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

Members present:
Alfonzo Villarreal, Amy Ramirez, Anne Jackson, Anne McIntosh, Annie Maynes, Bradley Jones, Carey Eagan, Christi Fish, Christopher Goldsberry, Cié Gee, Clay Haverland, Cynthia Orth, Diane Cordova, Eric Cooper, Gloria Harris, Joleen Reynolds, Juan Noval, Laurie Long, Ray Gonzales, Rebecca Garza, Ruby Rodriguez, Ruth Coates, Shannon Rios and Shirley Rowe.

Members absent (excused):
Blanch Torres, Burt Reynolds, Elba Ramos, Gregory Frieden, Mark Munguia and Venetta Williams.

Members absent (unexcused):
Alegra Lozano, Belinda Dovalina, Henrietta Vasquez, Michael Witzel and Tammy Fernandez.

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

Old Business:

December Monthly Meeting, Cié Gee
Staff Council will hold its December meeting from 8:30-10:30 a.m. on December 16 at the Egg & I, 9985 West Interstate 10 off I-10 between Wurzbach and Huebner. (A map is here. Egg & I is labeled “C.”)

Staff Council Appreciation Award, Cié Gee
Eric Cooper and Christopher Goldsberry nominated Deborah Riley in the Bursar’s Office for the Staff Council Appreciation Award. The nomination was unanimously approved. She will be recognized in December.

Anne Jackson nominated the Enrollment Services Call Center for the Staff Council Appreciation Award. The nomination was unanimously approved. It will be recognized in January.
Additional nominations for the Staff Council Appreciation Award should be forwarded to Cié for consideration.

Employee Advisory Council Report, Shirley Rowe
The UT System Employee Advisory Council (EAC) is comprised of 35 members from across the UT System. Each academic institution and medical center sends two representatives to the meetings.

At the recent meeting, the Council discussed:

- The UT System Living Well Initiative. See livingwell.utsystem.edu for program details. This System level program is in addition to and enhances the institutions’ local wellness programs.

- The work/life balance and how it impacts employee effectiveness. The committee is exploring flex and comp time policies as well as how to help the sandwich generation (people caring for their parents and children).

- Policy and Procedure Committee is reviewing the definition of catastrophic illness and use of the sick leave pool. It is different at every institution. Who makes the decisions? What is the appeal process? The committee is also looking at an annual evaluation process. Some institutions do not require routine employee evaluations.

- Recruitment and Retention Committee is looking at better ways to incentivize and retain employees (e.g.: tuition reimbursement, etc.)

- Members are also looking at cost reduction programs at the various institutions. UT Houston, for example, offers a monetary incentive to employees who develop bonafide cost-savings measures.

- Employee Educational Benefit: Claudia White in Human Resources is helping Cié understand the EEB. The form itself, the EEB HOP policy and other policies written about the EEB are all different. The EEB needs its own policy. Cié contacted Heather Foster to start that process. HR will help Staff Council write the policy.

Cindy Orth’s report on the Insurance Advisory Council
Deferred to December meeting

Guest Speaker
Current Construction at UTSA
Dave Riker, Associate VP of Facilities, Facilities Administration (x6143)
facilities.utsa.edu

Dave Riker served as the guest speaker at the November Staff Council meeting to discuss six major projects underway at UTSA.
1. **Science Research Laboratories** (formerly PSL and LSL) on the West Campus. Facilities updated and modernized science laboratories and created collaborative space for scientists. A thermal wheel will assist with heating and cooling.
   - 23,111 GSF (gross square feet)
   - $24M Total Project Cost
   - November 2010 Completion

2. **Graduate Sculpture and Ceramics Building** on the West Campus. This is primarily art studios.
   - 13,500 GSF
   - $3.2M Total Project Cost
   - Spring 2011 Completion

3. **North Paseo Building** on the Main Campus. This tilt-wall building will house many departments currently housed in the MS, JPL and HSS so those spaces can be renovated. It will be two buildings connected by a breezeway on the second floor.
   - 76,000 GSF
   - $15.25M Total Project Cost
   - Summer 2011 Completion

4. **East Parking Garage** on the Main Campus. This new 1,200 car, six-level garage will include a parking office, coffee kiosk and spirit shop. It will be located in existing Lot 4 and connected to the Main Building. Once completed, it will be the largest building by square footage on campus.

