

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF

FEBRUARY 26, 2004

The sixth 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 Dan Kiley, Chair, presiding, William Hamilton, Secretary

I. Call to order and taking of attendance.

Present: Alka Bhavsar, James Cosgrove, Patricia Dunn, Linda Edmundson, Maria Espericueta, Suzy Gray, William Hamilton, Pat Harborth, James Jinks, Elnora Kennedy, Daniel Kiley, Dottie Kyle, Cindy Orth, Ann Roberts, Sonia Saenz, Mary Lou Spillers, Rosalinda Stead, Don Swinson, Velma Tristan

Absent: Rebecca Alvarez, Lorie Bennett, Lisa Blancas-Olivares, Kim Brandt, Kathy Calucci, Fred Hample, Misty Kelley, Minnie Martinez, Carolyn Motley, Anne Speights, Venetta Williams

Total members present: 19

Total members absent: 11

II. Minutes of the January 22, 2004 meeting were approved.

III. Opening Remarks

At Dan Kiley's request, Cindy Orth updated Council members on the status of the staff compression study. In the past, the process was conducted internally with titles and positions compared to similar higher education institutions, such as the University of Texas in Austin. The intention for fiscal year 2003-2004 was to begin the process September 1, 2003 with final results decided by the end of December 2003. Any salary increase, however, would be retroactive to September 1. The commitment of administration to include compression as part of the staff compensation continues with Human Resources placed in charge of the study. Human Resources decided to hire Arthur Anderson as an outside consulting firm that determined it would be more difficult to use the existing method and a different process needed to be developed. This approach was presented to the Executive Council and it was decided funds set aside for 2003-2004 would be rolled into the compression study for 2004-2005. A different compression study, using market comparisons, will be conducted starting some time in the coming weeks. Each staff employee will be asked to complete a Job Evaluation Questionnaire (JEQ), listing specific job duties. A grading system will be established, possibly adding new job codes. The collection of data is expected to be completed by August 31, 2004. President Romo has appointed a task force to

solicit input from the campus community. Council members can send questions or comments to Ms. Orth for submission to the task force. Suzy Gray noted there are jobs at UTSA that do not exist outside of higher education. Ms. Orth agreed the study might have to use academic institutions for comparisons in these cases. James Jinks recommended the comparison information would be made available to interested parties. Staff should be able to receive an explanation of the process, without having to use the Open Records Request method. Patti Dunn noted there are staff with job descriptions that do not match their actual work. Ms. Orth said the creation of more appropriate job codes might be necessary. However, any additional codes would have to be approved by UT system, which could extend the process. She added evaluation scores will still be a factor, but she does not know if longevity in the current position will be a major consideration. Mr. Kiley said he would ask David Larson for additional information on the task force.

IV. Report of Executive Board Activities

None

V. Committee Reports

A. Communications Committee – Patti Dunn, Chair

Ms. Dunn said she had reviewed directory listings for her area after receiving the notification on the new directory and found many errors. Ms. Orth noted the process is being conducted in order to achieve a printable document. All data is based on DEFINE records. Some staff members may have multiple appointments in DEFINE and the appropriate department may not be included in the directory. Linda Edmundson stated an intranet directory to be used by employees only is still needed.

B. Elections/Membership Committee – Lisa Blancas-Olivares

No Report

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

Ms. Harborth reported that Physical Plant continues to work on the Sombrilla table reconfiguration to add dining space after the loss of the faculty/staff dining room. Mr. Kiley noted the new dormitory cafeteria might help relieve this situation.

VI. Old Business

None

VII. New Business

Roadrunner Statue – Mr. Kiley recently learned the President is working on acquiring a roadrunner statue for the front of the new Main Building, so this is no longer an issue.

Ann Roberts asked if there are plans to move the flagpoles to the front of the building. Mr. Kiley responded there are no plans at this time. Don Swinson said the current location of the flagpoles is too obscure and should be more central to the university's main entrance.

Ms. Roberts noted the lights in the south Recreation Center parking lot are not turned on early enough to assist people going into the center in the mornings. Mr. Jinks said he would check into this.

Mr. Kiley reported the agenda for next University Assembly would include discussion on faculty hiring and expansion of the Recreation Center and University Center. He noted the Assembly Room will soon be taken off-line as a meeting space and Council meetings will need to move to another location.

Mr. Kiley noted the need for Council members to share information presented at Council meetings and be the point of contact for constituents. A suitable method of splitting out the vice presidential areas will be looked into further.

VIII. Next Meeting – March 25, 2004 Assembly Room (JPL 4.03.08)

IX. Meeting Adjourned