

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF DECEMBER 6, 2000

The second Regular Meeting of the Staff Council for the academic year 2000-2001 was held in room BB 3.01.06, Business Building, on December 6, 2000 at 3:30 p.m. with John Poindexter, Chair, presiding.

I. Call to order and taking of attendance

Present: Jane Armstrong, Brenda Barron, Ray Casiano, Curtis Crimiel, Patti Cutler, Linda Edmundson, Joyce Fox, Ray Gonzales, Fred Hample, Misty Heath, Javier Lara, Linda Mahoney, Rita Marquez, Deryl Martin, Maria Martinez, Elaine Miller, Sharron Pacheco, Cristina Pena-Walls, Debbie Perez, John Poindexter, Terri Reynolds, Debbie Riley, Beverly Smith, Diana Smith, Brenda Stevens, Alven Stewart, Paula Vernick, Ursula Wheeler.

Absent: Bettie Karter (excused), Janice Kramer (excused).

Total members present: 28

Total members absent: 2

II. Opening Remarks - John Poindexter, Chair

"Welcome to the first 'Official' meeting of the Staff Council of the University of Texas at San Antonio.

I would like to take this opportunity to commend each of you for participating in this new area of service and responsibility. I know all of you will be taking precious time away from your assigned duties to take part in the council, but it will be well worth it to you, me, the University staff members and the entire University community. What we will be doing here will impact the working lives of all members of our University Community. I am very excited about this group and the challenges before us.

The road may get rocky at times. The task before us is certainly not to be taken lightly. We have been chosen by our peers to smooth the way for the present and future staff members and to more fully meet the needs and goals of our University. We have a unique opportunity to set in motion plans that should reflect the best interest of the University staff and as a result improve the University as a whole.

The bylaws state that we are to serve as 'an advisory body through which eligible staff members can convey information and make recommendations to the

President regarding interests and concerns of the staff of the University.' From this we can see that we are not to serve simply as a grievance committee. Our tasks will be to identify areas of concern. To be a sounding board for the staff. To specify and recommend changes and modifications and make the needs of the staff known to the Administration.

We must work quickly to establish goals that will take us far beyond that possibility if we are to become an effective body, earning respect from the Administration. This is required if we are to succeed. There will be things asked of this Council which will be out of our control (or even the Administration's control) and, therefore, impossible to resolve. When this is the case we must strive to address the issue with promptness and research that will, at least, give those concerned a better understanding. There will also be those times when we have been successful in our endeavors, and then we will have the satisfaction of knowing we had a positive hand in obtaining favorable results."

III. Minutes of the November 29, 2000, meeting were approved.

IV. Reports

A. Vice Chair - Terri Reynolds

Ms. Reynolds reported that the Staff Council Executive Board had met on November 30, 2000. Items discussed included the appointments to the U.T. System Employee Advisory Council and the need to meet with Anne Jimenez to obtain additional information about the formation of the Council.

The Executive Board met on December 4, 2000. Anne Jimenez met with the Committee to discuss staff numbers, budget for the Council, bylaws questions and the need for administrative assistance to the Council.

John Poindexter, Staff Council Chair, will be the Liaison to the University Assembly

The Board established three standing committees: Membership & Elections Committee, Web Site Committee, and Communications Committee. The Board also established one special committee: Bylaws Committee. The Chair will contact Patti Cutler, Christina Pena-Walls, Fred Hample and Alven Steward to ask them to serve as committee chairs respectively.

V. Old Business - None

VI. New Business

A. University of Texas System Employee Advisory Council (EAC) - Mr. Poindexter reported that the President requested the Staff Council submit names for appointment to the UT System EAC. The President will choose a representative and an alternate from those submitted.

