The tenth regular meeting of the Staff Council for the 2012-2013 academic year was held at the Main campus in the Mesquite Room (UC 2.01.24) and was called to order at 8:34 a.m. with chair Gregory Frieden presiding.

Members present:
Shannon Rios, Justin Bingham, Manuel Maldonado, John McGee, Steve Woodall, Alegra Lozano, Wanda Guntz, Jeanette Stokes, Jerry Smith, Zanne Coon, Eric Cooper, Christine Bachman, Jennifer Jung, Samantha Hernandez, Ron Fosmire, Roberto Rosas, Monica Glover, Michael Logan, Christopher Goldsberry, Cynthia Orth, Gregory Frieden

Members absent (excused):
Jennifer Lozano-Lowe, Robin Diamond, Vanessa Davalos-Ledesma, Jennifer Uranga, Venetta Williams, Cynthia Davis, Cie Gee, John Shaffer, Steve Kudika

Members absent (unexcused):
Vicki Weber, Richard Wollney

Guest Speaker:
Mr. Kerry Kennedy, Vice President Business Affairs

- Employee Educational Benefit Issues
  - Participation has increased since benefits increased to 12 hours per academic year (about 250 people)
  - No issues have been reported to him
  - Provided explanation of change from old plan to new plan
    - Old plan was 6 hours per academic year
    - University had to pay itself about $300,000
    - New plan is 12 hours per academic year
    - Cost went up to $550,000 but university only has to come up with half of that money on its own
  - Provided options for dealing with financial burden of taxation
    - Change W-4 by middle of month prior to taxation
    - Payroll said cannot disburse the “net” amount
      - Referred council to Chris Bodily in Payroll for more explanation on why

- Tobacco Free Campus Signage
  - Sandwich boards and banners are up now
  - Temporary signs during transition period will be moved around campus for more exposure
  - No other languages on signage right now but will ask about Spanish
  - Symbol for No Smoking is universal
  - Permanent signs for building entrances have been ordered
  - Permanent signs for way-finding locations will go up soon
  - Offices on campus are discouraged from using “personal” signage
  - May take 3 years for culture to change and campus to become truly tobacco-free
  - Recommends non-confrontational, education-based tactics for enforcement
  - There will be no other enforcement than “honor policy”
  - Question from representative about the possibility of an e-mail blast to students regarding transition
  - Question from council representative about location of signs and suggested at the south entrance to the MS building due to congested smoking area
    - Referred to Pam Bacon’s office (Cynthia Davis)
  - Concerns voiced about increased traffic in the fall and ashtrays still in plain sight on campus
    - Will speak with Facilities about hastening the ashtray removal process

- Facilities Update
  - Asked for grace and patience during transition period and to communicate when issues arise
  - No problems reported thus far and things seem to be going smoothly
  - Contract should be finalized by September 1 with outside company
  - It will take about 10 years to completely transition to contract company for all housekeeping and facilities functions
Compliment from the floor about offices looking cleaner and restrooms being available all day
Suggestion from the floor to consider programming throughout the year on campuses when planning work assignments
Concern voiced about increased traffic in fall that could present issues with daytime coverage on campus
  • Will be flexible with number as well as assignments if the need arises

General Information
• There will be a merit pool this year
  • 2% on base salary in October paycheck (effective September 1)
  • Will cost the university about $3 million
  • University wants to retain its good employees and keep morale high
• Way-Finding
  • All signs should be up by August 1st
  • Spoke with city and university architects about sign design and placement

Other questions
• What is happening with the ITC?
  • City has made several offers to buy the property
  • University has no plans in the near future to move or sell the ITC
• Status of the cell phone project?
  • Is ongoing
  • 2-3 years to completion
  • A joint project with UTHSCSA
• Is there a plan to remodel all campus restrooms?
  • Not at the present time
  • When buildings are remodeled, restrooms are included

