



THE UNIVERSITY OF TEXAS AT SAN ANTONIO

SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF February 22, 2007

The sixth regular meeting of the Staff Council for the 2006-2007 academic year was held in the Durango Building Southwest Room at the Downtown Campus at 8:30 a.m., with Derrick Ozuna, Secretary/Historian, presiding.

Call to Order

Members present: Stefanie Barlow, Gwendolyn Drake, Maria Espericueta, Janie Garcia, Roy Garza, Carol Gonzalez, Sabina Kapoor, Belinda Munoz, Cindy Orth, Derrick Ozuna, Shirley Rowe, Dee Russell-Terrell, Susan Sandoval, Nina Sosa, Anne Speights, Melissa Tenberg, Velma Tristan, Maria Villarreal, Todd Wollenzier

Members absent: Marlon Anderson (excused), Kim Brandt, Bradley Chandler (excused), Carlita Contreras, Veronica Cortez (excused), Sharon Cropper (excused), Patti Dunn (excused), Kim Ellicks-Center (excused), Laurie Gay, Sarah Gonzales (excused), Minnie Martinez, CeCe Ortegon (excused), Rachel Pullen (excused), Amy Strong, Cissy Thorpe (excused)

Minutes of the January 25, 2007, Meeting Approved

Staff-Related Topics, Presented by Bruce Tingle from Human Resources

Topics related to employee job progression:

Last year, UTSA restructured the administrative support job families. This was made possible after a compression study and discussions with external consultants.

UTSA has a commitment to keeping salaries up-to-date and competitive; HR has recently completed a review of all classified job positions, and HR will make recommendations to UTSA chief executives. The only major effects of this restructuring would potentially be for those employees at the bottom of current pay-scale ranges to move up to the new minimum salaries. This study was based on national, statewide and local labor market statistics, with a particular focus on comparably-sized universities.

HR is planning to review the job structures for administrative/professional positions next.

Topics related to job reclassifications:

Last year, UTSA created a streamlined reclassification process for jobs in the administrative support job families, known as progression worksheets. This speeds up the process for administrative support staff to be reclassified/promoted. HR would like to see this process adopted by other job families, but we are not there yet.

If other staff members are interested in getting pay raises, there is no formal minimum of tenure in one's position before asking for the raise, but a minimum of six months is encouraged. Very few staff members have salaries above the maximum in their pay range.

Some positions do not have career paths, and it is up to department managers to make recommendations to HR for reviews of these positions.

There is currently no mechanism for reclassifications based on academic degrees.

When qualified individuals apply for positions and have an expected salary that exceeds the pay range, HR encourages hiring managers not to automatically rule those individuals out; instead, speak with them to see if they are willing to accept the actual salary.

Topics related to differences amongst similar jobs on campus:

When there are particularly broad discrepancies, this may be related to the flexibility and/or size of an employee's department.

It is not inappropriate for an employee to speak directly to HR about reviewing such discrepancies; however, it is encouraged that employees speak to department managers about this so that their managers may contact HR.

The reclassification process should be completed by HR within ten working days, based on when the reclassification request is received by HR.

HR encourages both internal and external hiring practices, but encourages internal-only searches when a position requires direct UTSA experience.

Although formal training sessions related to the new annual evaluation forms were originally announced by HR to go into effect, these trainings did not come to fruition. However, an automated evaluation form is currently in demo form, and should this form be adopted, it is intended that there would be training sessions.

New Business

We voted in favor of selling bottled water for the May commencement ceremonies, to raise funds for scholarships.

We voted in favor of adding a "Donate Today" button on our website for automated donations.

We voted to change our next meeting from March 22 to March 29, to accommodate a conflicting Employee Advisory Committee meeting. At this meeting, we will also take a group picture.

Committee Reports

Bylaws Committee, with Cindy Orth as Chair: Preparing for committee meetings.

Communications Committee, with Sabina Kapoor as Chair: We have received approval to have our website linked with the Student Affairs newsletter, the HR website and the Advising office website. Will look into having Issues as a prominent part of our website.

Elections/Membership Committee, with Dee Russell-Terrell as Chair: Worked with the Communications Committee to discuss how to add online elections to our website.

Employee Benefits/Compensation Committee, with Veronica Cortez as Chair: Preparing for committee meetings.

Fundraising Committee, with Melissa Tenberg as Chair: Looking into setting up booths for silent auctions, and looking into using the Rowdy mascot on merchandise for events. Would like to set up a formal calendar of Staff Council events so that members are prepared in advance for items related to scholarships, fundraising and other Staff Council priorities.

Issues Committee Report, with Shirley Rowe as Chair: No new issues to report.

Next Meeting

March 29, 2007, in the Recreation Center Studio Blue, at the 1604 Campus.

Meeting Adjourned

Minutes prepared by Derrick Ozuna, Secretary/Historian