The tenth regular meeting of the Staff Council for the 2008-2009 academic year was held at the Recreation Center, Texas Room at the 1604 Campus at 8:30 a.m. with Shirley Rowe, Chair, presiding.

Members present:  Paul Ayala, Allegra Castro, Eric Cooper, Sally Crouser, Belinda Dovalina, Israel Falcon, Grace Fouts, Robert Garza, Pat Hedelius, April Lawver, Rene Lopez, Patricia Morehead, Cheryl Nunn, Cindy Orth, Sharron Pacheco, Elba Ramos, Anne Rembisz, Shirley Rowe, Corinne Sabo, Lisa Talcott, Brenda Tamayo, Suzette Vallejo, Venetta Williams.

Members absent:  Julie Brunts (excused), Paula Castillo, Thomas Harper (Excused), Brent League (Excused), Sherry Lindsey (Excused), Jamie Satterwhite (Safstrom) (Excused), Frank Segura, Anne Speights (Excused), Donna Ware (Excused), Todd Wollenzien (Excused).

Chair calls meeting to order

Chair’s Report and Comments

Strategic Resource Planning Council update: The Staff Council Chair distributed a handout regarding the Review of Cost Containment ideas solicited by the Campus Community. Ideally, a response would be sent within 30 days of receipt, some suggestions may take longer to review.

The Associate Vice President, Financial Affairs Office, spoke on the new Cost Containment Initiative at the March 26, 2009 Staff Council meeting. The Staff Council members made recommendations on how to track the new Cost Containment issues. The Office of the Associate Vice President of Financial Affairs has created a tracking method based on the recommendations of the Staff Council.

The Office of the Associate Vice President for Financial Affairs has received a couple of UTSA Cost Containment issues through the Financial Affairs website at http://www.utsa.edu/financialaffairs/Budget/usrpc/cost_cntnmnt.cfm.

Budget items being worked this session:
- Stimulus Funding: $2.25 Million allocated to UTSA
- University Police increase in equity pay
- Merit Pool: 2.5% approved for this year

Parking & Transportation updates: The Transportation Services division of UTSA
Business Auxiliary Services will expand the hours of the pilot program providing van service from the Main Campus to the University Heights Tech Center. Beginning June 16, service will be offered from 7:30 a.m. to 5:30 p.m., Tuesday and Wednesday. The program will continue through August 12, when an evaluation of the service will be done. With a van capacity of six passengers, service from the Main Building to University Heights (main entrance near Human Resources) will begin at 7:30 a.m. and offered every 30 minutes. Service from University Heights will begin at 7:45 a.m. and offered every 30 minutes as well. The last shuttle will leave the Main Building at 5:00 p.m. and from University Heights at 5:15 p.m. Please let your constituencies know about the shuttle service.

Parking & Transportation question:

A question was brought forth regarding how we can increase ridership.

Some questions raised:

- Will each Vice President area obtain a merit pool allocation?
- Where can staff members obtain merit guidelines?
- Merit is a salary adjustment awarded to employees as recognition of their contribution to meeting the goals and objectives of the department, college, and university during the previous year. Merit increases are based on evaluation of performance for the respective position and job requirements. Employee Eligibility: An employee must be continuously employed for at least six months ending August 31, 2009 (hired on, or before February 29th) as a full-time or part-time (50% or greater) regular, benefits-eligible employee.

Parking and Transportation Services
The Staff Council members were presented with the study results indicated that UTSA parking rates are much lower than parking rates at comparable size universities.

Parking and Transportation Services questions and comments:
- How were other universities selected for this study? Other universities were selected based on their size and characteristics.
- There were 30 universities that were chosen for this study.
- Does Parking and Transportation Services make comparisons based on employee salaries? This study was not based on employee salaries.
- Is this study available online?

