

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF DECEMBER 19, 2001

The fourth Regular Meeting of the Staff Council for the academic year 2001-2002 was held in the Connally Room, Institute of Texan Cultures on December 19, 2001, at 3:00 p.m. with John Poindexter, Chair, presiding; Janice Kramer, Secretary.

I. Call to order and taking of attendance

Present: Jane Armstrong, Patricia Dunn, Linda Edmundson, Craig Evans, Joyce Fox, Ray Gonzales, Pat Harborth, Janice Kramer, Rita Marquez, Deryl Martin, Maria Martinez, Glenda Norton, Sharron Pacheco, Cristina Pena-Walls, John Poindexter, Terri Reynolds, Debbie Riley, Diana Smith, Brenda Stevens, Alven Stewart

Absent: Fred Hample (excused), Misty Heath (excused), Daniel Kiley (excused), Linda Mahoney, Elaine M. Miller, Ursula Wheeler (excused)

Total members present: 20

Total members absent: 6

II. Opening Remarks - John Poindexter, Chair

Mr. Poindexter welcomed the incoming members who would assume their responsibilities as of January 1, 2002. He asked that all Council members take as active a role with the Council as they possibly can. Those involved can make and have made things happen at UTSA. He reminded the members that while the Council is not a grievance committee, there are some things that do need to be brought to the attention of the administration. He acknowledged that the Council has had to compromise over the past year. He expressed his admiration for all Council members and wished them a good and productive year.

III. Minutes of the November 15, 2001, Meeting were amended to reflect that Ursula Wheeler was present. Approved as amended.

IV. Vice-Chair Report on Executive Board Meetings

The Staff Council Executive Board met on December 17, 2001, to set the agenda for the workshop and meeting.

V. Committee Reports (as reported during morning workshop session)

A. Communications - Fred Hample

In Mr. Hample's absence, Cristina Pena-Walls reported that the committee had developed and maintained a Staff Council web site. The goal for the future will be to make this site more interactive and to add a "Frequently Asked Questions" link. The Committee worked

with the Publications Office to develop a Council logo. Identification signs for each Council member's office door are being made.

B. Elections - Debbie Riley

Ms. Riley reported that the committee had conducted elections for new members whose terms will begin in January 2002. New officers will be elected at the January meeting. She thanked all of the members of the committee for their hard work. Mr. Poindexter said becoming an officer in the Council was a big responsibility that provides exciting opportunities.

C. Employee Benefits/Compensation Committee - Sharron Pacheco

Ms. Pacheco said that this committee would request that Human Resources include information about staff benefits during employee orientation. The committee will also address issues such as salaries and insurance. Linda Edmundson asked if there would be any way to identify how many employees took advantage of the Employee Educational Benefits program. Ms. Pacheco responded that Fiscal Services was keeping track and she would report on this at the next meeting.

VI. Old Business

A. Bylaws Amendment - Terri Reynolds

Ms. Reynolds informed the new members of the need to reset the terms for Council members to coincide with the terms of other governance bodies on campus. There is currently a proposal to revise the bylaws of the University Assembly to ensure equitable representation from all areas. If this proposal is approved, there will be eight Assembly members from the Staff Council, which presents a problem with the current membership terms. Ms. Reynolds reported that some discussion has been held about amending the Staff Council bylaws to set terms that match the academic year. There was general agreement that the bylaws need to be revised; however, the issue was tabled until the January meeting. This will give the new members an opportunity to consider the issue, since their membership terms would be affected.

B. Copy Services - Cristina Pena-Walls

Ms. Pena-Walls reported that the contracting for duplicating and other publication services had been awarded to the UT Health Science Center.

VII. New Business

A. Listing Staff Council Accomplishments - Brenda Stevens

Ms. Stevens recommended that the Council prepare a list of its accomplishments over the past year for distribution to all UTSA staff. The issue was referred to the Communications Committee.

B. Printing and Distribution of Paper Directories - Linda Edmundson/Glenda Norton

The issue of having paper directories has been sent to David Gabler, Assistant Vice President for Communication. The Council was informed that Dr. Romo is forming a

Task Force to develop a way to deliver directory information more successfully. Part of this delivery will be to provide the capability for individuals to print portions of the directory. Ms. Norton noted that all but one of the other UT System components have paper copies. Craig Evans reported that both he and Cindy Orth are on the Task Force, that is chaired by Jeff Noyes. They will notify the group of the staff's concerns related to the directory.

VIII. The date and time of the next meeting were set: January 24, 2002, 3:00 p.m., Assembly Room (JPL 4.03.08).

IX. Meeting adjourned.