



**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**  
**SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF**  
**October 23, 2008**

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

**Call to Order**

Members present: Allegra Castro, Carolyn Cochran, Belinda Dovalina, Israel Falcon, Grace Fouts, Robert J. Garza, Thomas Harper, Pat Hedelius, Scott Kabrich, Sherry Lindsey, Rene Lopez, Alegra Lozano, Mary McNair, Bob Miller, Patricia Morehead, Cindy Orth, Shirley Rowe, Anne Speights, Lisa Talcott, Brenda Tamayo, Suzette Vallejo, Donna Ware, Andrea Watts, Venetta Williams, Todd Wollenzier.

Members absent: Julie Brunts (excused), Paula Castillo (excused), Sally Crouser (excused), Brent League (excused), Cheryl Nunn (excused), Sharron Pacheco (excused), Elba Ramos (excused), Corinne Sabo (excused), Frank Segura (excused).

New 2008-2009 Staff Council photograph was taken and will be posted on the Staff Council website.

Motion made to accept September meeting minutes. Motion seconded and approved.

**New Business**

*The University Assembly Representatives:* The Staff Council Chair asked for a representative from the following areas: Academic Affairs, Business Affairs and University Advancement. The following Staff Council members volunteered to serve on the University Assembly:

- Academic Affairs – Carolyn Cochran
- Business Affairs – Patricia Morehead
- University Advancement – Scott Kabrich

The University Assembly meeting is held on quarterly basis and names will be submitted to Dr. Norman.

*Employee Advisory Council Update:* The Staff Council chair attended the Employee Advisory Council meeting on October 16-17, 2008. Over 30 representatives from 16 UT components & UT System attended the two-day meeting. They were very impressed with UTSA campus.

EAC issues being worked this session:

- Wellness. Will be looking at ways to promote at all campuses regardless of budget. For every \$1.00 spend on prevention we save \$4-\$7 in health care costs so these initiatives are very important to system. H.B. 1297 was passed and is currently in its first stage. Attempt to better define what “wellness” means. Work with local and system coordinators to get message to staff and standardize access across components. Best practices will be determined and shared.

- Professional Development & Retention.
  - Resource sharing across components. Training and information.
  - System –wide position posting. Can look for jobs at other components from one location. UT4U.com
  - Leadership Training. UT System has program which can be used by all components.
  
- EAC
  - Best practices system-wide. Keep current.
  - Leadership training & development.
  
- Institutional issues being researched
  - Jury duty policies for shift workers
  - Ombuds person – is it needed? Is it feasible?
  - Probation transfer issues. Why do staff members need to go through new probation period when they move into new position?
  - Flex time & how it's implemented across components?
  - Layoffs – not given preferential treatment when applying for new positions.

Closing Notes:

- TRS is strong – not being affected by current financial crisis.
- ORP – contact individual agents for status.
- AIG – our retirement funds were not impacted.
- Pharmacy Benefits Manager (PBM) will be hearing more about this as it provides more economical approach to benefits/costs.
- Pay-for-Performance – beginning to see more of this in medical care. Method to measure performance of physicians.

Other new business, some questions raised:

- Did the hazard pay come up? It was noted that it's an institutional issue.
- How does Pharmacy management differ from formulary? The Staff Council chair is going to research this and will have something ready for the next meeting.

*Constituencies*

The Staff Council Vice Chair addressed the need of Staff Council to communicate to all UTSA employees about our activities and initiatives. We are looking at the best way to disseminate information whether via e-mail or some alternate method. He will be contacting the administrative staff of each Vice President's office and see if there is a preferred way and proceed accordingly.

Other new business, some questions raised:

- How will that work with Facilities Services? It was noted that Staff Council would disseminate information to the Staff. These include: E-mail, Bulletin Board and Question box. It was noted that UTSA has approximately 2500 UTSA staff on campus and it's important that our information is going out and that staff members know who their council representatives are.

- Are we going to put a description of each Staff Council committee on the website? It was noted that UT-Austin has a description of their Staff Council Committees on their website.

Motion made to list email addresses of the Staff Council committees on the committee page. Motion was seconded and carried. Vote: 24 in favor, 1 opposed, 0 abstentions.

Motion made to include the Staff Council member's phone numbers and e-mail addresses on the roster of the Staff Council. Motion was seconded and carried. Vote: 25 in favor, 0 opposed, 0 abstentions.