By-law process: The Bylaws Committee has worked very diligently over the past several months to revise and rewrite the original set of bylaws under which the Staff Council operates. The revisions have also been reviewed by our liaison to Dr. Romo, Mr. Kerry Kennedy, and Vice-President for Business Affairs and have met with his approval. The current bylaws require that the Staff Council have sufficient time (30 days) to review any changes to the bylaws. A vote will be taken at the July 23, 2009 meeting on whether to accept the new bylaws.
Mr. Kerry Kennedy, guest speaker next month, so be prepared with questions to ask.

A question was brought forth regarding if the Staff Council members knew of other standing committees on campus.

Standing Committees: The Staff Council Vice-Chair talked about the UTSA University Governance website. The UTSA Standing Committees are listed at http://www.utsa.edu/gov/.

**Review and Approval of Minutes**

- Motion made to approve the February 2009 minutes with changes. Motion was seconded and carried. Vote: _21_ In Favor, _2_ Opposed, _0_ Abstentions.
- Motion made to approve the March 2009 minutes. Motion was seconded and carried. Vote: _23_ In Favor, _0_ Opposed, _0_ Abstentions.
- Motion made to approve the April 2009 minutes. Motion was seconded and carried. Vote: _23_ In Favor, _0_ Opposed, _0_ Abstentions.

A member of the Staff Council asked that the following statement be included in the March 2009 Staff Council minutes as follows: “At this time Mr. Carrizales did not have an answer to this question.”

Motion made to include the following statement in the March 2009 minutes. “At this time Mr. Carrizales did not have an answer to this question.” Motion was seconded and carried. Vote: _21_ In Favor, _2_ Opposed: _0_ Abstentions

**Old business**

- **Name Tags/pins:** No Report.

**Committee reports:** The Staff Council Chair asked the Committee Chairs to prepare an end-of-the-year report. The end-of-the-year report should summarize the issues addressed, the accomplishments of the committee, and the challenges faced.

- **By-laws – discussion of revisions:** A member of the By-laws committee reviewed the revisions to the bylaws (Articles I-IX) being recommended with the Staff Council members.

- **Communications:** The committee is working on getting an article published in the UTSA Downtown newsletter. The committee is planning to publish an article on the history of the Staff Council and what the Staff Council does. This article should be available in the UTSA Downtown newsletter by August.

- **Employee Educational Benefits:** No report. The Employee Educational Benefits is being developed as a new procedure which should be ready within the next two months.
Employee Perks: The Employees Perks Chair gave an update on the new UTSA employee discount program.

- The word “Rewards” can’t be used because we do not want to imply that anything is free or that there is something in addition to the discount that will be offered.
- In addition the Logo with Roadrunners and UTSA can’t be used because it is only used by the Department of Athletics.
- The new UTSA employee discount program will be called “Rowdy Perks.”
- The new “Rowdy Perks” discount program will be up and running by September 1, 2009.

Elections Committee Report:

- This year’s Staff Council is comprised of 35 members. The Terms of Staff Council Service for FY 08-09 is as follows:
  - 21 Members - Term Expires 08-31-09
  - 14 Members - Term Expires 08-31-10
  - 2/3 Membership to be replaced by September 1st

  - The Elections Committee will begin the Staff Council Nominations and Elections Process on Thursday, June 25, 2009. The UTSA Staff Council is recruiting nominations for members to serve a 2 year period. Each year Staff Council has to fill positions that are up for election when the term has ended for a member. If the UTSA employee is interested in serving or wants to nominate someone to serve, they may complete the survey monkey nomination form. Once the nominations have been verified a voting ballot will be provided for an election process within each President/Vice President Area. The term for newly elected members will begin September 1, 2009 and end August 31, 2011. The deadline to complete the nomination process is Tuesday, July 7, 2009.
  - An article was written on the Staff Council Nominations and Elections process.
  - The Survey Monkey nominations form is scheduled to be sent to all UTSA employees by 2:00 p.m. today. The Department of Facilities Services will receive a paper ballot.
  - UTSA has 2,043 Benefits Eligible Employees.

There was an issue with the Survey Monkey being sent to the spam mail, and committee members worked with IT to get the problem fixed. The voting ballots are ready to go out this afternoon.

