Staff Council Annual Report

September 2008 to August 2009

**Members of Staff Council**

April Barnes, Debbie Hohensee, Jose Rodriguez Jayme Blaschke, Willie Burleson, Gus Cantu, Sylvia Cruz, Susan Davey, Jerry DeLeon, Jamie Donaldson, Mary Frame, Krista Haynes, Janie Hernandez, Miguel Hernandez, Melissa Hyatt, Sara Kellner, John Ledbetter, Deborah Mathews, Chris Miller, Earl Moseley, Mary Ann Ortiz-Moerke, Joe Robles, Marissa Saenz, Tina Schultz, Angelika Wahl, Anthony White

**Guest Presentations**

***Guest Speaker, Dr. Denise Trauth*** commissioned Staff Council ( October 2008)

**Yvonne I. Ybarra, Director** – Marrow Donor Program. (February 2009)

**Jeff Lund, John McBride, Floyd Quinn, Vanessa Salazar** with Human Resources Several staff of Human Resources (HR) came to discuss and answer questions from the Council on compensation issues. (May 2009)

**Committee Reports**

* **Budget**
  + Budget-We start the year with a budget of $1220. The display cabinet is being made and will run about $800. It will house the plaques for our awards and scholarship as well as the picture for the current Employee of the Month and Year, and the Quarterly Team award picture. ( December 2008)
  + Budget-The display cabinet has been installed in JCK on the 3rd floor and the official ceremony will be held January 28 at 2:00pm. (January 2009)
  + Budget- The trophy case has been paid for as well as some miscellaneous printed material. There is a balance of $930.03 for the remaining of the year. (March 2009)
* **Compensation**
  + Compensation -Donaldson will review Compensation notebook and differential pay issue, then schedule meeting with committee. (October 2008)
  + Compensation- The group is researching the change to the on call policy in Facilities. They also would like to look into offering counseling or assistance to employees on how to read medical bills, should the bill be paid, and how to complete forms (December 2008)
  + Compensation- Some Facilities personnel who had on-call pay discontinued, have been re-instated.Electricians have asked why there pay is the lowest paid when they feel their job is one of extreme importance. Electricians would like to see a difference in pay between the levels of HV vs. LV which need to be addressed to Jeff Lund. Currently the university uses College University Professional Association (CUPA) to obtain national data on wages. Floyd Quinn is discussing concept of “broad banding” which would eliminate the different levels of pay grades and have the same pay for everyone in the same category. Staff council needs to begin discussions with Jeff Lund and Floyd Quinn on this topic. (March 2009)
  + Compensation-Committee met with Jeff Lund and Vanessa Salazar regarding the compensation process. Differential pay is an issue they will be looking into. (May 2009)
  + Compensation- Committee is working on gathering historical data regarding salary surveys. The most recent they found is from 1998 and have asked Jeff Lund in HR to give them a more recent survey. His hope is to be able to post the information to our website so future councils will have the information readily accessible. Deborah Mathews will also assist them in getting this information (June 2009)
* **Elections**
  + Elections- We will be tweaking on-line elections and test later this year. Training sessions will be scheduled. (October 2008)
  + Elections- Wahl reported that outreach and training will be held at the beginning of next year. (November 2008)
  + Elections- On-line elections will take place in April or May. There will be organized training sessions for nominations on the web. We will be requested to test the process. (February 2009)
  + Elections- Linda Safranski has made the on-line elections changes requested. Angelika will contact Kim Graves to discuss all facilities personnel be trained and computers available for use. Elections will take place in May. (March 2009)
  + Elections-Committee will meet later this week. Updates have been made to on-line voting and testing needs to be done prior to release. (May 2009)
  + Elections- The system was down temporarily due to a problem with the EEO categories. The following are the vacant positions that need filled by category: Administrative – 1, Professional – 1, Technical – 2, Sec/Clerical – 3, Service – 2, Skilled – 1 for a total of 10 positions. The following are the nominations received in each category: Administrative – 5, Professional – 6, Technical – 9, Sec/Clerical – 18, Service – 6, Skilled – 4 for a total of 48. (June 2009)
  + Elections-Angelika reported that all persons who were voted in accepted their position. Dr. Gratz will be asked to send out an announcement to the university on the 2009-10 Council membership. The electronic voting went very well. Kim Graves with Custodial Services set up computer labs with power point presentations to assist all custodial personnel with nominations and voting. Thank you to Kim for her efforts! For future elections, the committee will work with the Information Technology Assistance Center to allow staff to reset their own password when they have not logged on for ninety days or do not remember their password. They will also concentrate on helping Facilities staff (non-custodial) with the on-line nomination and voting process as that turnout was low this year. (July 2009)
