



THE UNIVERSITY OF TEXAS AT SAN ANTONIO
SUMMARY MINUTES OF THE STAFF COUNCIL
MEETING OF
November 20, 2008

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

Call to Order

Members present: Julie Brunts, Paula Castillo, Allegra Castro, Carolyn Cochran, Eric Cooper, Belinda Dovalina, Grace Fouts, Thomas Harper, Pat Hedelius, Scott Kabrich, Rene Lopez, Mary McNair, Patricia Morehead, Cheryl Nunn, Elba Ramos, Shirley Rowe, Frank Segura, Anne Speights, Suzette Vallejo, Andrea Watts, Venetta Williams, Todd Wollenzier.

Members absent: Sally Crouser (excused), Israel Falcon, Robert Garza (excused), Brent League (excused), Sherry Lindsey (excused), Alegra Lozano (excused), Bob Miller (excused), Cindy Orth, Sharron Pacheco (excused), Corinne Sabo (excused), Lisa Talcott, Brenda Tamayo, Donna Ware.

Introductory Remarks by the Chair

Staff Council Chair welcomed the new Staff Council member, Mr. Eric Cooper.

Reminder next meeting in December is the holiday breakfast meeting; sign up sheet is being circulated.

Introduction of guest speaker, Bruce Bravo, Resident Director of Aramark for Campus Dining, to answer concerns that the staff members have regarding food services. Other representatives present were Albert Cole, Director of Business Auxiliary Services and Jane Wilcox, Director of Business Auxiliary Services and Interim Director of Parking Services.

Mr. Bravo gave an overview of Aramark Campus Dining Services at UTSA which includes Taco Cabana, Panda Express, Grille Works (Downtown), Chick-fil-A (JPL) and Convenience Stores. Aramark Campus Dining Services has 275 employees, 12 salaried managers and 139 UTSA students. Aramark was awarded the contract to close the gap with food services. Phase I of the conversion was completed prior to the beginning of Fall Semester 2008. Phase II of Aramark Campus Dining Services implementations will be coming soon.

Several questions were raised and addressed during the presentation:

- Services at the UTSA Downtown campus. A concern was posed regarding the loss of the salad bar.
- During Phase II implementation, there is going to be a Sushi kiosk added.
- Mr. Bravo said that they are here to be a good partner and listen to feedback. Aramark focus is to meet the student's demand at UTSA.
- Adding more variety of foods or breakfast items at Chick-fil-A. It was noted that Aramark has to have the basic products but are willing to look at adding additional items as they expand services.
- What are plans for the UTSA Downtown campus? Mr. Bravo responded that Aramark conducted a focus group at the Downtown campus and other locations were discussed. Aramark hopes to be ready for the upcoming Spring semester.
- How many people do you serve per day? Mr. Bravo is going to research this and will provide the number of people they serve per day to the UTSA Staff Council.
- Aramark provides catering services for the UTSA community. Why do we have to pay a 10% surcharge? Aramark provides the caterer, cleanup, equipment cost etc.
 - 10% Surcharge: Per policy, all departments must use Aramark or select from the list of the pre-approved caterers. Use of one of the pre-approved caterers will result in the 10% surcharge.
 - 20% Surcharge: Departments that use an unauthorized caterer will be assessed a 20% surcharge.
- UTSA Roadrunner Cafe food carousel. The food carousel is always loaded and customers are unable to add their tray. It was noted that Aramark is looking at different tables or table racks to alleviate this problem.
- Prices are too high downtown and right now they are losing business. It was noted that dinner is over \$7.00 and lunch is about \$5.00.
- What do the meal plans include? Albert Cole gave an overview of the two different Faculty/Staff dining plans. Faculty /Staff Dining Plans are good for an entire school year or until you run out of Dining Dollars. Faculty/Staff Dining Plan Period: August 22, 2008 – August 21, 2009
 - 1) Faculty/Staff 250 plan provides
 - \$270 Dining Dollars
 - \$5 RFoc (Real Food on Campus) at Roadrunner Café door rate
 - Price: \$250
 - 2) Faculty/Staff 150 plan provides
 - \$157.50 Dining Dollars
 - \$5 RFoc (Real Food on Campus) at Roadrunner Café door rate
 - Price: \$150
 - All meal plan prices include tax.

Aramark website is www.utsa.campusdish.com for details on their services.

