The second regular meeting of the Staff Council for the 2010-2011 academic year was held at the Registrar Office Conference Room and was called to order at 8:39 a.m. with Chair Cié Gee presiding.

Members present:
Alegra Lozano, Amy Ramirez, Anne Jackson, Belinda Dovalina, Blanch Torres, Bradley Jones, Christi Fish, Christopher Goldsberry, Cié Gee, Cynthia Orth, Gloria Harris, Joleen Reynolds, Juan Noval, Laurie Long, Mark Munguia, Ray Gonzales, Rebecca Garza, Ruby Rodriguez, Ruth Coates, Shannon Rios, Tammy Fernandez and Venetta Williams

Members absent (excused):
Anne McIntosh, Burt Reynolds, Clay Haverland, Diane Cordova, Eric Cooper, Gregory Frieden, Michael Witzel and Shirley Rowe

Members absent (unexcused):
Alfonzo Villarreal, Annie Maynes, Carey Eagan, Elba Ramos and Henrietta Vasquez

Minutes from previous meeting:
Minutes were approved via e-mail.

Old Business

Staff Council Membership
Tammy Fernandez has replaced President’s Office representative Arturo Almeida.

New Employee Welcome
Cié Gee: Last year’s Staff Council decided to send a welcome to all new employees. It also began to place a Staff Council card in the new hire orientation packet. Cié sent out the newest list of new employees by e-mail to Staff Council members Oct. 27. She also sent out greeting to the new hires and received feedback from many of them thanking her for her greeting.

Staff Council Appreciation Award
Cié Gee: Cié needs e-mailed nominations for the Staff Council Appreciation Award. Recipient gets certificate and balloons. Graduation Initiative has a similar program, the “GI Good Guy.” It plans to give branded items quarterly to recipients. More than one person/group can be recognized at Staff Council’s discretion.
New Business

2010-2011 Membership Roster
Christi Fish: Christi Fish has developed a new roster of 2010-2011 Staff Council members. She will e-mail a draft for fact-checking and, ultimately, a final version for reference.

Statewide Insurance Advisory Council (SWIAC)
Cindy Orth: Cindy is UTSA’s elected representative for SWIAC, a group recognized by the Texas Legislature that serves as a sounding board for decisions related to state employee insurance. Each university provides a Human Resources representative and an elected member. Cindy attended a SWIAC meeting last week and will report on it at the November Staff Council meeting.

Early Voting
Tammy Fernandez: Oct. 29 is the last day for early voting. We vote in UC III.

SECC Campaign Extended
Tammy Fernandez: The 2010 SECC donation deadline will be extended until November 5. We are currently at 37%. Oct. 29 is the Talent Show. Those who have made a donation are invited to attend.

Staff Council Reference Binder
Cié Gee: Cié is creating a Staff Council binder so the new chair has a record of the year’s activity. It will include processes and a section for each committee. Committees need to create those sections over the course of the year, preferably by the December Staff Council meeting. Include the purpose of the committee, how it works, its major responsibilities, processes and other relevant information.

Committee Reports

Fundraising, Scholarship and Elections Committees
Cindy Orth, Fundraising & Elections Committee Chair: Last year, the Fundraising, Scholarship and Elections committees merged to create the FUSE committee. Cindy has corresponded over the phone with the members of the various committees. Ruth Coates will chair the Scholarship Committee. Anne Macintosh-Speights and Venetta Williams will serve as co-vice chairs of the Elections Committee. Cindy will chair the Fundraising Committee.

Staff Council’s first fundraiser will be a bowling night/silent auction scheduled after the holidays. Staff Council needs Silent Auction items. Please solicit donations from family and friends. Smaller items are okay and can be combined to create themed baskets. The Fundraising Committee will develop a letter that a Staff Council team can use to approach businesses for a donation. At the last
bowling fundraiser, we charged $15/person and netted $6.25/person. Cindy will provide a suggested date for the fundraiser at the November Staff Council meeting.

