



THE UNIVERSITY OF TEXAS AT SAN ANTONIO

SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF JANUARY 27, 2005

The fifth regular meeting of the Staff Council for the academic year 2004-2005 was held in the University Room (BB 2.06.04) at 8:30 a.m. with Venetta Williams presiding.

I. Call to order and taking of attendance.

Members present: Antreshawn Buhl, Lachelle Dixon, Patricia Dunn, Minnie Martinez, Carolyn Motley, Cindy Orth, Ann Roberts, Trish Roberts, Dee Russell-Terrell, Anne Speights, Mary Lou Spillers, Rosalinda Stead, Don Swinson, Velma Tristan, Steve Wagner, Venetta Williams.

Members absent: Rebecca Alvarez, Lisa Blancas-Olivares, Kim Brandt, Chris Chipps, Maria Espericueta, Fred Hample, Elnora Kennedy, Carmen Ortegon, Sonia Saenz, Roger Terry.

II. Minutes of the December 16, 2004, meeting were approved.

III. Opening Remarks:

Venetta Williams introduced Annette Rabago and Barbara Ettipio from Human Resources.

A. Annette informed the Council that a slide-show presentation on the Family Medical Leave Act (FMLA) is available on the HR website. This presentation covers all leave issues and provides quick references and links back to the HOP. Annette explained the FMLA 12-week allotment, which is 12 weeks allowed in the 12 months following initialization of FMLA. Annette answered questions from the group. She also distributed information on short- and long-term disability and attendance records.

B. Barbara Ettipio reported that they are planning to rewrite the performance evaluation form. This will not affect the current appraisal period which ends January 31. She asked for an e-mail from anyone who is interested in being on the team to develop the new performance evaluation form. Barbara reminded everyone that the performance score of 70 has no value anymore. One does not need a score of 70 for merit. She reminded all that the performance evaluation forms are due to HR by March 1.

IV. Report of the Executive Board Activities

The Executive Board met earlier in the week. They unanimously decided not to use the picture taken at the December meeting for the website. We will schedule a retake

at a future meeting. We need to continue working on developing the role of the Staff Council.

V. Committee Reports

A. Communication Committee: Patti Dunn and others attended a diversity focus group meeting and asked for feedback. This will be shared with all to find out what everybody thinks and where they stand on the diversity issue. Joe McBride and Craig Evans have agreed to help revamp the SC website.

B. Employee Benefits/Compensation Committee: No report.

C. Elections Committee: No report.

VI. Old Business

Cindy is forming a committee to look at the Staff Council bylaws and comparing them to UT Austin, UT Arlington, UT Dallas. Amendments to the bylaws need to be presented to the President and then forwarded to UT System for approval. Some items we will be looking at: provisions for replacing members who leave; attendance requirements; forms to submit issues, questions, and posting responses.

VII. New Business

A. Staff Council Website Development – Joe McBride and Craig Evans will assist with the development process. The bylaws committee will look at other components' websites to see what we would like on our website.

B. Picture Retake – Retake photo at February meeting. We will send a reminder about the photo retake before the meeting.

C. Guest for February Meeting – Dr. Guy Bailey will be the guest speaker. Anyone having questions should submit them to one of the Executive Board members ahead of time.

D. Criminal Background Check Forms – Minnie Martinez expressed a concern on the CBC forms being submitted. Everyone should make sure the writing is legible. Departments should double check the information on the form against a driver's license for verification. There was discussion on the proper procedure for filling out and submitting the form. Cindy will check with HR to get clarification on how to submit the form. A question was asked if the CBC form could be made part of the application process in STARS. The applicant could fill out the form with the understanding that it would only be processed if they were being considered for the position. Another recommendation was to put the information on filling out the CBC forms online on UTSA Today or @news.

VIII. Next meeting: February 24, 2005, BB 2.06.04 (University Room), at 8:30 a.m.

IX. Meeting adjourned.