



THE UNIVERSITY OF TEXAS AT SAN ANTONIO

SUMMARY MINUTES OF THE STAFF COUNCIL
MEETING OF
January 22, 2009

The fifth 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.

Call to Order

Members present: Julie Brunts, Allegra Castro, Carolyn Cochran, Eric Cooper, Belinda Dovalina, Grace Fouts, Robert Garza, Pat Hedelius, Brent League, Sherry Lindsey, Rene Lopez, Bob Miller, Patricia Morehead, Cheryl Nunn, Cindy Orth, Sharron Pacheco, Elba Ramos, Anne Rembisz, Shirley Rowe, Jamie Safstrom, Frank Segura, Brenda Tamayo, Suzette Vallejo, Donna Ware, Todd Wollenzier.

Members absent: Paula Castillo, Sally Crouser (excused), Israel Falcon, Thomas Harper (excused), Alegra Lozano (excused), Mary McNair, Corinne Sabo (excused), Anne Speights (excused), Lisa Talcott, Venetta Williams (excused).

Chair's report and comments

- Welcome new members:
 - Anne Rembisz (Office of the Alumni Programs)
 - Jamie Safstrom (Admissions Office)
- Attendance: The Staff Council Chair discussed the attendance policy. It was noted that the Secretary is keeping track of monthly attendance. If a Staff Council member is unable to attend a Staff Council meeting, please notify either the Staff Council Chair or the Secretary or both.
- University Excellence Awards: This ceremony is April 14th at 2:00 p.m. in the Galleria. The Staff Council Vice Chair will be attending the University Excellence Awards planning committee today to determine the role Staff Council will play. The University Excellence Awards was originally established by the Staff Council. The notification of the awards and nomination process will be coming soon. Please let your constituencies know about the upcoming University Excellence Awards.
- Schedule of speakers: The Staff Council Chair will generate a schedule on the upcoming guest speakers.
- Committees – new chair of EEB: Julie Brunts is the new Employee Educational Benefits Committee Chair.

The current Staff Council members introduced themselves to the new Staff Council members.

Also, the Staff Council Committee Chairs gave an introduction about their committee's responsibilities.

Review and approval of minutes

Motion made to accept December meeting minutes with changes. Motion approved.

Old Business

A question was brought forth by a Staff Council member regarding why the Staff Council annually awards one \$250 for undergraduate level and one \$250 for graduate level since the Staff Council currently has \$6,538.54 in the account? Why is there a set amount awarded annually? This was deferred to committee reports for discussion.

- *Constituencies: (In progress)*

- *Status of Treasurer Position:* The Staff Council Parliamentarian addressed the question in regards to how the Treasure position was voted on. Last year, the Staff Council members suggested establishing the position temporarily for the remainder of the year, and having the bylaws committee work on a written description for the position so it can be amended to the bylaws to establish a permanent position. The Staff Council made a motion to establish the position which was, seconded, and approved.
 - A question was posed as to should it go under the Fundraising committee?

- *Communications Chair:* Patricia Morehead is the new Communication Chair. Motion made to accept Patricia Morehead as the Communication Committee Chair.
Motion was seconded and carried. Vote: 25 in favor, 0 opposed 0 abstentions.

Committee Reports

By-laws Committee: No report. The By-laws Committee meets every Tuesday at 12:00 noon. The By-laws committee is currently revising the bylaws a section at a time.

Employee Educational Benefits Committee: No report.

Employee Perks Committee: The committee has not met yet. The Vice President for Business Affairs has granted permission to implement the UTSA Employee Discount Program. Prior to implementing the Employee Discount Program it has to go through the Office of Legal Affairs and the Office of President for approval. According to the HOP, the Employee Discount Program has to reside on the Human Resources website. The Associate Vice President for Human Resources will be overseeing the implementation of the Employee Discount Program. The Employee Perks Chair is the liaison to the Office of Human Resources. A question was raised regarding what our parameters are? The

Employee Perks Chair asked the Staff Council Chair for some guidance. The Employee Perk Chair was commended for presenting the Employee Discount Program to the Staff Council for review.

Elections Committee: The committee has not met yet. The Election Committee will be meeting next month to review the election process for this coming summer.

Fundraising Committee: The committee has not met yet. The Staff Council raises money through water sales at the Spring commencement ceremonies to generate scholarship funds and water sales at prior commencements have been successful.

Fundraising Committee Report

- UTSA Scholarship Fund – A Memorandum of Understanding addresses the Staff Council Scholarship award to include two scholarships for the Fall, one undergraduate level and one graduate level in the amount of \$250 each which will be awarded to Classified or Administrative & Professional employees who are benefits eligible in accordance with university policy.
- The Fundraising committee will look at other resources to raise funds.
- The possibility of getting an endowment fund established in the amount of \$10,000.
- The Fundraising Chair will be contacting the Office of Communication to promote the February 15th application deadline.
- A question was asked regarding how much profit does the Staff Council make each year? During the first year, the Staff Council raised \$2,400 through water sales.
- A question was asked regarding how much interest is the Staff Council making a year?