The Staff Council Chair asked the Staff Council members if they would like to have a guest speaker come to the monthly committee meeting on an as-needed basis. It was noted that a maximum of 30 minutes would be allowed for a guest speaker. It was recommended to have a guest speaker come to the Staff Council meeting on a quarterly basis.

Other new business, one question raised:

- A Staff Council member recommended changing the structure of the Agenda by listing "Old Business" first and "New Business" last. The Staff Council Chair will adjust the Agenda accordingly.

## **Old Business**

Committee Reports:

*By-laws Committee:* In the absence of the committee chair, the Staff Council Chair reported that the committee continues to make revisions and will meet with Mr. Kerry Kennedy, Vice President for Business Affairs, before submitting additional changes to the council.

*Communications Committee:* No meeting this past month. The Committee worked with UTSA Communications Office on setting interviews with Staff Council board members to do a news story on the new sitting council and to help get the word out to UTSA staff about council operations, scholarship, etc. Interview date(s) to be established soon.

They also worked with the Staff Council Governing Board on suggestions for improvement of the website, including having a photograph taken of the Council, having names of new council members put onto the Staff Council website, and identifying the constituencies of Council members.

The Communications Committee has a scheduled meeting on November 3, 2008, to discuss and set committee goals and brainstorm about other ideas on communication methods for keeping the UTSA staff current on Staff Council issues, fundraising drives, and other various Council matters. Any ideas will be presented to the board and sitting Council for approval before being implemented.

*Employee Educational Benefits Committee:* The committee chair contacted Ann Roberts, Office of the Associate Vice President for Financial Affairs, via email for preliminary information. There are some changes being discussed in regards to Employee Educational Benefits.

For the past few years, the amount budgeted for this expense has been exceeded.

*Employee Perks Committee:* No meeting this past month. The committee is planning to meet soon. The committee Chair received a lot of emails from employees.

*Elections Committee:* The committee did not meet during the month of October. The committee has seasonal responsibilities. The past elections were the first use of the electronic nomination and voting process. The committee will meet soon to develop methods of improvements for the next general elections in June 2009.

*Fundraising Committee:* The committee did not formally meet during the month of October but a final decision was made in the sale of the Entertainment Book.

The Entertainment Book contract had been delayed pending the final interpretation by the Legal Office. The state code prohibits the sale of any item on consignment. Since the method of sales of this item was based on consignment, it is not allowed.

The committee will meet and evaluate other opportunities for Staff Council to raise scholarship funds.

*Issues Committee:* An overview of where the committee stands was presented. Updates on current issues:

- Issue - Disabled parking spaces next to the HSS

Status: The area that was previously available for disabled parking, is now needed to provide secure storage for the Go-mobile trailer which contains valuable electronic equipment. Because the Master Plan, currently under construction, calls for the next building to be constructed on the area of Lot 6 in front of the parking garage, a decision was made not to encumber the funds required to make this lot ADA compliant. For at least the fall semester, PTS will continue to offer the ADA Shuttle from the ADA spaces in Lot 5. (CLOSED)

- Issue - UTSA Library DVD Check-out procedures

Status: All UTSA community members, regardless of status, can check out DVDs for seven days. (CLOSED)

- Issue - VIA bus stop on Margaret Tobin

Status: (Jane Wilcox, Interim Director, Parking, Transportation Services) 1604 campus has changed tremendously since the VIA stop in Lot 3 was established. The distance from the new stop on Margaret Tobin Ave, to the nearest campus building is well within a normal walking distance for pedestrians on campus. Placing the VIA stop on Margaret Tobin allows better traffic management traffic in Lot 3. Adequate shelter and lighting will be installed at the new location. It was suggested that this also be pursued as a Safety issue. (OPEN)

- Issue - Hazardous crosswalk between Monterey and Buena Vista Buildings downtown

Status: UTSA contacted City representatives, in August 2008, about this cross walk, and the need for a flashing light, or restriping, to increase visibility. On/about September 29 a motor vehicle accident occurred involving a UTSA student in that crosswalk. The student was knocked down and shaken badly. SAPD handled the accident. A supplemental UTPD report was also written.