**Communications Committee**
Shannon Rios, Chair: Shannon Rios has agreed to continue as chair of the Communications Committee. The Committee hasn’t met but will begin to work on a newsletter. The Staff Council newsletter has been added to the newsletters list at the bottom of the UTSA Today page. New Staff Council photo and list of members is now on the website. Committee chairs will be added to the website by the next meeting. Shannon is considering postcards and flyers as a means of communication. Cié would like the communications committee to create a video for the website.

**Issues Committee**
Juan Noval, Chair: The committee has passed out six issues for research. It will report on its research at the November meeting. Current issues under consideration include, but are not limited to: Parking, Faculty/Staff Rec Center benefits, Hazardous Pay, Employee Educational Benefits (EEB) sign-up form and the recycling program.

Recreation Center
Mark Munguia: Staff can visit free on Fridays. Texas law says UTSA cannot charge staff less than it charges students (just under $30/month as part of their student fees.)

Joleen: Could staff have perks like lockers. Jacuzzis do not work on a regular basis. Many exercise classes are catered toward younger people.

Mark: Students are Rec Center’s primary audience because students fund the operation of the center.

Shannon Rios: Staff has available Rowdy New U, a health program managed by Kristee Phelps in Environmental Health and Safety Management. Its classes are designed specifically for staff and are held in the mornings, during lunch and after work. Kristee also has a map of campus walking trails. Rowdy New U participants earn points toward prizes by attending classes, working out, referring others, etc. A fun benefit is the relaxation chair on West Campus which gives a 38-minute massage. Program membership and Rowdy New U classes are free. Shannon will send a brochure to Cié to forward to Staff Council, Kristee Phelps can assess new members in groups on campuses outside the Main Campus.

Employee Educational Benefits (EEB)
Cié: When you take a class at UTSA and want to be reimbursed, EEB pays for fees or about half the total cost. To take a class and get EEB, employees must fill out a form, enter the course number and have it signed by a supervisor or someone higher up. The form ends up in Enrollment Services. Many employees do not want their supervisors to know they have enrolled for a class, especially if the class does not interfere with work hours. There are two sides to the issue which need to be researched.

Recycling
We need a better example of what we can and cannot recycle.

Low calorie dining options
Cié: Roadrunner Café offers a number of low calorie food options. The issue has been rectified.

Employee Emergency Assistance
Laurie Long: Is there somewhere the family member of a deceased employee can go to for assistance? Perhaps create a list of area resources. Human Resources offers eight free counseling sessions with a confidential Deer Oaks counselor for a variety of situations as part of our employee benefits. Can an employee’s relative use that? UTSA employees have a three-day funeral leave.

Scholarships Committee
Cié Gee: Staff Council presently has $9,700 in the scholarship account. It is reserved for scholarships and does not fund Staff Council in any way. Kerry Kennedy’s office has a small fund to help Staff Council with some of the at-large expenses it incurs.

Currently, Staff Council funds two scholarships through the UTSA Scholarship Office. Both an undergraduate and a graduate student receive $250. Can we increase the amount of the scholarships or the number of scholarships awarded? We need to submit a Memorandum of Understanding (MOU) to the Scholarship Office to outline the changes. The MOU does not have a firm deadline. The Committee will try to draft something by the November meeting. Once new criteria are decided, we will update the website.

Amy Ramirez received the Staff Council scholarship as a graduate student. She received a check from UTSA and could have used it for anything. She recommends more scholarships in lieu of more money per scholarship to build awareness of the scholarship and Staff Council. Staff Council also needs to consider the number of applicants during each cycle. Perhaps we can give 4-6 people $250 each.

Gregory Frieden received the Staff scholarship at the graduate level and was able to use the money for books. He believes that either route of more money per
scholarship or a larger number of scholarships would be beneficial. The key really is to get the word out very early so that staff members are aware of scholarship, but also of the deadline to apply.

Commencement water sales are enough to cover the scholarship. Tuition fee/hour for undergrads is $8,410/year based on 15 hours. We need $25,000 to establish an endowed account.

