



THE UNIVERSITY OF TEXAS AT SAN ANTONIO

SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF May 22, 2008

The ninth regular meeting of the Staff Council for the 2007-2008 academic year was held at the Buena Vista Assembly Room at the Downtown Campus at 8:30 a.m., with Sarah Gonzales, Chair, presiding.

Call to Order

Members present: Brad Chandler, Carlita Contreras, Patti Dunn, Roy Garza, Sarah Gonzales, Carol Gonzalez, Alegra Lozano, Cindy Orth, Derrick Ozuna, Sharron Pacheco, Elba Ramos, Maria Roberts, Corinne Sabo, Frank Segura, Lisa Talcott, Melissa Tenberg, Cissy Thorpe, Andrea Watts, Todd Wollenzier.

Members absent: Paula Castillo (excused), Allegra Castro (excused), Carolyn Cochran (excused), Sally Crouser (excused), Pat Hedelius (excused), Brent League (excused), Sherry Lindsey (excused), Mary McNair, Cece Ortegon, Shirley Rowe (excused), Dee Russell-Terrell (excused), Susan Sandoval (excused), Anne Speights (excused), Jennifer Storm (excused), Brenda Tamayo, Donna Ware (excused).

Introductory Remarks by the Chair

Overview of meeting agenda items. Introduction of guest speaker, Dianita Gee, Benefits Manager, UTSA Human Resources Office, to speak on the "Know Your Risks" campaign.

- Overview of the "Know Your Risks" campaign, designed for early detection of individual health risks as well as a resource of information for proactive approaches to mental and physical wellness (<http://www.bcbstx.com/knowyourrisks/>).
- The Health Risk Assessment is available for Blue Cross Blue Shield members, through Blue Access on the HR website (<http://www.utsa.edu/hr/Benefits/index.cfm>). Individuals can take the Health Risk assessment as often as they like.
- Features of the Personal Health Manager include a confidential health assessment, ask a Nurse, access to a healthcare encyclopedia, news and information, plus members can earn blue points for gift cards, certificates, and exercise equipment.
- Can go into Access to view your claims history, customer services, order new ID cards, as well as checking the status of individual claims and personal information.
- Some other programs available: Condition Management Program for chronic health conditions and Special Beginnings Prenatal Program for women in their first trimester.
- Blue Care Advisor Member Outreach provides advocacy and assistance.
- May 28th is the America on the Move campaign, to launch a new healthy eating & active living program. All UT components of the UT System are on board in the competition, and are competing against one another. It's a six week challenge, ending July 9th. An email will be distributed to all of UTSA on May 28th. UTSA is promoting teams within offices.
- The highest rated conditions for the UT System are back problems, hypertension, and diabetes.
- The State of Texas plan proposal is to allow time off during work hours for recreation. The UT System is waiting on an answer from the state before moving on the proposal.
- Upcoming important dates:

- July 1-31st: annual enrollment.
- July 17th: big meeting with vendors and contractors. One meeting only since there is no changes being made (no increases or plan design changes).
- July 9th: Spanish meeting.

Motion made to accept March meeting minutes. Motion seconded and approved with changes.

New Business

- Issues Committee report, new issues submitted:
 - A staff member submitted a concern regarding the rising cost of gas and how it affects staff and cost of living. Currently there is discussion of standard merit pay increase beyond the current 2.5 standard.
 - A question was then asked of the likelihood there being an emergency pay raise to help cover the rising costs of gas, food, and the general cost of living.
 - The Issues Committee has previously addressed the subject of cost of living and merit increase, which is a legislative issue.
 - It was requested if the Staff Council could go as a collective unit to Kerry Kennedy, the Vice President for Business Affairs, and ask him to address the issue since it is of growing concern.
 - This topic is difficult to sell for the legislature due to the reason that they would have to raise taxes, so if there is an increase it would have to come from the UT System budget.
 - UTSA's merit for the next fiscal year has already been submitted and built into the UTSA budget from the system.
 - The issue of salary increase will be brought back to the legislature in January.

Janet Parker, Associate Vice President for Financial Affairs, is scheduled to speak at the next Staff Council meeting. The Staff Council Chair will email Mr. Kennedy to ask if it is possible to have the aforementioned issues and concerns addressed.

Merit information is on the HR website: (<http://www.utsa.edu/financialaffairs/budget/merit.html>).

According to the HOP, employees can work flex schedules but the discretion is up to the supervisor.

Staff Council has to be careful with how it addresses issues. For example, individuals can go to the legislature to express individual concerns but Staff Council cannot go as a group, nor can the individual go as a Staff Council representative.

Employee Advisory Council: there is an advisory council that can make suggestions to the Board of Regents in the UT System regarding issues that are important to address, but only one issue is presented per meeting. Individuals can send issues to their EAC representatives, but ultimately the two EAC representatives will vote on what issues will be presented.

An issue concerning compensation and time was brought forth regarding sick, vacation, and comp time:

- When it needed to be used.
- If the unused time could be cashed in.
- What's the funding source (legislative vs federal)?
- If it can be converted to another source (sick to wellness time).

In October, the EAC will meet again in which representatives can bring up topics the campus is currently pursuing. One topic suggested was if employees can use unused sick leave to buy time for retirement.

More issues brought forth by the Issues Committee:

- Updates for library check-out times for professional vs non-professional:
 - EEO (Equal Employment Opportunity) code now groups similar employees for affirmative action report
 - When a new job is established, it is assigned to an EEO code.
 - A suggestion was made that all Student Affairs and Academic Affairs should be lumped together. The committee will research how groups are lumped together.
 - The library is currently using a code out of DEFINE to classify employees.
- Other Questions were brought forth regarding disabled parking:
 - The university is doing a campus-wide study on parking spaces, allocations, and locations.
 - There will be new disabled parking space locations in the new parking garage in front of the UC.

Old Business

Committee Reports:

Fundraising Committee:

- Water sales report:
 - The water sales at commencement were a success. Volunteers did not have to stay until the end, the water sold out early.
 - The committee had seven non-UTSA volunteers.
 - The total for water sales was \$3126.16. After all expenses for the sales were paid, Staff Council made \$1478.66 in profit for the Staff Council scholarship fund.
 - The largest expenditure, aside from the cost of the water, was the purchase of rental tents. The committee will research alternative solutions for the future.
- No updates on the Entertainment Book. Committee Chair Melissa will follow up next week.
- A question was posed about the Staff Council scholarship being endowed, and was tabled for next months meeting agenda.
- A question was posed; why commencement volunteers receive comp time but those who work water sales do not receive comp time? It is up to the individual Supervisor, and time spent on Saturdays is outside normal work hours.

By-Laws Committee: Elba Ramos is the only member eligible to serve as Chair of the committee, and was appointed Committee Chair by Staff Council Chair. The council is working on the by-laws updates, and has set the goal of having them completed by August. Volunteers are needed to serve on the committee.

Elections Committee: Committee members are getting ready for Staff Council elections. They have met with Steve Wilkerson regarding Survey Monkey and will start working on the voting templates.

Communications Committee: no report.

Treasurer: The Treasurer is working on the report, and will send it out to the Council.

Other items:

- Remaining Staff Council meetings for the summer will start at 8:30am.
- Council member Patti Dunn announced her resignation from UTSA and Staff Council. Corinne Sabo from the Prefreshmen Engineering Program will be her replacement.

Next Meeting

June 26, 2008, 8:30am-10:30am, in the Recreation Center, Texas Room, at the 1604 Campus.

Meeting Adjourned

Minutes prepared by Alegra Lozano, Secretary/Historian.