



## THE UNIVERSITY OF TEXAS AT SAN ANTONIO

### SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF February 28, 2008

The sixth regular meeting of the Staff Council for the 2007-2008 academic year was held at the Student Recreation Center, Studio Rowdy, Texas Room, at the 1604 Campus at 9:00 a.m., with Sarah Gonzales, Chair, presiding.

#### **Call to Order**

Members present: Allegra Castro, Brad Chandler, Carolyn Cochran, Carlita Contreras, Patti Dunn, Sarah Gonzales, Carol Gonzalez, Pat Hedelius, Steve Hemphill, Brent League, Sherry Lindsey, Alegra Lozano, Cindy Orth, Derrick Ozuna, Sharron Pacheco, Elba Ramos, Shirley Rowe, Dee Russell-Terrell, Susan Sandoval, Frank Segura, Anne Speights, Jennifer Storm, Brenda Tamayo, Melissa Tenberg, Andrea Watts, Todd Wollenzier.

Members absent: Paula Castillo (excused), Sally Crouser, Roy Garza, Cece Ortegon (excused), Maria Roberts (excused), Amy Strong, Lisa Talcott (excused), Cissy Thorpe, Donna Ware (excused).

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

Overview of meeting agenda items. Introduction of Guest Speakers, Sandy Covarrubias to speak about the University Excellence Awards, and Johnny Flores to speak about the University Master Plan.

#### *Sandy Covarrubias, Human Resources, University Excellence Awards*

- Nominations are due February 29<sup>th</sup>, application information is available online.
- The ceremony is April 15<sup>th</sup> at 2:00pm in the Retama Auditorium at the 1604 campus.
- There are five awards, each with a monetary award of \$1000:
  - 1.) Rising Star, for new employees with less than 3 years service
  - 2.) Leadership, for supervisors
  - 3.) Team Spirit, for group
  - 4.) Extra Mile Award, for employees with 3+ years service
  - 5.) The Order of the Roadrunner Award, the highest honor
- The Richard S. Howe award is also available for faculty & staff who have demonstrated exemplary service and have gone above and beyond to service undergraduate students. Faculty & staff can be awarded up to \$2000 for this award. Nominators will need to submit a separate form for this category.
- Staff that does not have electronic access can submit written paperwork.
- Committee for award ceremony is formed after nominations are complete.
- Staff Council plays a vital role on the planning committee by soliciting volunteers to assist on the award ceremony day. If anyone is interested, submit your name to the Staff Council Chair, Sarah Gonzales.
- Details pertaining to the awards can be found on the HR website at: <http://www.utsa.edu/hr/employeerelations/sesa.cfm> .

*John Flores, Facilities Planning, University Master Plan*

- The company working with UTSA to assist in the development of the University Master Plan is BGK Co in Austin and Associates in Boston. This company has experience in developing long-range plans for universities.
- UTSA Master Plan committee members are looking at other campuses and newly acquired properties, and will meet to discuss how we want our campus to look as well as where we want to be in the next 10-15 years.
- Architects have set up several copies of campus maps around both the 1604 and Downtown Campuses for students, faculty, and staff to write down suggestions. Maps will be made available through March. One map was offered to Staff Council for their input.
- Comprehensive website where comments, suggestions, and feedback are welcome: <http://www.utsa.edu/ofpd/1604%20master%20plan%20web%20site/main.html> .
- This Master Plan is different, in that it's more conceptual & philosophical based. The main idea is to find a balance between green space and parking. It is important to President Romo to maintain green areas.
- Some issues and suggestions addressed include student housing, a new building at the downtown campus for the Fine Arts Department, the 1604 parking garage expansion, Library space, classroom and office space, the utilization of the newly acquired space on Hausman, and the ITC concern with access and parking – how to integrate with Hemisphere Plaza.
- Other talks include athletics, such as the approval of the new football team and how it affects the Master Plan. The main issues being addressed are practice facilities and a game stadium. The integration of a football team is a long-term project. In the short-term, immediate sports agenda, UTSA is looking into a soccer & track field.
- The committee is looking at the traffic flow in and around the campus, and is currently in talks with TXDOT and Via. Among the committee members is a traffic specialist. Some suggestions and ideas the committee is looking into are:
  - Widening UTSA Blvd to include a third lane
  - Making the campus building more “core” and push parking further out
  - Looking at possibilities for bridges and monorails on campus
  - Looking at the road surrounding the campus, with regards to traffic flow
  - Expansion of Babcock
- Right now, the plan is in the observation phase. The next phase is in April, where the steering committee will put together all the ideas and suggestions, as well as taking a look at the major trends through the summer.
- The timeframe for the whole process looks to be around 12 to 18 months. The completed Master Plan will probably be published next Spring.

