



THE UNIVERSITY OF TEXAS AT SAN ANTONIO

SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF MAY 26, 2005

The ninth 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: Kim Brandt, Chris Chipps, Patti Dunn, Fred Hample, Elnora Kennedy, Minnie Martinez, Carolyn Motley, Carmen Ortegon, Cindy Orth, Ann Roberts, Trish Roberts, Mary Lou Spillers, Roger Terry, Velma Tristan, Venetta Williams.

Members absent: Rebecca Alvarez, Lisa Blancas-Olivares, Lachelle Dixon, Maria Espericueta, Suzy Gray, Dee Russell-Terrell, Sonia Saenz, Anne Speights, Rosalinda Stead, Don Swinson, Steve Wagner.

II. Minutes of the April 28, 2005, meeting were reviewed and approved.

III. Guest Speaker:

Karen Cataldo briefed the Council on the smoke-free campus task force. Dr. Ambrosino has tasked the group to conduct surveys to see if UTSA wants to become a smoke-free campus. The options are (1) a 3-step process to move toward a smoke-free campus, and (2) leaving the current smoking policy as is. A student survey is being conducted through May. The group needs faculty and staff input. After the student voting is closed, the group will bring the results back to the committee and take to Dr. Ambrosino to see how best to reach faculty and staff. The task group has checked the other UT components' policies. Most have similar policies to UTSA's with the Health Science Centers being totally smoke-free. San Antonio College will go smoke-free beginning Fall 2005. ITC is not included in the current survey. Comments or concerns should be addressed to either Suzy Gray or Karen Cataldo.

IV. Report of the Executive Board Activities

No report.

V. Committee Reports

A. Communication Committee: No report.

B. Employee Benefits/Compensation Committee: No report.

C. Elections Committee: No report.

D. By-Laws Committee: Cindy Orth presented comparison sheets of other components' by-laws. The Staff Council needs to adopt policy changes for UTSA.

VI. Old Business

None.

VII. New Business

A. **By-Laws** : By-law changes are needed in several areas:

- i. Term of office: This year the Council has lost four members that have not been replaced. Staff Council members serve a two-year term, but there is nothing in our by-laws that addresses replacing members when they leave the university.
- ii. Attendance: By-laws have no provisions for removing members for lack of attendance.
- iii. Meetings: UT Austin's by-laws have a provision that if there are no agenda items, the Executive Board can decide not to hold a monthly meeting.
- iv. Elections: Currently send information to every benefits-eligible A&P and classified employee on the rosters as of May 18. Nominations ballots will be mailed out June 15. Election ballots will be counted and verified the second week in July. A discussion was held on considering conducting the elections in the March/April timeframe. Also look at having electronic elections next year.
- v. Fundraisers: Other components conduct fundraisers. Staff Council members were asked to think of ideas on where and how we can raise funds for the Staff Council.
- vi. Representation: UTSA has one representative for over 100 employees (30 members represent over 3000 employees). Some areas are not well represented even though the specific VP area is represented.
- vii. Staff Council Recommendations:
 - A. Term of office: Keep two year unlimited terms. Vacancies will be filled within 30 days of person leaving/resigning. Voting and elections will be by area. Next October the elections committee will look at sub-districts.
 - B. Attendance: Will use the following wording: "*Attendance is required. A member missing 4 meetings within a year can result in a recommendation for the member to step down by a simple majority vote.*"
 - C. Meetings: No change to by-laws.
 - D. Fundraisers: Add a standing committee to by-laws.

- E. Representation: Increase number of members. The elections committee will hold an emergency meeting early next week and review statistics. Will increase numbers to a maximum of 40 representatives.
- F. Other: By-laws will be reviewed on odd-numbered years.

- B. **Salary Increase**: The media has reported a 4% salary increase for state employees except for university employees. This is the first time higher education employees have been left out of across the board increases. UTSA will be holding a 3% merit exercise effective September 1. The Vice Presidents will be receiving merit amounts within the next few days. Merit criteria will be distributed later.
- C. **Teacher Retirement**: Changes have not been finalized. Bills propose to change the retirement age under TRS to 60 and to increase the rule of 80 to 85. Looking at increases from 6% to 6.65%.
- D. **Parking**: Fred Hample brought up the difference in garage parking fees. Students pay \$200 parking fees and can park in the Downtown parking garage. Faculty and staff pay \$400 and can park in the new garage at 1604. There is inequity in amounts paid to park in the garage. Also, there should be designated commuter parking spaces at the 1604 campus to support the off-site staff who have to come to 1604 for meetings.
- E. **Mileage**: Carmen Ortega questioned why mileage is not authorized between campuses for people who have to attend meetings at 1604 multiple times. Cindy Orth noted that there would have to be a change in the Handbook of Operating procedures to allow this. There is an allowance for people who have to transport bulky items “that do not fit in a box” to get mileage. Members noted that the VIA bus schedule is not practical for them and is designed to follow the class schedule to allow students to move between campuses to make classes.

VIII. Next meeting: June 23, 2005, BB 2.06.04 (University Room), at 8:30 a.m.

IX. Meeting adjourned.