New Business:
Transition Meeting
• August 8th was the date selected
• Options provided for food and location
  • No quote from the San Antonio Food Bank but Gregory estimated pricing
    • Would have to set up ourselves to avoid Aramark fee for outside catering
    • Would be on campus so more folks could potentially attend
    • Price estimate was about $900 for breakfast and lunch
  • Mimi’s Café provided a detailed quote
    • Same price as last year, about $500
    • Minor changes to the lunch menu
    • Representative reminded of service issue last year
      • Only effected a couple of folks
      • Will speak with management about it prior to event
      • Will try to get the larger back room again
• Motion from Jerry to reserve Mimi’s Café
• Eric seconded the motion and vote was unanimously in favor
• Will have access to the room at 8am
• Shannon will send invitation to current representatives immediately and will send to newly elected representatives as soon as elections are finalized

Committee Updates:
Fundraising
• No update

Elections
• Process is well underway
• Nominations are now closed
  • 87 individuals nominated for 17 positions
    • 10 have declined
    • 21 have not been reached for approval to be placed on the ballot
• Elections ballots should go out the week of July 1st
• Ballots will be up through July 10th or 11th
  • VPCS will not have a ballot since 2 people were nominated and one declined
    • Elected individual will be announced at the end of the process
Ad-Hoc Appreciation Award

- Committee will appoint a chair in September
- Question from council representative about the 100 word requirement for nominations
  - Word requirement will not be strictly enforced but nominations should be at least a paragraph in length and be sufficiently worded as to explain why a particular employee or office is deserving of the award
- Dual nomination process is in place per guidelines provided to the council in April
- Nominations should go to Justin until a chair is elected
- There will be no awards given until after September
- Gregory asked that an exception to the above be made and moved to award Staff Council Appreciation to Jennifer Snellgrove from Mr. Kennedy’s office for her service and dedication to the Staff Council
  - Christopher seconded the motion and the vote was unanimously in favor
  - This award will be awarded in July

Ad-Hoc Parking

- Jerry had two issues
  - Employees on FMLA can now turn in their permit to have monthly fees suspended while they are off of work
    - Female employee on maternity leave was charged while she was out and she went to Jerry for help in getting a refund
  - There is not a DT-specific parking permit and employees should buy a main campus garage permit to use at the DT campus
    - DT employee who rarely comes to the Main campus wanted a DT garage permit
- Christopher will be chair of university Parking and Transportation Committee this year
- The university committee conducted a study and found our fees are comparable to city fees and other universities
- Discussions about alternative parking fee structures still in works (sliding scale, longevity discounts)
- Communication is key and Christopher has vowed to talk with Parking and Transportation about being more transparent about fees and reporting to the university in an understandable format

Ad-Hoc Smoking

- Christine asked for feedback on the first month of transition on campus
- She has had only one issue and was with a non-English speaking person
- Eric had one issue with young lady who refused to put out her cigarette and was smoking right next to one of the new signs
- Questions about how to handle these situations were answered by Gregory who reminded the group about Mr. Kennedy’s advice to use non-confrontational, educational tactics and “walk away.”

Communications

- No update

Issues

- No update
- Still working on updating Staff Council link on HR website

Scholarship Committee

- No update
- Christopher Goldsberry moved to invite the scholarship recipients to the October meeting
- Manuel Maldonado seconded the motion
- Vote was unanimously in favor of inviting the recipients to the October meeting

EAC Updates

- None given

Meeting was adjourned at 10:19 a.m. to committees.

Announcements:

- Laurie Long and Dr. Perret from LARC are traveling to China to speak at a Shanghai university about best practices in lab animal research and the treatment of lab animals. This is a great honor and we should congratulate Laurie upon her return.
- Christine brought two interns in Housing to the meeting. Tiffany Sheiling and Julia Huerta are interning with the NASPA Undergraduate Fellowship Program and are learning the “business of housing.”
- Justin asked for golfers in the group to contact him about the St. Jude’s Annual Golf Tournament at TPC on September 27th.
- There will be no meeting in July.
- Transition meeting scheduled for August 8, 2013 at Mimi’s Café at the Rim, 17315 I10 West, at 8:00 a.m.

Minutes submitted by Shannon Rios, Secretary