Fundraising: It was noted that there may be some fundraising at the Downtown Campus. A member of the Staff Council will be working with the Downtown Campus representative.

Issues: The Issues Committee Chair gave an update on the current issues.

Updates on current issues: (this report includes new and previously submitted items which have been updated since our last report):
• **ISSUE – Hazardous crosswalk between Monterey and Buena Vista Buildings downtown**
  Business Operations Downtown Office

  Status: Signage posted. Estimated installation of flashing caution light is October 2009. (OPEN)

• **ISSUE – Smoking on Campus/Stricter Smoking Policy**
  Environmental Health, Safety, and Risk Management

  Status: A staff member asked if the campus smoking policy could be tightened up so as to allow smoking only in parking lots. The Issues Committee will look into this before resources are deployed to enforce the current smoking policy. (OPEN)

• **ISSUE – Limited dining option on DT Campus, and limited healthy, low calorie options on both campuses**

  Aramark representatives, Cathy Fleischacker and Al Cole, addressed the council and provided information on changes planned for both campuses.

  Downtown – The renovation of the retail food area will involve removal of one wall in addition to other modifications. Aramark officials hope to have it operational in time for the May mini-mester. New food options will include the following:
  - Pizza/pasta bar that will also serve rolls, and assorted breakfast items in the morning
  - Home Zone – Hot entree, vegetable starch, and mini-salad bar; rotisserie chickens (for immediate consumption, or to take home)
  - Java City– coffee bar
  - Nachos and Pretzels
  - Two soups
  - Convenience store items

  Main Campus–Summer construction plans

  - Redesign of the JPL food court, including installation of a full salad bar. Temporary salad bar has been put in place until construction can be completed.
  - Rotisserie chickens may also be available at the convenience store next to the Book Store. (CLOSED)

  **ISSUE – Dangerous road by tennis courts: staff member reports observing several pedestrian-auto near misses.**

  Parking and Traffic Committee
• Status – The UTSA Parking and Traffic Committee is assessing patterns of foot traffic on the Main campus in order to design pedestrian cross-walks that will better suit the needs of students and staff. (OPEN)

• ISSUE – Need Sidewalk on north side of Laurel Village. Students walk in the street which creates a hazardous situation.

• Engineering and Project Management

• Status – New Issues Committee member has agreed to look into facility-related issues (OPEN)

• ISSUE – Expansion and enhancement of Via vanpool. Currently participants receive 5 “scratch off” parking permits* per year to use when they need to drive to campus, instead of using the vanpool. Employee would like to see that number increased to 10, and dedicated van pool parking established. Director of Business Auxiliary Svc

• It is the UTSA Approved Carpool Program (2008-2009 Parking and Traffic Rules and Regulations, Section V: 1) that provides participants with five daily scratch-off permits. This program was reviewed by the UTSA Parking and Traffic Committee, but no change was recommended. (CLOSED)

• ISSUE – Retirees pay the full price for a faculty/staff parking permit if they return to work part-time at UTSA. Policy seems harsh in light of the employees many years of service. Also, policy applied inconsistently: some retirees are asked if they are current employees and some are not. Those who are asked are charged for their permits. Those who are not asked are not charged.

• Director of Business Auxiliary Svc

• Status – The Dir Bus Auxiliary Svc has agreed to present the request for a reduced-price parking permit for part-time UTSA employees who are UT system retirees to the Parking and Traffic Committee for consideration. The reduced price permit is being sought based on their retired status, years of service, and the valuable contribution that these knowledgeable, experienced employees make.

• At the June meeting members were presented with the study results indicated that UTSA parking rates are much lower than parking rates at comparable size universities. Council members question the means by which the institutions in the sample were selected. Factors like geographical location of the institutions, the cost of living in the area, and staff salaries were not addressed. The council felt that omission of this information may result in a “false positive” regarding UTSA parking rates. (OPEN)

• ISSUE – Insufficient number of “A” parking slots in Lots 2 and 4, while numerous 24-hour reserved slots go unused in these lots. Director of Business Auxiliary Svc
• Status – Scheduled for review this summer.