   Many of the parking spaces that will be unavailable during construction will be used for construction staging. To complete the project, Facilities will add an ADA accessible route to JPL, which it hopes will be completed by March 1. In addition, Facilities will create a construction access road behind the parking garage parallel with John Peace Blvd. (That road will become a permanent paved campus loop road for East Garage access.) The gated road behind Main Building will be opened up for access to parking near the construction site. That road will be the only access point near the construction area from May through August. (During those same months, John Peace Blvd. will be closed.)

   For reference, the North Garage currently has approximately 650 spaces and the South Garage currently has approximately 479 spaces. Specs for the next parking garage are:
   - 467,000 GSF (twice the size of the BSE)
   - $30M Total Project Cost
   - Construction: March 1, 2011 to Summer 2012

5. **Student Housing**, a 600-bed facility that will go next to the Softball Field and Parking Lot 1B.
• 13,500 GSF
• $40M Total Project Cost
• Construction: August 1, 2011 to September 2013

6. Athletics Complex Phase I to support soccer stadium, track stadium, utilities for future expansion, a road and parking. Construction funding under consideration.
   • $22M Total Project Cost
   • Summer 2013 completion

In addition, six facilities project managers are working on 120 projects totaling $29,090,708:
   • 27 projects for Student Affairs: $7,192,644
   • 36 projects for Academic Affairs: $10,052,638
   • 34 projects for Business Affairs: $8,249,142
   • 18 projects for Community Services: $3,059,824
   • 5 projects for Research: $536,460

(Projects in planning and closeout are not included above.)

Dave’s slideshow will be available on the Facilities website at http://facilities.utsa.edu.

New Business

Criminal Background Checks (CBCs): Christopher Goldsberry
UTSA began running CBCs on new staff in 2003 and on new faculty in 2005. The process results in one of three recommendations: green (okay to hire), yellow (take this into consideration) and red (hire not recommended). During UTSA’s CBC period, 17-25 staff CBCs have returned red out of 26,000 CBCs. No faculty CBCs have come back red.

In Texas, anyone can run a public CBC on anyone else for convictions within Texas. Texas is an at-will work employer.

1,200 current UTSA employees have never had CBCs run on them. UTSA will run CBCs on those employees over the next three months.

Committee Reports

UTSA Smoking Policy, Joleen Reynolds
Cié, Bradley, Gloria and Joleen met with SGA student leaders and the Faculty Senate to discuss UTSA’s smoking policy and becoming a smoke-free campus. Before a proposal goes to Kerry Kennedy, a number of things need to be considered. Who owns the policy? How do we enforce it? How do we educate the UTSA community about the policy? Momentum is building. Cié has a meeting on Monday morning with Kerry Kennedy to see what needs to be included in the
committee’s proposal in order for Business Affairs to recommend a committee be formed to address the issue

_Scholarship Committee, Christopher Goldsberry_
Applications for the Staff Council scholarship were down last year. We had $5,370 when we started. We gave out $500 last year, leaving $4,870. Funds in the amount of $4,300 are pending transfer from the Fundraising account, so we will have $9,170 in our fund for scholarships once the transfer is complete.
Christopher learned from Shirley Banez in the Scholarship Office that we can distribute scholarship money to multiple recipients. The Director of Financial Aid suggests we offer a larger scholarship and promote it well.

_Fundraising Committee, Cindy Orth_
Cindy spoke with a bowling alley that is available to host our fundraiser after work on January 24. On that date, we can get the entire bowling alley (32 lanes). Staff Council will charge $15 for two games plus shoes, allowing us to make some profit for scholarships.

The bowling night fundraiser will include a Silent Auction. It was moved and seconded that we proceed with the event on January 24. Cindy wants us to think now about Silent Auction items. She will send Staff Council members additional notes since the meeting time ran short. Her committee will also update the last fundraising letter to approach businesses for silent auction items.

_Additional committee reports_
Deferred to December meeting

_Motions_

- It was moved and seconded to re-schedule Kristee Phelps’ December presentation to the January 2011 meeting.

- It was moved and seconded to invite guest speakers to Staff Council on a case-by-case basis to allow committees working time.

Meeting adjourned at 10:44 a.m.
Minutes submitted by Christi Fish, Staff Council Secretary