- B. Staff Council Bylaws - Brenda Barron reported that the Executive Board had discussed needed amendments to the Bylaws. These include changing the position of Chair-Elect to Vice Chair, defining a quorum, and defining the term, "year". Ms. Barron asked the members to review the current Bylaws for discussion at the next meeting.
- C. Identification and Appointment of Standing Committees
- a. Elections/Membership Committee - Patti Cutler, Chair. This committee will be responsible for tracking membership information. Volunteers were requested to serve on the committee. Terri Reynolds asked for information of exactly who the constituents are for each council member. Deryl Martin explained how the original apportionment was conducted. Mr. Poindexter asked Ms. Cutler to research this issue, as well as the need to amend membership numbers in the Bylaws.
 - b. Communications Committee - Fred Hample, Chair
Mr. Poindexter pointed out how important this committee will be, since there is a tremendous need for the Council to communicate with all levels of the University. He noted that Mr. Hample already has some great ideas and a lot of energy. Mr. Hample said that he would develop the charge to the committee, which will include items such as e-mail lists, articles, and a Web site. Council members identified additional issues that the Committee could address, including how to communicate with staff members who do not have e-mail access and a method of identifying staff council members to enable staff to bring their issues to the Council.
 - c. Website/Homepage Development & Implementation Committee - Christina Pena-Walls, Chair. Ms. Pena-Walls reported that she would be looking for information from the Council members for the development of the Council's Web Page. She will work with Internet Development to ensure that the Council's page adheres to the University's template. There is also a need to establish an e-mail address for the Council.
 - d. Bylaws Committee - Alven Stewart, Chair
Mr. Poindexter reported that the Bylaws Committee was established as an ad hoc committee to make recommendations for amendments to the current Bylaws. The existing Bylaws have been officially approved. Minor adjustments can be made at this time. Council members need to carefully review the Bylaws and send recommendations for changes to Mr. Stewart.
- D. Identification of Other Committees
Paula Vernick said that there is a need for a special committee with the specific goals of developing a staff tuition reimbursement plan. Linda Mahoney made a **motion** to form a special committee on employee educational benefits to be named "Employee Educational Benefits Committee." Fred Hample seconded. Motion **passed** unanimously. Paula Vernick volunteered to serve as chair. She asked for members to submit

any research on this issue that had been done previously. Patti Cutler noted that reimbursement can be done but the issue has been how to provide funding.

Rita Marquez asked if there was any need for a Finance Committee. Mr. Poindexter responded that the Executive Board would meet with Mr. David Larson, Vice President for Business Affairs, to discuss issues such as a Council Budget, a storage facility and a permanent meeting location.

- E. Methods of Communicating With All Staff Members - Suggestions included suggestion boxes, both electronic and physical, and sending comment cards to each department. Terri Reynolds noted that each Council Member has the responsibility of dealing with their constituents. John Poindexter stated the need to find ways to eliminate misinformation and provide accurate information to the campus community. He said that the issue would be discussed further when a report is received from the Communication Committee.
- F. Discussion on Interim Member, Jane Armstrong - John Poindexter reported that even though Gloria Tejada is improving, it is not expected that she will be able to assume her position on the Staff Council in the foreseeable future. Jane Armstrong, who has been serving in an interim capacity, is willing to become a permanent member. Beverly Smith made a **motion** to change the status of Jane Armstrong's membership from interim to permanent. Ray Casiano seconded. Motion **passed** unanimously.
- G. Posting on Minutes and Agendas on the Web Site/Home Page - John Poindexter reported that he plans to post agendas and minutes on a Staff Council Web Site. Paula Vernick asked if this would include committee reports. Christina Pena-Walls expressed concern that having such information available on a Web Site could start rumors about unfinished business. John Poindexter suggested establishing password access or using e-mail until minutes and reports are final. Then results could be posted. Mari Martinez said that the Council should take into consideration all the work that will be needed to establish and maintain a Web Site.
- H. Continuing Services of Sandy Pottorff to Handle Scheduling and Minutes - John Poindexter reported that permission had been received to have Sandy Pottorff provide the same administrative support to the Staff Council as she does for the University Assembly and Faculty Senate. Receiving no objections, it was agreed that she would continue in this capacity.
- I. Set Time for Next Monthly Meeting in January - Discussion was held on how often the Council should meet. Agreement was reached to meet monthly on the fourth Thursday from 3:30 p.m. to 5:00 p.m., location to be determined. The next meeting of the Staff Council was scheduled for January 25, 2001, 3:30 p.m. with notification of location to be sent at a later date.

VII. Meeting adjourned.