• **ISSUE – Enhancement of UTSA recycling program similar to the program in use at Trinity University (sustainability).** Environmental Health, Safety & Risk Management Web site.

• Status – UTSA’s sustainability efforts are exemplary in many ways, but a few opportunities for improvement have been identified. For example, the Pepsi cups in the JPL food court are not recyclable. The campus soft drink vendor contract is coming up for bid and Staff Council would like to see the requirement to provide recyclable cups added to the fountain beverage vendor Invitation to Bid. However, the chair of the Issues Committee was told that we (the customer) cannot dictate to the industry.

• Aramark plans to hire a Sustainability Manager in the Fall. The Sustainability Manager will be responsible for coordinating sustainability efforts within their operation. (OPEN)

• **ISSUE – Employee, recently switched to an hourly wage, is getting different reasons from HR as why this was done.**

• Status – Contacted employee to obtain further details. Staff member with minimal low sick and vacation leave balances recently switched to hourly wage, and feels that he has received conflicting reasons for the change. Also stated that lack of advanced notice of this change, which involves going to a twice-monthly pay structure, created financial hardship when the first pay check received, after the change was made, was reduced by half.

• Contacted HR regarding this employee’s situation. Received initial response. Referred to Assistant Vice President for Human Resources for clarification.

• **ISSUE – Use of 15-passenger vans, known for being roll-over hazards, by Facilities staff members.**

• Maintenance Services

• Status – There are two of these vans currently in use. All seats, except the front seats, have been removed. They are used to transport tools and equipment. The vans only present a potential roll-over hazard when fully loaded with passengers. (Closed)

• **ISSUE – A large number of employees are being turned down for worker's comp medical when the injury happened on the job, was reported immediately and sought medical immediately.**

• Environmental Health, Safety and Risk Management

• Status – So far this fiscal year (Sep 1, 2008 to present) we have seen total of 159 WCI First Report of Injury /Illness notifications. To date, 24 of those claims have been denied for the following reasons:
• No medical evidence to prove causal relationship to work….10
• Most of these claims had an “ordinary disease of life” component such as spinal degenerative back pain or cumulative trauma disorder like carpal tunnel.

• Election of Remedies….10
• These employees chose to use their personal medical provider instead of a medical provider that accepts WCI claims.

• Not a UTSA employee….1
• This one went to Texas Med Clinic stating they worked at UTSA. They were employed at this site through a temp agency.

• Late/Timely reporting….3
• Claims must be filed within 30 days of first knowledge of work related injury or illness.

• All employees who are denied are informed of the dispute resolution process. This information is bold print on their Notice of Denial.

• Only 15% (24 / 159) of the WCI claims received were denied outright for the reasons listed above. Again, the employee has a right to appeal the decision through the dispute resolution process. Decisions to accept or reject a WCI claim are not made here at the local level within my department, but are made at the System level or TDI-DWC.

• One also must keep in mind that some medical treatments that may be prescribed by an approved treating physician in the course and scope of treating an on the job injury or illness claim may be denied if not considered standard and reasonable care by the claim reviewers. These denials may also be disputed by the employee and ultimately decided by a third party reviewer or commissioner. (Closed)

Scholarships: The Scholarship Committee has awarded this year’s scholarships to one undergraduate student and one graduate student. The scholarship recipient’s names will be on UTSA Today.

New Business

- Volunteers are needed for Convocation, August 24 at 10:00 AM to serve as marshals for the procession. Two members offered to serve in this capacity.
- A question was brought forth regarding what the policy or procedure is regarding an employee light duty assignment. The Issues Committee Chair is going to research this and will have something ready for the next meeting.

Announcements

- Next meeting, July 23, 2009, Main Campus, Rec and Wellness Center, Texas Room.
Mr. Kerry Kennedy, guest speaker next month, so be prepared with questions to ask.

Motion to Adjourn

Minutes submitted by Suzette Vallejo, Staff Council Secretary/Historian