



THE UNIVERSITY OF TEXAS AT SAN ANTONIO

SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF August 21, 2008

The twelfth regular meeting of the Staff Council for the 2007-2008 academic year was held at the BSE Conference Room at the 1604 Campus at 8:30 a.m., with Sarah Gonzales, Chair, presiding.

Call to Order

Members present: Julie Brunts, Paula Castillo, Allegra Castro, Brad Chandler, Carolyn Cochran, Sally Crouser, Belinda Dovalina, Israel Falcon, Grace Fouts, Robert J. Garza, Roy Garza, Sarah Gonzales, Carol Gonzalez, Thomas Harper, Pat Hedelius, Scott Kabrich, Brent League, Sherry Lindsey, Rene Lopez, Alegra Lozano, Mary McNair, Bob Miller, Patricia Morehead, Cheryl Nunn, Cindy Orth, Elba Ramos, Shirley Rowe, Dee Russell-Terrell, Susan Sandoval, Frank Segura, Anne Speights, Jennifer Storm, Lisa Talcott, Cissy Thorpe, Suzette Vallejo, Andrea Watts, Venetta Williams, Todd Wollenzier.

Members absent: Carlita Contreras (excused), Cece Ortegon (excused), Sharron Pacheco (excused), Corinne Sabo (excused), Brenda Tamayo, Donna Ware (excused).

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

New Business

Staff Council Chair welcomed the new Staff Council members, and gave an overview of the major role and accomplishments of Staff Council.

Other new business, some questions raised:

- Why UTSA employees who work at University Heights don't pay for parking permits? University Heights is private property, and UTSA shares space with other retail offices. There are currently four industry buildings and two retail buildings. UTSA cannot enforce parking permits because there is not a way to determine who is a university employee.
- Is there a shuttle to University Heights? No, but there is a VIA route that goes by it.
- How is parking handled for University Heights employees who come onto the 1604 campus? Different offices handle the situation differently; it depends on the business needs. It is stated in the HOP that parking permits cannot be shared, but offices can purchase scratch off permits for group use.

Old Business

Committee Reports

Fundraising Committee: highlights of the committee's accomplishments were presented.

- The committee initiated and developed the UTSA employee scholarship. They are still looking for creative ways to raise money.
- For the past two spring semesters, including last fall semester, the committee had success in raising scholarship funds with water sales at commencement.
- Sometime back, the idea of selling the Entertainment Book was presented to help raise funds.

- There is a 3 to 4 day delivery period for delivery.
- Unsold books can be returned, and there are no up front costs.
- The books will cost \$20 vs \$25 sold elsewhere. If Staff Council sold 200 books, that would be \$960 earned for scholarship funds.
- The committee is in contact with Gary Lott's office regarding the procedures for handling the money.
- Staff Council voted to start with 100 books for sale, and are hoping to have the books by the first of September.
- Committee members are getting the final approval for the flyer.
- The committee members were successful in establishing Staff Council as a registered organization, and are waiting to hear back about selling the books at university festivals (BestFest & Fiesta UTSA).

Elections Committee: This was the first year to have the Staff Council nominations and voting done in an electronic format. The only exception was facilities, which was distributed entirely in paper format for consistency. There were some issues with the email and SurveyMonkey being sent to the spam folders, and committee members worked with IT to get the problem fixed. There were 108 nominations and only 14 seats to fill. Committee members sent out an email first, notifying individuals of their nomination. The names were added to the ballot, and then voting emails were sent with the SurveyMonkey link. After the voting was closed, three sets of emails were sent. The first email was sent to notify the individuals who had the highest vote for each category. The second and third emails were sent to the alternates explaining there were only 14 spots available and they did not make the selection this year. Next year, there will be 21 Staff Council members rotating off, and their positions to fill.

Communication Committee: the website has been updated. Robert Garza was nominated and accepted the position as committee Chair. The power point presentation by Janet Parker (June 26th meeting, tuition and fee proposal and 2009 fiscal year budget) is available on the Staff Council website. The Board of Regents approved the budget submitted by UTSA, and employees should receive a merit letter.

Issues Committee: The committee needs a new Chair. An overview of where the committee stands was presented. There are 40 issues total, some are still open. Updates on current issues:

- New tuition assistance policy: the committee has spoken with David Diaz, and he will possibly meet with legal affairs in September.
- Disabled spaces in HSS: an email was sent requesting more information.
- Coverage of UTSA tuition assistance vs UT's full coverage: per Velma Santos in HR at UT, not all fees are covered. Stencil
- Restenciling of faculty/staff parking spaces: per Jane Wilcox, Director of Business Auxiliary Services, overall there will be an increase in parking spaces. The goal is to have between 873-903 spaces by 2009-2010. Parking and Transportation recognizes the need for low cost parking.
- Restenciling of crosswalks: still open, no response yet.
- Wellness program: still researching.
- Update on reviewing the educational policy, given by Staff Council Chair:
 - The new policy is a lot more broad.
 - Background: both the Chair and Vice Chair of Staff Council serve as members of the Employee Advisor Committee (EAC). The EAC meets three times per year, and they bring system issues to the Board of Regents issues meeting.
 - Last year, members brought forth issues with the educational benefit. A cross comparison was discussed, looking at how different the benefit is across the

UT system components. The EAC recommended that every component have a plan and be as uniform as possible. The Regents took the suggestions and recommendations; its how the new plan came about.

Bylaws Committee: a copy of the current bylaws was passed out for review. The original laws were adopted in 1999/2000. Committee members worked on a strike out version that had bolded areas addressing the areas that needed updating and/or replacement. The revised copy will need to go to UTSA's President for approval (no longer required to be submitted to the UT System as well). The committee asks that Staff Council members review the by-laws, address issues, and give feedback/suggestions.

Treasurer: no report.

Staff Council started preliminary work/discussions on editing the by-laws.

Next Meeting

September 25, 2008, 8:30am-10:30am, in the Texas Room, 1604 Campus Recreation Center.

Meeting Adjourned

Minutes submitted by Alegra Lozano, Staff Council Secretary/Historian