* **Fundraising**
  + Fund Raising- M. Hernandez/Moseley We are getting everything lined up for the BBQ fundraiser. M. Hernandez will need a count by Friday the 17th so we can know what to order. If possible, turn in all funds collected to Wahl by Monday the 20th. We will ask Blaschke to put something on main university web page to advertise. ( Oct 2008)
  + Fund Raising- M. Hernandez/Moseley Wahl reported that we sold 725 plates and netted $3098.40 on BBQ fundraiser!! Good job everyone. Blaschke took photos that will be uploaded to the gallery on our website.(Nov 2008)
  + Fund Raising- M. Hernandez/Moseley Group will meet this month and look at other options such as raffles or auctions. (Jan 2009)
  + Fund Raising-Mathews A suggestion was made to have the BBQ portion serving size made larger. Miguel wants to stay with the same portion so we do not increase the cost of the BBQ plates. A new location needs to be determined. Suggestions made were Bobcat Village or the Facilities Parking lot where the Facilities fund raiser was held. Gus will be contacting booster representatives in order to work on the discount card. Chartwells has declined to be part of discount card. (Mar 2009)
  + Fund Raising-Hernandez Committee is still looking for a new location to have the BBQ. Suggestions were made to have it in the corner of the Strahan lot by the railroad tracks or off of Aquarena Springs Dr where the information map is located. (May 2009)
  + Fund Raising-Miguel Hernandez Holding another BBQ fundraiser is just not working out. The committee is working on finalizing the discount card and hopes to have it ready by September. Miguel agreed to serve in an ex-officio capacity after his term ends in August 2009. (June 2009)
* **Online Technology**
  + Online Technology- Frame Cruz is no longer able to chair this committee so Frame has accepted the position. Hyatt will get with her regarding how committees are displayed on our website.(Jan 2009)
  + Online Technology- Frame Working on having a page created on the website for each committee that will list the members and activities the group has or is working on, etc. (May 2009)
  + Online Technology- Mary Frame Mary is working with Charles Robinson to get the individual committee pages online. (June 2009)
  + Online Technology, Mary Frame Mary reported that she is reviewing the by-laws and operating procedures in an effort to make them more consistent and easier to read. She is also working with Charles Robinson to get the individual committee pages online. (July 2009)
* **Orientation** 
  + Orientation- Hyatt/J. Hernandez Hyatt reported we were able to reserve the room at the River Systems Institute with assistance from Dr. Gratz. We will keep the same format as last year. (Jan 2009)
  + Orientation-Hyatt Committee will meet in the next couple of weeks to start planning. (May 2009)
  + Orientation-Melissa Hyatt Committee started planning and the decided the agenda will be relatively the same as last year with the only variance being when the guest speaker wants to talk. Jose Rodriguez is contacting Dr. Smith to see if she is available and willing to be our speaker. We will use Dagar Catering again and they have not gone up on their prices! April Barnes and Melissa will visit the Texas River Institute to get an idea of how we want to set up the room and finalize table placement, etc. (June 2009)
  + Orientation, Melissa HyattMelissa reported that Orientation will be held at River Systems Institute with Dagar’s catering. Angelika Wahl will assist with getting additional tables and chairs and April Barnes is working with Tina Cade on centerpieces. The agenda has been finalized and will be sent out. (July 2009)
* **Perks**
  + Perks- Hyatt/Haynes We will communicate mainly through email since it is difficult to get the group together. A spreadsheet will be developed of all our businesses. The committee members will go through and contact each one to make sure they are still participating and honoring the perk when requested. A Memo of Understanding has been done for each business on the website. (Oct 2008)
  + Perks- Hyatt/Haynes Tammy Cole is overseeing the relocation service assistance for employees. Mathews will visit with Rose Trevino about assisting with the Perks program. (Dec 2008)
  + Perks- Hyatt/Haynes Mathews visited with Rose Trevino about assisting with the Perks program and Trevino has agreed to help. A meeting will be set up between Trevino and the group to see how we can work together. Matthews will ask John McBride for an intern to help Rose with the program. ( Jan 2009)
  + Perks-Mathews Letters were sent to participating companies asking them to sign the Memo of Understanding and to ask if they still wanted to participate in the Gold Star Savings program. Companies who did not respond will be followed up with a telephone call. These files will be maintained in JC 314. We will also begin recruiting new vendors to the program. (Mar 2009)