Now that a documented accident involving a UTSA student has occurred, the Issues committee will submit a formal request to David Hernandez, UTSA Director of Public Safety/Chief of Police for review and, we trust, resolution of this dangerous situation. (OPEN)

- Issue - Smoking on Campus

Status: (Brian Moroney of Environmental Health, Safety, and Risk Management) The HOP states that smoking is permitted outside any building as long as it is 20 feet or more from the entryway, with one exception: At the Recreation and Wellness Center the smoking distance is 100 ft.

Mr. Moroney does not support the idea of a smoke-free campus which can result in people engaging in dangerous behavior, like smoking in air handling rooms, in order to smoke. He agreed, however, to raise the staff council's concern and see if the administration would be willing to purchase and post additional signage. (OPEN)

- Issue - Shortage of bike racks on campus, particularly around the new UC building.

Status: (Robert Espinoza, Facilities Engineering and Project Management) The bike parking problem around the UC location is being reviewed. The purchase of additional single-sided and double-sided bike racks, as well as the creation of bike islands at prime locations, out of the way of the sidewalks, has been proposed. Still to be worked out is adding more impervious cover to the locations. Further study (water runoff and drainage) and environmental approvals are also necessary.

The greatest need is near the grand stairs leading up to the Humanities and Multidiscipline Studies Buildings. Building a small stone and brick paved parking lot for bikes next to the stairs and UC2 in the perimeter grassy area has been proposed.

Also, underutilized bike racks have been identified and relocated. (OPEN)

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

Status: (Bruce Bravo, Resident Director of Aramark for Campus Dining) Losing the salad bar at the JPL was a difficult decision; however a fresh tossed salad has been implemented daily at the Deli, similar to what Downtown has. The grab-n-go initiative has been successful nationwide; the dining program is still a work in progress to get where standards should be and to satisfy the gap created by the loss of the salad bar.

Significant upgrades have been made downtown, including the fresh tossed salad, our Home Zone entree, grab-n-go, and convenience store items. Combined with longer hours, feedback has been very positive. (OPEN)

- Issue - Employee wants to know why non-UTSA owned Blackberry devices cannot be synced to Microsoft Outlook on UTSA computers.

Status: This is indeed the policy as stated on the UTSA OIT Web site. Email sent to Linda Dunn, Help Desk Manager for explanation and clarification of the policy. (OPEN)

*Scholarships Committee:* The committee is planning to meet soon. The chair of the scholarships committee met with Shirley Banez in Financial Aid. The Staff Council Annual Scholarship was established on March 13, 2006. The guidelines below are from the Memorandum of Understanding dated May 22, 2006:

General Guidelines:

1. Applicants must be degree seeking, “benefits eligible” in accordance with university policy and either a Classified or Administrative & Professional Staff employee at The University of Texas at San Antonio. Students employed in positions that require student status as a condition for employment are excluded from eligibility.
2. Applicants must be a United States citizen or permanent resident.
3. Applicants must fill out the General Scholarship Application by the appropriate deadline.
4. Applicants must supply a one page, typed biographical essay describing obstacles or challenges faced in obtaining a higher education. Include personal and/or professional goals and the role of the scholarship in obtaining these goals. Also include any contributions made to UTSA and other information that will help the committee make an informed decision.
5. Recipients must be enrolled for a minimum of 3 credit hours and be in good academic standing at the University during the semester in which this scholarship is disbursed.
6. This scholarship is not automatically renewable, but current applicants are encouraged to reapply each year.

The recipients will be selected by an officially recognized scholarship committee of the University or its designee.

### Funding

Funding for this Scholarship is provided by various donors and various fund-raising activities through Staff Council sponsored events.

The Scholarship Committee is composed of the following:

- 1 representative from each college – COB, COS, COE, HON, ARC, COLFA, COPP
- 1 Alumni designee
- 2 Financial Aid representatives
- 1 Development representative
- 1 Chair – Currently Assistant VP – Admissions
- Total of 12 individuals

The college representatives and the alumni member serve two-year terms, and the remaining members serve indefinitely.

*Treasurer’s report:* It was noted that we do not have a budget per se.

### **Next Meeting**

November 20, 2008, 8:30am-10:30am, in the Bexar Room, UC 1.102, 1604 Campus.

### **Meeting Adjourned**

*Minutes submitted by Suzette Vallejo, Staff Council Secretary/Historian*