

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

**SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF
JUNE 24, 2004**

The tenth 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 Daniel Kiley, presiding, William Hamilton, secretary.

I. Call to order and taking of attendance.

Present: Alka Bhavsar, Kim Brandt, James Cosgrove Patricia Dunn, Linda Edmundson, Maria Espericueta, Suzy Gray, William Hamilton, Pat Harborth, James Jinks, Misty Kelley, Elnora Kennedy, Daniel Kiley, Dottie Kyle, Minnie Martinez, Carolyn Motley, Cindy Orth, Sonia Saenz, Anne Speights, Mary Lou Spillers, Rosalinda Stead, Velma Tristan, Venetta Williams

Absent: Rebecca Alvarez, Lorie Bennett, Lisa Blancas-Olivares, Kathy Calucci, Fred Hample, Ann Roberts, Don Swinson

Total members present: 23 Total members absent: 7

II. Minutes of the May 27, 2004 were approved.

III. Opening Remarks

Dan Kiley noted there are only two more meetings before the terms of some members expire and newly-elected members begin their terms. Venetta Williams will chair the next Council meeting since Mr. Kiley will be attending the UT System Employees Advisory Council meeting on July 22 and 23, 2004.

IV. Report of Executive Board Activities

No report

V. Committee Reports

A. Communications Committee – Patti Dunn, Chair

Corrections for the Staff Council Web page have been forwarded to the Office of Internet Development. Suzy Gray offered her assistance to do Web page updates if she can be given custodian permission. Ms. Dunn will check on this. Linda Edmundson noted the need for all offices to review their directory information on the UTSA Web site. During her review of the Registrar's Office, she found multiple errors. This would indicate a need for clean-up across the various areas.

B. Elections/Membership Committee – Lisa Blancas-Olivares

The election process is proceeding according to schedule.

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

No report

VI. Old Business

- The selection of a roadrunner statue for the front of the new Main Building is in progress.

VIII. New Business

A. Guest Speaker – Gerard Barloco, Vice President for Administration

Mr. Barloco thanked Council members for gathering employee comments on next year's holiday schedule. He then gave a presentation outlining how the schedule was developed (copy attached to and made a part of these minutes). Following the presentation, Mr. Barloco asked for questions or comments. Mary Lou Spillers asked why Veterans Day and Presidents' Day are federal holidays but are not included in the UTSA holiday schedule. Mr. Barloco replied that classes are in session on both days; therefore, the University cannot close so these days were not selected for inclusion in UTSA's schedule.

B. Holiday Schedule

Additional discussion was held regarding adding Veterans' Day as a UTSA Holiday. A **motion** was made to pursue the possibility of a Staff Council recommendation to include this day in the next holiday schedule. **Motion approved.**

- C. Pat Harborth expressed concern on the transition to the new Locknetics classroom locks. There are problems with the timing and process of getting a new employee into the university system, which delays issuance of an identification card. This the delays programming the employee's information into the Locknetics system. Cindy Orth explained the shared responsibility for new employee processing. The hiring department creates an appointment in DEFINE, which is routed through the system for approval. Part of this approval process requires the new employee to go through orientation at Human Resources. This must be done before an identification card can be issued. It would be helpful to change the orientation session to the first day of employment. Also the hiring department needs to start the paperwork as quickly as possible. Additional delays can be caused if the new employee does not do his/her part of the procedure in a timely manner. Ms. Orth

said a task force needs to be formed to identify problems and make recommendations for changes. Mr. Kiley recommended an ad hoc committee of Council members be appointed to identify offices to be represented on this task force. That committee's recommendations would be forwarded to administration for appointment of the task force. Ms. Orth volunteered to chair the Council's ad hoc committee.

- D. Mr. Kiley made a **motion** to invite representatives from the Parking Office to speak at the next meeting. **Motion approved.** Questions should be sent to Mr. Kiley prior to the meeting for submission to the Parking Office.
 - E. The possibility of rewarding employees who do not use all their sick leave has been sent to UT System.
 - F. The August meeting has been changed to August 10, 2004, at the Downtown Campus (Southwest Room, Durango Building). The meeting is scheduled for 8:30 a.m. – 11:30 a.m., with a catered lunch from 11:30 to 12:30 p.m.
 - G. Suzy Gray announced Campus Recreation now has a Retiree Membership for \$26 per month that provide use of the facilities at any time the Center is open.
- IX. Next Meeting – July 22, 2004, Assembly Room (JPL 4.03.08)
- X. Meeting Adjourned