  + Perks-Hyatt New web pages are being developed to help make finding perks easier. Will be adding a new category called Texas State that will list all the perks available on campus.(May 2009)
  + Perks-Melissa Hyatt We have temporarily updated the pages, some of the links do not work and staff will have to cut and paste them in their browser. Krista Haynes is working with Steve Soukup on getting the new pages online. Our goal is for each perk to have its own page so more information can be provided and the vendor can provide coupons, etc. (June 2009)
  + Perks, Melissa Hyatt/Krista Haynes Angelika Wahl volunteered Charles Robinson to assist in getting the new Perks web pages on-line. A meeting has been set up with Human Resources to discuss the Work Life Coordinator position to help maintain the pages and assist with the Gold Star Savings program in the future. Schlitterbahn Water Park may offer Texas State a $1.00 rebate for each ticket purchased. This contract will need to be reviewed by Jackie Albright and Bill Fly. The funds would be put into our scholarship program.(July 2009)
* **Public Relations**
  + Public Relations- Blaschke/White Good feedback on BBQ. (Nov 2008)
  + Public Relations- Blaschke/White Blaschke will be placing photos of the BBQ fundraiser and awards ceremony on our website. Wahl reminded members that those who were not at the meeting to take the group photo need to remain after so we can get their picture and Photoshop it in. (Dec 2008)
  + Public Relations- Blaschke/White BBQ fundraiser pictures are on our website. Davey needs her picture added to the Staff Council group picture taken in September. Once this is done, we will post it to our main page. (Jan 2009)
  + Public Relations-Blaschke/White Nominations for scholarships will need to be announced (Mar 2009)
* **Scholarship/Awards**
  + Scholarship/Awards- Cantu/Kellner We are looking at having a discount card by August 2009. The card will feature discounts at local businesses. (Oct 2008)
  + Scholarship/Awards- Cantu/Kellner Cantu said he will meet with representatives from the high school band boosters to help adapt paperwork for approval and see what needs done next for the discount card. (Nov 2008)
  + Scholarship/Awards- Cantu/Kellner Hyatt will forward the old nomination form and the Memo of Understanding the Perks Committee uses to Cantu for revision and use with awards.(Jan 2009)
  + Scholarship/Awards- Cantu/Kellner The application has been revised and the awards need to be revised. This needs to be done prior to May so nominations can be requested (March 2009)
  + Scholarship/Awards- Cantu/Kellner Committee will request Blaschke to post the scholarship application announcement on web page and ask Dr. Gratz to send an email out to all staff. Deadline has been extended to June 15. Drafts of the nomination forms for the Community Service and Staff Excellence awards were distributed for comment. A suggestion was made to have the forms consistent in format and content.(May 2009)
  + Scholarship/Awards- Deborah Mathews Fundraising and Sch/Awd Committees are planning to meet soon. Deborah will meet with Gus Cantu regarding the nominations for our awards since we want to start taking them June 15. (June 2009)
  + Scholarship/Awards, Sara Kellner Sara submitted drafts of the Staff Council Award nomination forms and guidelines which needed some minor changes (change year and add name of the person submitting the nomination). Sarah agreed to make the revisions and the corrected forms will be posted on the web. Deborah Mathews will ask Dr. Gratz to send an email out to all staff announcing we are accepting nominations. (July 2009)
* **Transportation & Parking**
  + Transportation & Parking- Miller/Burleson No report. Someone from our committee will need to attend the Parking Services meeting held the last Friday of each month from 12-2 in JCK 880 (Oct 2008)
  + Transportation & Parking- Miller/Burleson Miller and Barnes reported that the university TNP committee reviewed the draft bicycle policy. Highlights include that cyclist should not ride their bicycles on disability ramps and bicycles must be parked in racks not tied to railings. The policy needed to be developed due to the increasing number of bicycles on campus. Miller reported due to the increasing number of incidents on campus involving golf carts, including golf carts being improperly used, the University TNP committee will draft rules and vote on them at the next meeting. The LBJ bus loop is scheduled to open before the spring semester. Miller and Barnes reported there was also discussion regarding parking at Aquarena Springs. The committee recommended that university employees who park in this location be required to purchase a parking permit. (Nov 2008)
  + Transportation & Parking- Miller/Burleson Miller reported the bicycle policy passed. A new golf cart use policy will go into effect on 1/16/09. All university employees must have a permit displayed no matter where they are parked or at what time. (Dec 2008)