It was noted that Aramark overall does a great job. Mr. Bravo indicated that change occurs with this type of feedback. It was noted that Aramark is making progress. They will get there and they will continue to make improvements.

Mr. Bravo indicated that they opened their 7th restaurant in just a 2 1/2 month period. Aramark's focus was to get their employees trained at the optimal level.

Ms. Wilcox, Director of Business Auxiliary Services and Interim Director of Parking Services commented:

- The Tomas Rivera Center is moving to the MS building which will open up approximately 4,700 sq. ft. for dining use.
- UTSA Student's would like to have a Chili's Restaurant on Campus with a sit down menu which would be accessible during the late night hours.
- Aramark is striving to create a sense of community as we move to become a Tier I University.
- The University of Texas at Austin is trying to follow our footsteps.
- We are the number "1" Panda Express in the nation. Panda Express is built for speed and it takes about 4-7 minutes for service at Panda Express.

Mr. Bravo and Ms. Wilcox said that they would like to be invited back during the month of January or February to give the Staff Council an update.

Motion made to accept October meeting minutes with changes and accepted as written.

Old Business

Constituencies

Staff Council Chair will be meeting with the Staff Council Vice Chair in regards to the best way to communicate to all UTSA employees about our activities and initiatives.
(Work in Progress)

Committee Reports

By-laws Committee: The Staff Council Chair presented updates on current By-laws issues. The committee reviewed the By-laws this past Friday. The committee continues to make revisions and meets on a weekly basis.

Communications Committee: The Communications Committee met on November 3, 2008. The Committee came up with the following goals for this term:

Goal 1: Getting the word out to the UTSA staff about Staff Council events, scholarship, issues, etc., using various methods of communication. Suggestions for getting the word out included:

- Perhaps under each listed committee on the Council website, putting a small paragraph on what each council committee does
- Coordinating with each College that has a newsletter to get board approved items and information into College newsletters.
- Periodic articles and notices in UTSA Today, Sombrilla, Paisano, etc.
- Consider other communication methods

Goal 2: Establish a quarterly newsletter of our own:

- First one having a tentative release date in the first quarter in 2009.
- Look at various templates and get a template in place for newsletter use
- Address the council on this issue and ask for input items of interest to UTSA staff
- Final approval by the Board on what items go into the newsletter

Goal 3: "Jazz up" the Staff Council website:

- Consider ideas for giving the website a better appearance and be more consistent with current UTSA websites
- Look at other server alternatives for content use on the website; perhaps get documentation on portal system.
- Possibly have an Events and Issues menu
- Other ideas to be considered as they are brought forward

Employee Educational Benefits Committee: A couple of issues have been emailed to the SIS Financial Accounting Manager. The SIS Financial Accounting Manager is working on revamping the benefits.

Employee Perks Committee: No meeting this past month. The committee is planning to meet soon. The committee Chair has started to collect a lot of materials. The Director of Facilities Services is going to place a large glass display case in the main corridor of West campus which will be available to post Staff Council information.

Elections Committee: No report.

Fundraising Committee: No report.

Issues Committee: Updates on current issues:

Issue – VIA bus stop on Margaret Tobin

Status: No improvements have been made to the new bus stop location on Margaret Tobin. PTS is waiting for facilities to provide estimates for required work. Once the estimates are received, a project completion timeline will be developed. (OPEN)

Issue – Hazardous crosswalk between Monterey and Buena Vista Buildings downtown

Status: UTSA-Downtown Campus met mid October with the City Councilwoman Galvan's office representative regarding FS cross walk. The Councilwoman's office has engaged the City to study the situation. Additionally UTSA's current campus master planning study project consultants are providing input on the FS crossing as well.