We need to promote the percentage of recipients who received the scholarship. We could be flexible from year to year with the number of scholarships awarded. The Scholarship Office determines the winner. Shirley Banez is our contact in the scholarship office. Deadline is Feb. 15. Our new MOU can say that the scholarship “will be awarded to a maximum (number) students.” Chris Goldsberry volunteered to utilize his role as Financial Aid Outreach Specialist to work with Shirley Banez on the specific wording of the MOU and how many scholarships should ideally be awarded.

Elections Committee
Venetta Williams, Chair: The Staff Council elections process should occur each May, but this year, it was conducted in July. We need to move it earlier again to get more participation in the elections and voting process.

Ad-Hoc Smoking Committee
Joleen Reynolds, Chair: The last committee drafted a memorandum about campus smoking to Kerry Kennedy. It needs revisions. The new committee would like to move the 20 foot from a building rule to 100 feet, per the Student Government Association recommendation. It also wants to update the memorandum by including health issues and enforcement suggestions.

At issues are rights to liberty and health. How do we reconcile these? Will UTSA become a non-smoking campus? It was suggested that University of Oklahoma, the Alamo Colleges, UT Brownsville and UT Arlington are smoke-free or nearly smoke-free campuses.

Handbook of Operating Procedures (HOP) Presentation
Heather Foster, Policy Analyst, Compliance Office (x5537)
www.utsa.edu/hop

The HOP Committee

Every UT institution has a HOP of some kind, but the employees are not always aware of or involved in managing its content. The UT System gave its institutions a model process for the HOP, based on a process from Cornell University. UTSA’s HOP Committee was formed and first met in December of 2008. The Office of Institutional Compliance and Risk Services is responsible for
administering the policy. The committee includes one person from every VP Area and a couple of other representatives. Kerry Kennedy has two representatives.

The current committee includes Sonia Martinez, Dr. Sandy Welch, Janet Parker, Barbara Centeno, George Norton, Becky Anderson, Dr. Marianne Woods, Bob McKinley, Dr. Carola Wenk, Cié Gee and Derek Trimm. Dick Dawson is the chair.

Heather facilitates the management of HOP policies. She is not the subject matter expert but can refer us to one if we have a policy we are researching. Her committee started with 160 policies, including 21, some of which were in development for up to three years.

The HOP Process

Someone notifies Heather that a policy needs to be reviewed. She puts the policy in a new template. Committee evaluates it to see if there’s a substantive change. If no substantive change is needed, the committee agrees it’s an insignificant change and the policy is posted on the website. If the change is substantive, the process is longer.

When changes are substantive, the HOP committee identifies stakeholders. Those stakeholders provide feedback on the suggested changes. The HOP committee discusses that feedback. Discussion ensues. The revisions go to Legal Affairs for evaluation. Post-legal revisions are made. Then the HOP Committee reviews and votes on the new policy. If approved, President Romo signs it and sends it to the UT System Vice Chancellor for approval. Once approved by the System Vice Chancellor, the new policy goes on the website. This process takes a maximum of three months in most cases.

Policy changes are posted for 90 days on the HOP website. They are also posted as they occur in the HOP section of the bi-monthly staff e-newsletter, @UTSA, which is sent out by Tim Brownlee in the Office of Public Affairs.

To date, the HOP Committee has reviewed 42 of the 160 policies. 29 are in the new template. The remainder will be completed in four years’ time. Then each policy will be reviewed once every four years.

HOP Committee Goals

1. To review old policies. It’s in both UTSA and its employees’ best interests to have a strong and tight HOP to protect both parties.

2. To make the HOP website more user-friendly so users can find policies easily. Heather expects to add more search capabilities including keyword searches, hot topic categories, stakeholder categories, etc. This will likely be done in the next
year. Heather also wants to restructure chapters to make them intuitive and align them with the aspirant and long-term goals of the university.

3. To introduce the HOP Committee to UTSA employees. Currently, the HOP Committee members are charged with keeping employees informed.

Heather wants feedback!

Heather wants to be contacted with questions about the HOP, and she wants feedback about the website. Tell your colleagues.

**Upcoming Speakers**
Cié Gee: Cié will contact Kristee Phelps and Dave Riker.

Meeting adjourned at 10:39 a.m.
Minutes submitted by Christi Fish, Staff Council Secretary