

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

**SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF
MAY 27, 2004**

The ninth 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 Elnora Kennedy, presiding.

I. Call to order and taking of attendance.

Present: Alka Bhavsar, Lisa Blancas-Olivares, Kim Brandt, Kathy Calucci, James Cosgrove, Patricia Dunn, Linda Edmundson, Maria Espericueta, Suzy Gray, Fred Hample, Pat Harborth, James Jinks, Misty Kelley, Elnora Kennedy, Dottie Kyle, Minnie Martinez, Carolyn Motley, Cindy Orth, Sonia Saenz, Mary Lou Spillers, Rosalinda Stead, Don Swinson, Velma Tristan

Absent: Rebecca Alvarez, Lorie Bennett, William Hamilton, Daniel Kiley, Ann Roberts, Anne Speights, Venetta Williams

Total members present: 23 Total members absent: 7

II. Minutes of the April 22, 2004 were approved.

III. Opening Remarks

IV. Report of Executive Board Activities

No report

V. Committee Reports

A. Communications Committee – Patti Dunn, Chair

Patti Dunn will check on the Web site and request updates as needed. Fred Hample recommended placing the report from the UT System Employees Advisory Council on the Web.

B. Elections/Membership Committee – Lisa Blancas-Olivares

The Elections Committee met to update staff lists and nominating ballots. The committee will meet again on June 9th to prepare the nominating ballots for mailing.

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

No report

VI. Old Business

- President Romo is currently reviewing models of roadrunner statues.

VII. Guest Speaker – David Diaz, Executive Director, Human Relations

In response to a question provided prior to the meeting, Mr. Diaz explained that the *Handbook of Operating Procedures* policy on Consensual Relationships applies to faculty, staff, and students. Kathy Calucci stated there should be wording directly related to relationships where one person has some type of power over the other and unfair advantage could be taken or could be perceived. Mr. Diaz noted there have been instances when employees have been told certain relationships were not appropriate but Human Resources cannot legislate morality. He will forward the concerns of the Staff Council to the Office of Legal Affairs.

Ms. Calucci asked if there are specific policies on traveling with students. She also asked if staff were specifically trained to handle emergency situations that might arise during travel. Mr. Diaz responded he was not aware of University-wide policies but some areas have developed their own policies. Fred Hample noted there is a policy on traveling on university business.

Linda Edmundson asked for further explanation on the “may be held responsible” statement on the inventory form. In particular, who determines if the employee was negligent and should be held responsible? It was noted there is a committee that has that responsibility and both the policy and the committee are being restructured.

James Jinks noted that some shift workers are not compensated appropriately when employees are given early release or unscheduled holiday time. He asked where to find a policy on this situation, since there may be some misinterpretation and he would like to review the written policy. Mr. Diaz said the law, as he understands it, assumes everyone works from 8:00 to 5:00. However, employees with non-standard hours should receive equal holiday time or appropriate compensation.

Mr. Diaz thanked the members of the Council for the opportunity to meet with them. They should call or email him or Josie Dickerson whenever assistance is needed.

VIII. New Business

Proposed holiday schedule

Cindy Orth explained the proposed holiday schedule that provides 12 holidays for fiscal year 2004–2005. UTSA’s holiday schedule is based upon the number of holidays as determined by the State Legislature. Because some major holidays fall on the weekend during this time period, there were fewer days available to select. As a result, UTSA employees will not be allocated any floating holiday hours next year. It is expected the same situation will exist in 2005–2006. Discussion was then held regarding the

University policy on skeleton crew days. It was suggested that a clear definition of what constitutes a “skeleton crew” should be developed, since there is inconsistency across the campus. Certain processes require several offices and minimal coverage is needed in all offices if some areas are expected to conduct business. David Diaz noted that if a staff member works a skeleton crew day, they should receive compensatory time.

- IX. Next Meeting – June 24, 2004, Assembly Room (JPL 4.03.08)
- X. Meeting Adjourned