Downtown campus administration and staff are taking steps to educate Downtown students and staff. Provost for UTSA Downtown Campus has released a Campus Pedestrian Safety message which has been posted in common student area. (OPEN)

Issue – Smoking on Campus/Stricter Smoking Policy

Status: A staff member asked if the campus smoking policy could be tightened up so as to allow smoking only in parking lots. The Issues Committee will look into this before resources are deployed to enforce the current smoking policy. (OPEN)

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

Status: Project proposal presentations have been made to Student Affairs and Kerry Kennedy. Funding decisions need to be made. This is an ambitious project that may need to be done incrementally, with additional racks going into the Paseo area first. (OPEN)

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

Status: Bruce Bravo, Director of Aramark for Campus Dining, and Jane Wilcox, Director of Business Auxiliary Services, are scheduled to attend the November 20, Staff Council meeting to discuss campus dining concerns. (OPEN)

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

Status: Help Desk Manager thoroughly researched this topic and provided detailed information regarding UTSA policies and practices regarding UTSA and non-UTSA owned blackberries and offered to help the employee resolve her situation. The employee has yet to contact Ms. Dunn, or respond to phone messages left by the chair of the Issue Committee. (CLOSED)

Issue – Dangerous road by tennis courts: staff member reports observing several pedestrian-auto near misses.

Status: Officers monitor traffic through this area on a regular basis to control speed. Students cross the street at many locations other than the designated cross walk. During student orientations UTSA police provide a safety talk stressing use crosswalks to safely cross campus streets. New signage and ground marking at the crosswalk would increase visibility. Facilities Services can provide cost estimates for signage and ground markings, etc. (OPEN)

Issue – Need sidewalk on north side of Laurel Village. Students walk in the street which creates a hazardous situation.

Status: Currently working on a sidewalk and landscape master plan. Sidewalks north of Laurel Village have been selected as a priority and will be constructed first. (OPEN)

Issue – Expansion and enhancement of via vanpool. Currently participants receive 5 “scratch off” parking permits per year to use when they need to drive on campus (VS using the car pool). Employee would like to see that number increased to 10, and dedicated van pool parking established.

Status: Parking & Traffic Policies committee is reviewing this request. (OPEN)

Issue – Retirees pay the full price for a faculty/staff parking permit if they return to work part-time at UTSA. Policy seems harsh in light of the employee’s many years of service. Also, policy applied inconsistently: some retirees are asked if they are current employees and some are not. Those who are asked are charged for their permits. Those who are not asked are not charged.

Status: The current policy is that retired employees, who return to work at the university part-time, are charged the full price for a parking permit. All PTS staff will be trained in the correct procedures. PTS will entertain the request to offer a reduced cost retiree permit. (CLOSED)

Issue – Why hasn’t there been information released to the campus community regarding which departments or offices will move to University Heights? How are these decisions made? Will there be adequate parking?

Status: this type of information is not typically published. It is not a secret and is available, although it was not specified where it can be found. According to the HOP 8.1, core services have first priority for space assignments and others will be assigned space in peripheral locations or rental space off campus. Other factors, like cost, and the need to vacate space in the JPL to address SACS accreditation issues, are also considered. Departments identified for potential moves include Legal Affairs, Audit, Development, Financial Services, Travel Management, and others. With the constant growth and change, it is expected that departments that are moving will, at the appropriate time, notify their constituency of the move. There is no comprehensive communication plan.

There is plenty of parking provided at University Heights for the offices that will move. Parking is provided by the landlord as a part of the facility for all of the tenants in the buildings (UTSA and others). No parking permits are required to park at University Heights. The possibility of a shuttle to University Heights has been investigated in the past. A shuttle is not an option at this time due to the high cost and expected low usage. (OPEN)

Issue – When is an employee required to participate in FMLA? There does not seem to be a “rule of thumb” for requiring a staff person to participate in FMLA. Recently, staff members scheduled for very minor out-patient surgery (they will be out for 2 to 4 days) have been required to fill out FMLA forms. According to the HR Web site reason for using FMLA include treatment of a serious health condition that makes the employee unable to perform the functions of his or her job.

Status: Contacted Human Resources Leave Administration, for clarification of FMLA program. (OPEN)

Issue – Why must we disclose our condition to UTSA and our supervisor when filling out FMLA forms? Do we have the option not to disclose?

Status: Contacted, Human Resources Leave Administration, for clarification of FMLA program. (OPEN)

Scholarships Committee: The committee is planning to meet soon.

Treasurer’s report: No report.

New Business

A Staff Council member recommended the following course: Personal Development Series class: 7 Habits of Highly Effective People. This is a really good course to take.

Announcements

Next meeting, December 18, 2008, Downtown, Durango Building, Southwest Room (DB 1.124) (Note: This is not our standard fourth Thursday of the month due to the Christmas holiday.)

Motion to Adjourn

Minutes submitted by Suzette Vallejo, Staff Council Secretary/Historian