Review of January meeting notes tabled until next meeting. December meeting notes reviewed, accepted, and approved as presented.

Staff Council meeting time was suggested to be moved to earlier start time, 8:15am. New time was accepted and approved.

Vote for water sales at the May commencement. Motion was made, seconded, and approved.

- Water sales will be three days, Thursday-Saturday, May 8, 9, and 10<sup>th</sup>.
- Melissa Tenberg will have a sign-up sheet at the next Staff Council meeting for interested volunteers.

- Times needed: if doing Thursday or Friday 5pm shift, will need to arrive by 4:30 to start. If you are doing the Saturday shift, there are three ceremonies in which volunteers will only need to work one shift. Volunteers will need to arrive 30 minutes prior to shift start time.
- Call for volunteers will be distributed via newsletters, school paper, flyers, etc. All are welcome to help, including non-UTSA employees such as family and friends.

## **Old Business**

Continued discussion on establishing a Financial Officer for Staff Council. The idea of the role for this position is to have an individual to monitor and report on all financial dealings for Staff Council (monitor scholarships, report on educational funds, etc), and to serve as a liaison to the AVP of Financial Affairs. Staff Council members suggested establishing the position temporarily for the remainder of the year, and having the by-laws committee work on a written description for the position so it can be amended to the by-laws to establish a permanent position. Motion to establish the position was made, seconded, and approved. A request was made for the by-laws committee to have a draft of the position prepared for the next meeting.

Nominations were requested for a treasurer to serve the remainder of this year's council term. Sharron Pacheco was nominated. She accepted the nomination. No other nominations were made. A unanimous vote approved Sharron Pacheco as Treasurer for Staff Council.

The two Staff Council scholarship winners were Irene Morales for undergraduate, and Mary Peters for graduate. Shirley Rowe is working on an article to publish in recognition of the scholarship winners.

### **Committee Reports:**

*Communications Committee:* Staff Council website has been updated. Chair Shirley Rowe has asked members to keep directory and roster information up to date. Email information changes to Staff Council Secretary, Alegra Lozano.

*Elections Committee:* no report.

*By-Laws Committee:* Committee members have typed up a separate document on the Staff Council by-laws to put into one document for the website. Committee is working on highlighting areas for change and in need of updates. Members will set time aside to meet and discuss the current by-laws, as well as take some time to discuss suggestions from Staff Council members regarding changes and updates.

*Issues Committee:* Carol Gonzalez reported for the issues committee:

Employees outside San Antonio are currently not able to use the employee educational benefit because any benefit must be used for UTSA classes, not at other institutions. That is clearly stated in the educational benefit paperwork. Employees could use the benefit for on-line courses delivered by UTSA.

The issues committee is exploring how we can request a clarification in the HOP regarding class time during working hours.

Carol received a question as to whether the scholarship could be used by staff taking classes someplace other than UTSA. Based on the administration of the scholarship and the way funding is set up through the scholarship office, that is not possible. The criteria were determined when the scholarship was created. It was noted that individuals could use the scholarship to cover UTSA Telecampus costs, if taking on-line courses.

Clarification was received from Parking and Transportation that employees with dual status as students can purchase a student parking decal instead of a faculty/staff one.

An issue was brought up on the floor of the last staff council meeting regarding check-out times for library materials. Some staff are considered "Professional" and are able to check-out DVDs and Videos for longer periods than other staff. The issues committee will look further into the issue and report back next meeting

*Fundraising Committee:* The committee is exploring new ideas for fundraising and one possibility is the sale of Entertainment Books by Staff Council members. Jennifer Storm has researched the costs to Staff Council and the terms the company requires for sales. UTSA would have the opportunity to start selling before books are available in retail locations and the sale price would be lower than retail. Amount of profit is based on the number of books sold. There is no up-front cost and we would not be obligated to pay for books that aren't sold. The membership felt that this is a promising option to explore. Further research will be done by the committee to determine if/how a sale like this is possible and report back next month.

The committee has suggestions for some other fundraising activities, but they are still in the research process and will update the council further if any ideas look like they are viable.

## **New Business**

None

## **Next Meeting**

March 27, 2008, 8:15am-10:15am, in the Recreation Center Texas Room, at the 1604 Campus.

## **Meeting Adjourned**

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