



## THE UNIVERSITY OF TEXAS AT SAN ANTONIO

### SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF January 24, 2008

The fifth regular meeting of the Staff Council for the 2007-2008 academic year was held at the Student Recreation Center, Texas Room, at the 1604 Campus at 9:00 a.m., with Derrick Ozuna, Vice Chair, presiding.

#### **Call to Order**

Members present: Allegra Castro, Brad Chandler, Carolyn Cochran, Carlita Contreras, Sally Crouser, Patti Dunn, Roy Garza, Carol Gonzalez, Pat Hedelius, Steve Hemphill, Sherry Lindsey, Alegra Lozano, Cindy Orth, Derrick Ozuna, Maria Roberts, Shirley Rowe, Dee Russell-Terrell, Susan Sandoval, Jennifer Storm, Lisa Talcott, Melissa Tenberg, Donna Ware, Andrea Watts, Todd Wollenzier.

Members absent: Paula Castillo (excused), Sarah Gonzales (excused), Brent League (excused), Cece Ortegon, Sharron Pacheco (excused), Elba Ramos, Frank Segura, Anne Speights (excused), Amy Strong, Brenda Tamayo (excused), Cissy Thorpe (excused).

New 2007-2008 Staff Council photograph taken and will be posted on the Staff Council website as soon as the picture is ready.

#### **Introductory Remarks by the Vice Chair**

Overview of meeting agenda items. Review of December meeting notes tabled until next meeting.

#### **Old Business**

Committee Reports:

*By-Laws Committee:* Committee members met yesterday to review current by-laws. As to date, by-laws posted on website are posted as several individual documents. Committee members are working to combine the by-laws into one single document and will either email or print out document for next Staff Council meeting for review. Upon review, Staff Council members can make suggestions in which the By-Laws committee will finalize the changes and put to a vote in the subsequent meeting. Committee members suggested ideas on how to clean up the language of the current by-laws, including review of membership, terms of service, and election processes.

*Communications Committee:* Staff Council picture taken this day will be sent to Chair, Shirley Rowe, to be posted on the website. Shirley is in the process of writing an article on Staff Council and its members for UTSA Today.

*Issues Committee:* The Committee reported on the update regarding the new transportation and athletic fees, in which the fees have been approved. Committee Chair, Carol Gonzalez, addressed the following questions posed on the issues website: First, whether or not maternity leave is paid

leave. Maternity leave is based on individual leave time accrued and FMLA. Individuals are instructed to contact HR for more details. A second question was posed regarding some employees located in other cities and their eligibility to participate in the educational benefit and Staff Council scholarship. The committee will need to research and meet to investigate further. A third question was posed regarding regulating the employee educational benefit across the UT components. The committee will need to research the issue further.

A secondary issue regarding the employee benefit was revisited, based upon the HOP rule of employees being allowed to take 3 hours of coursework during working hours. An employee had submitted an appeal to take 6 hours of coursework during lunch hour, in which the appeal was denied. The employee appealed based upon the idea that they were taking the course during their lunch hour and felt it was not on work time. The committee is looking into clarifying the verbiage of HOP 4.8 regarding employees as students:

“With the approval of the supervisor and the appropriate administrative officer, a full-time staff employee may enroll for college level course work or some other form of educational training program of not more than a total of three semester hours or equivalent which is conducted during his or her normal working hours during Spring or Fall Semesters only.” (<http://www.utsa.edu/hop/chapter4/4-8.cfm>)

*Elections Committee:* Committee members are reviewing processes of how to proceed with the use of Survey Monkey. The committee was able to use an already established account, so a separate cost will not be entailed. Paper copies will be sent to areas for individuals who don't have technology access. The committee discussed some concerns and restrictions, including blocks where individuals can only vote once, restricting individuals to voting in their area only, and the offer to translate into Spanish.

*Fundraising Committee:* The scholarship water sale dates have been set for Spring commencement: May 8, 9, and 10<sup>th</sup>. Volunteers are still needed. Committee members have asked Staff Council members to pass the call on for volunteers. Anyone is welcome to participate. Volunteers can sign up for designated shifts. The committee is looking into other fundraising options. A suggestion was presented for when the information regarding Staff Council is sent out to the UTSA newsletter, if a donation button can be attached to remind UTSA Staff to donate to the Staff Council scholarship. Also, the committee will research if the scholarship can be added to the State Charitable Contributions. A second suggestion was posed to create a Treasurer or Financial Officer position for Staff Council.

## **New Business**

- Library information: Administrative/Professional Staff have different check-out times than Classified employees.
- Asian Festival is on Feb 9<sup>th</sup>, from 10:00am-5:00pm.

## **Next Meeting**

February 28th, 2008, 9:00am-11:00am, in the Recreation Center Texas Room, at the 1604 Campus.

## **Meeting Adjourned**

*Minutes prepared by Alegra Lozano, Secretary/Historian.*