  + Transportation & Parking- Miller/Burleson The university T&P committee has not met, so there is no report. Council members did voice their concern regarding those who are coming for police training not parking in their assigned spots. Miller will take this concern to the next meeting.(Jan 2009)
  + Transportation & Parking-Mathews The committee did not meet last month. Discussion about the safety of cars turning left off Sessom to access the JCK 3rd level parking lot, which there is not a red light, but there is a light further down which allows cars to turn left from Peques onto Sessom and the cars turning left to access the JCK 3rd level parking lot cannot always see these cars coming. Deborah reported the plan is to align the light in the future. A few personnel have asked if parking permits would increase in FY10 and Tina said there are no plans for an increase. Currently personnel at Aquarena are not required to purchase a parking permit. Transportation and Parking committee is working on correcting this issue. (Mar 2009)
  + Transportation & Parking-Mathews Council members continue to receive questions about parking permit fee structure. These requests need to be referred to the Parking Services web page for detailed explanation. Most staff do not realize that Parking Services is self sufficient and do NOT get funding from the state. Schultz will ask Trish Sumbera for the information she gathered last year and will put together an informational piece to share with staff to hopefully help educate everyone about parking fees. Most employees do not realize they CAN ride the campus buses the student’s use. Also the rumor that parking fees paid for Hidden Village Apartments is completely UNTRUE. (May 2009)
  + Transportation & Parking-Deborah Mathews In FY10 the parking permit fees will remain the same as FY09. The University Transportation and Parking Committee will not meet during the summer. (June 2009)
  + Transportation & Parking, Tina Schultz Tina informed the committee that she has drafted a document that explains how parking fees are determined and distributed. It also includes information about carpooling and the Bobcat Tram and will link to the Parking Services web; this document has already been reviewed by Steve Prentice from Parking Services and Paul Hamilton the Bus Shuttle manager. After it is finalized it will be posted on the Staff Council web site. (July 2009)
* By-laws/UPPS
  + By-Laws- Schultz UPPS- Hohensee Group reviewed 3 UPPS with no changes or recommendations Red-line copy of by-laws has not been sent to Dr. Trauth yet as there were mistakes that needed addressed. Schultz will send to all to review and a quick turn-around is needed. It was suggested that the By-Laws and UPPS committees be combined. Motion made, seconded and approved. Hohensee and Schultz will co-chair this committee (Oct 2008)
  + By-Laws/UPPS- Schultz/Hohensee Bylaws and operating procedures have been updated and submitted to Dr. Gratz for review. After he reviews, they will be forwarded to the President for her approval and signature. (Nov 2008)
  + By-Laws/UPPS- Mathews The bylaws and operating procedures have gone to Dr. Trauth for her signature. Mathews will be creating the annual reports for the past 3 years from minutes in order to submit them and close this issue. (Dec 2009)
  + By-Laws/UPPS- Mathews See the above section “Drug Testing Policy”.( Jan 2009)
  + By-Laws/UPPS-Mathews Staff Council Composition – the following is an addition to the bylaws which has been discussed with Dr. Gratz and will be sent forward for approval. “The Staff Council shall appoint members that serve on an ex-officio basis.  An ex-officio member provides assistance to the Council’s effort in carrying out specific tasks or projects (e.g., assistance with website development and maintenance, fundraising activities)”. UPPS - Drug Testing policy with all comments, have been forwarded to Bill Fly. The policy is going into effect this year without the proposed Staff Council changes being made. Next year the policy can be changed with comments sent to Bill, however, these need to be addressed before the fall. (March 2009)
  + By-Laws/UPPS-Schultz Drug Testing Policy is not final. Staff Employment policy is being rewritten to include a procedure for hiring, etc. (May 2009)
  + By-Laws/UPPS-Tina Schultz Drug Testing Policy has been sent forward. The concern of why the policy only addresses staff was included as a comment. John Ledbetter will research other university’s policy regarding the inclusion of faculty in this type of policy as well as the state law. Staff Council will bring this issue back up in 90 days to review the research done. (June 2009)
  + By-Laws/UPPS, Tina Schultz Tina reported that the committee reviewed two UPPS policies; 04.04.16 Overtime and Compensation Policy and made only one minor suggested change, and 04.04.11 Classification and Compensation with no suggested changes. Deborah noted that 04.04.45 Drug Free Workplace was finalized and there were no changes made.(July 2009)

