. New Business

A. Election of University Assembly Representatives

Nominations were conducted and the following Staff Council members were elected to serve a two-year term on the University Assembly:

Office of the Provost and Executive Vice President for Academic Affairs – Carolyn Motley

Office of the Vice President for Business Affairs – Minnie Martinez
Office of the Vice President for Student Affairs – Misty Kelley
Office of the Vice President for University Advancement – Elnora Kennedy

B. Staff Council Web Site – Council members should inform Patti Dunn, Chair of the Communications Committee, if updates need to be made to the Web site.

C. Other New Business

In response to a question regarding renovation of the JPL Building, Cindy Orth said the 4th Floor would become Library space when Academic III is opened. Although all offices currently located on the 4th Floor will have to move, new space has not been identified for some of these offices.

Elnora Kennedy asked for an update on the renovation and repairs to the JPL elevators. James Jinks responded this is a part of the overall renovation to the building. There are numerous safety features being added to the elevators as they are being repaired.

VI. Next Meeting – December 18, 2003, Assembly Room (JPL 4.03.08)

VII. Meeting Adjourned.