The sixth regular meeting of the Staff Council for the 2012-2013 academic year was held at the Main campus in the Pecan Room (UC 2.01.26) and was called to order at 8:34 A.M. with chair Gregory Frieden presiding.

**Members present:**

**Members absent (excused):**
Amy Fritz, Christopher Goldsberry, Eric Cooper, Manuel Maldonado, Monica Glover, Jennifer Uranga, John Shaffer, Jenny Jung, Venetta Williams, Cindy Orth, Richard Wollney, Vanessa Davalos-Ledesma, Alegra Lozano

**Members absent (unexcused):**
Steven Woodall

**Meeting Minutes:**
There were no December minutes.

**New Business:**

**Parameters for Appreciation Award Nominations**
- Will now follow Staff Council By-Laws for nominations. Individuals to be nominated must be eligible to serve on Staff Council as a representative to be eligible for the Staff Council Appreciation Award.
- Individuals who wish to nominate someone with whom they have any sort of relationship (marriage, familial, etc.) should ask another representative to co-nominate. An officer can also be asked to nominate in place of the individual representative.
- Jennifer Lozano-Lowe suggested that a committee be formed to handle all processes regarding the Staff Council Appreciation Award. She moved that the committee be officially added. Justin Bingham seconded the motion. The committee was approved unanimously by those present. A committee sign-up sheet was created. The committee will elect a chair.
- Shannon Rios will e-mail copy of new guidelines to Staff Council representatives for reference.
- Dr. Romo was presented the February Staff Council Appreciation Award at the Executive Leadership Luncheon. Gregory, Justin, and Venetta attended and presented the award.

**Tobacco Free Policy**
- Phase II, campus wide transition, begins June 1, 2013.
- Copies of the HOP policy were provided to the group.
- A map of the designated “transition areas” was provided to the group, however Steve Kudika pointed out that this is an old map. An updated map will be provided soon.
- Christine Bachman’s name was forwarded to the campus-wide smoking committee as a Staff Council representative. Venetta Williams sits on this committee but in an EAC capacity.

**Contracting of Facilities Services**
- Facilities Services housekeeping positions will be contracted to a third party vendor over the next several years.
- Facilities Services housekeeping will move to the night shift with very few staff on day shift.
- No staff will lose their jobs at this time. Staff can apply for the day porter positions or other positions at the university.
- A list of FAQ’s and the order of departments being contracted was provided.
- The group was instructed to e-mail Gregory and Shannon with any questions or concerns. We will compile a list and send to university administration.

**Upcoming HOP Changes**
- Effective May 13, 2013, all UT system campuses will have to use Corporate Travel or Anthony Travel for work-related travel. All campuses will also be limited to using Enterprise or Avis for their rental car needs.
- Employees will get one “freebie” mistake after the policy becomes official. A second offense will result in a 50% reduction of any reimbursement. Further mistakes will result in permanent reductions in office travel budgets equal to the amount of the cost of travel.
• Training will begin in April and the turnaround will be fast.
• There will be an online interface with Corporate Travel that will charge $4 per transaction. Phone transactions cost $22 each. Anthony Travel will not have an interface.
• Robin Diamond brought up emergency travel as a possible exception.
• Gregory will send out information soon.

Professional Development
• The April meeting, at the DT campus, will be devoted to the True Colors assessment.
• Michelle Montanio, Assistant Director of Student Activities at the DT Campus, will be facilitating the assessment.
• Gregory will ask Kerry Kennedy to speak with us at the June meeting.
• If anyone has any suggestions for professional development for the May meeting, send information along to Gregory.

EAC Update
• Shannon Rios reported for Venetta.
• The EAC is reviewing recruitment and retention of employees, work-life balance, and wellness after a survey was sent to HR Vice Presidents system-wide.
• The Living Well link was provided to all EAC members to distribute and encourage constituents to participate.

Chair Updates:
Scholarships
• Justin Bingham reported for Christopher. Due to the Banner outage on February 15th, the deadline was extended to the 18th.
• Applications are being vetted and there should be an update for the Staff Council scholarship applicants in a couple of weeks.

Ad-hoc Smoking
• Christine asked the group for feedback on what to do moving forward.
• There will need to be “training” on how to be non-confrontational when the policy becomes campus-wide and permanent. Supportive verbiage and handouts will be important pieces of this transition.

Issues
• Zanne reported that the committee met with the Assistant Comptroller, Diane Macias, about the EEB tax that came out of all employee/student paychecks in December.
• There was no notification in advance of this tax deduction and there was a lot of confusion and tension regarding this issue.
• There was an e-mail sent in last January explaining the process and the paychecks that would be affected moving forward.
• The committee is still compiling possible alternate options to the payroll deduction. Diane is investigating some of the options Zanne and the committee provided during the meeting.
• Zanne and John Shaffer have volunteered to create, run, and evaluate a survey for other options.
• There was one new issue brought to the committee regarding new construction around campus and the walkways around those areas. The issue is being investigated.
• There was also a suggestion from a constituent to start a Retired Staff Association, like the existing Retired Faculty Association. Anyone who is interested or has suggestions should contact Zanne.

Ad-hoc Parking
• Shannon Rios reported for Jerry. There was a question about ADA parking and the possibility of bringing ADA closer to the buildings. Parking responded that it is in compliance with regard to distance and proper pathways to buildings from ADA parking spaces.
• Also, a longevity discount was suggested by a constituent. This is being brought to the campus-wide Parking and Transportation committee for consideration.

Fundraising
• Bowling for Scholarships event is Monday, March 4, 2013, from 6pm – 8pm.
• A volunteer sign-up sheet was created for the event. Volunteers should head to University Bowl as soon as they can after work.
• As of the meeting, we still needed silent auction items. Several people said they had things to drop off or donate prior to Monday.

Communications
• Spring newsletter is in the works.
• Please send suggestions for the newsletter to Shannon and Amy.
• This issue will include a message from the Vice-Chair, Justin Bingham.

Announcements:
Committee Membership Changes
• Victoria Cruz has stepped down from Staff Council.
• Vladimir Andzic is no longer with the university.
• Cindy Orth is researching alternates and will get replacements soon.

Spring 2013 commencement
• Monday, May 13, 2013 at the Alamodome.
• Two ceremonies, one at 2pm and one at 7pm, with several colleges at each ceremony.
• More volunteers will be needed for checking students in for the ceremonies.
• Volunteers will not be needed for tickets or ushering as the university must use Alamodome employees.
• Tickets will not be required but a $10 parking fee will be assessed.
• Interested volunteers should be sent to Cie Gee, at x7552.

The meeting was adjourned at 10:09 am to committees.

Our next meeting is scheduled for Thursday, March 29, 2013 at 8:30am, at the Main campus in the Pecan Room (UC 2.01.26).

Minutes submitted by Shannon Rios, Staff Council Secretary