Issues Committee: This committee is charged with investigating any inquiry or questions submitted by UTSA Staff. The Issues Committee meets by email.

Updates on current issues: (this report includes new and previously submitted items which have been updated since our last report):

Issue – VIA bus top on Margaret Tobin

Status: Cement slabs, the length of each bench, have been installed. Shelters and lighting have not been installed yet. (OPEN)

Issue – Hazardous crosswalk between Monterey and Buena Vista buildings downtown

Status: The City of San Antonio has had the cross-walk painted and signs posted. It is anticipated that a flashing light will be installed at the site, but this will depend upon availability of UTSA funding. Downtown campus administration and staff are taking

steps to educate Downtown students and staff. A Campus Pedestrian Safety message was released and has been posted in the common student areas. (OPEN)

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

Status: Campus Dining representatives were scheduled to meet with an architect in December to discuss the possibility of putting a salad bar in the JPL. Results of the meeting are unknown at this time. Mr. Bravo is no longer employed at UTSA. Al Cole, the Director of Operations is now our contact for staff dining issues. (OPEN)

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.

Status – The current policy is that retired employees, who return to work at the university part-time, are charged the full price for a parking permit. All PTS staff will be trained in the correct procedures. PTS will entertain the request to offer a reduced cost retiree permit. (OPEN)

***Issue – When is an employee required to participate in Family Medical Leave Act (FMLA)? There does not seem to be a “rule of thumb” for requiring a staff person to participate in FMLA. Recently, Staff members scheduled for very minor outpatient surgery (they will be out for 2 to 4 days) have been required to fill out FMLA forms. According to the HR Web site reason for using FMLA include treatment of a serious health condition that makes the employee unable to perform the functions of his or her job.**

Why must we disclose our condition to UTSA and our supervisor when filling out FMLA forms? Do we have the option not to disclose? Some conditions are embarrassing and/or personal. Plus the university only provides privacy protection of our request. Staff is not protected from discriminatory actions based on their condition especially if they are not considered disabled.

Status – When requesting sick leave, FMLA, by law, starts after the 3rd day. Sick leave and or vacation leave protect the employee’s income. FMLA protects the employee’s job, once the required documentation has been provided validating that there is a medical condition, and treatment, involved. FMLA may be continuous or intermittent and, as such, also covers subsequent treatment (follow-up care) or further periods of incapacity relating to the same condition. The medical condition does not have to be disclosed to the employee’s supervisor, but must be disclosed to HR. HR needs to know, at a minimum, the employee’s condition, the treatment required, and anticipated duration. Personal Health Information (results of x-rays, MRIs, lab tests, etc.) is not requested by HR; however, FMLA is exempt from Health Information Portability and Accountability Act (HIPPA).

Regarding discrimination based on a condition not considered a disability; each situation must be evaluated on a case by case basis and may extend beyond the scope of Human Resources and administration of FMLA. (CLOSED)

***Issue – Insufficient number of “A” parking slots in Lots 2 and 4, while numerous 24-hour reserved slots go unused in these lots.**

Status – Parking Transportation Services agreed to assess the distribution of 24-hour slots and redistribute them if there are large numbers of them routinely vacant in a particular area. (OPEN)

***Issue – Enhancement of UTSA recycling program similar to the program in use at Trinity University.** The Environmental Health, Safety & Risk Management Web site. http://www.trinity.edu/departments/public_relations/news_releases/080826recycling.htm

Status – Review of the UTSA Recycling program showed it to be comparable to the Trinity program. Both schools recycle paper, cardboard, plastic, glass, and aluminum. UTSA also recycles batteries, ink toner cartridges, fluorescent lights. Many calendars and publications have gone from paper to electronic distribution in recent years — Schedule of Classes, Information Bulletin, University Calendar — with more to follow.

Most food to-go food containers in use are the plastic, recyclable type, with two noted exceptions: small Styrofoam plates on the JPL pastry bar and coated paper cups at the Pepsi soft-drink dispenser. The blue Champion Recycling bins accept a variety of clean, dry paper, envelopes, catalogs, and cardboard. Cardboard coffee sleeves may be placed in these. However, composting of food waste would not be feasible due to our critical lack of space, which currently equals roughly one-half the number of square feet per student mandated by the Coordinating Board.

Some minor improvements may enhance the recycling program and will be discussed with EHS & RM:

- Spread blue recycling bins more evenly through the JPL and UC, where there are currently none.
- Require food service operations on campus to provide recyclable cups for cold beverages.
- Work to eliminate use of all non-recyclable Styrofoam. (OPEN)

Scholarships Committee: No report.

New Business: None

Announcements

Next meeting: February 26, 2009, 8:30 a.m. – 10:30 a.m., Recreation Center, Texas Room, at the 1604 Campus

Motion to Adjourn

Minutes submitted by Suzette Vallejo, Staff Council Secretary/Historian