**External Committees**

* Professional Development Advisory
* UPD Advisory
* PC Cabinet
* Campus Facilities Planning
  + Campus Facilities Meeting- Mathews They are reprioritizing some items. There may be a renovation of Bobcat Stadium. When students voted to increase service fees, they were not aware the renovation would include seating with sky boxes, luxury boxes, etc. Nothing has been reviewed with an architect. Wahl attended the University Council meeting. Dr. Moore is very supportive of staff. Maps and priorities of what is going on where discussed. (Oct 2008)
  + Campus Facilities Meeting- Schultz Schultz reported that the Facilities Committee supported the relocation of the Bike Cave to Pecos as there will be a new bike path that will enter campus near North LBJ. She reported that the construction is scheduled to begin on the Matthew Street garage in December; however, we will not be going forward with new north campus housing project. Undergrad Academic Center still on track and the addition to the Campus Recreation Center scheduled to open November 24 at 6:00 am. In addition, the private Balcones Heights apartment project has been canceled and the Embassy Suites Conference Center and Hotel open. (Nov 2008)
* Campus Recreation Advisory Committee- Haynes
* Budget was approved. There was an idea for the university to give paid, or partially paid, memberships to staff members as a perk; however the facility is mainly for students. (May 2009)
* Campus Facilities Planning Committee- Tina Schultz
* There was no Tuition Revenue Bond monies approved during the 2009 Legislative session. As a result there will be no plans to move forward on any new buildings including an additional building at the RRHEC. As a result of this action plans to relocate Health Professions to the RRHEC have been put on hold. The committee sent forward to PC a recommended FY10 HEAF plan which President’s Cabinet has approved. Tina also reported that the Mathews Street Garage is 20% complete.(June 2009)
* Presidential Work Life Advisory Council
  + Presidential Work Life Committee- Wahl Committee is proposing a university sponsored Work Life and Employee Assistance Program for staff and faculty.  The program would include work life referrals and assistance with several issues, especially legal and financial consultation services.  Group request Staff Councils support.  Also want to have university wide training for ALL staff and not at supervisor discretion.  (Nov 2008)
  + Presidential Work Life Committee-Wahl The committee met and determined in these economic conditions there is not any funding available for the $82,000 fee to contract with the Work Life and Employee Assistance program. (Mar 2009)
* Facilities-
* Faculty Senate-