

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**

**SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF  
DECEMBER 19, 2002**

The fourth Regular Meeting of the Staff Council for the academic year 2002–2003 was held in the University Center Mesquite Room on December 19, 2002, at 3:00 p.m. with Terri Reynolds, Chair, presiding, Janice Kramer, secretary.

I. Call to order and taking of attendance

**Present:** Jane Armstrong, Alka Bhavsar, Kim Brandt, Kathy Calucci, James Cosgrove, Craig Evans, Ray Gonzales, James Jinks, Misty Kelley, Daniel Kiley, Janice Kramer, Michelle Lopez, Linda Mahoney, Deryl Martin, Rita Marquez, Teri Reynolds, Rosalinda Stead, Pat Harborth

**Absent:** Bill Angrove, Patricia Dunn, Linda Edmundson, William Hamilton, Kathi Kortz, CJ Lee, Glenda Norton, Cindy Orth, Cristina Pena-Walls, Debbie Riley, Brenda Stevens

**Total members present: 17**

**Total members absent: 12**

II. Minutes of the November 21, 2002, meeting were approved.

III. Opening Remarks – Terri Reynolds

Ms. Reynolds thanked everyone for attending and wished the members happy holidays.

IV. Committee Reports

A. Communications Committee – Craig Evans, Chair

Any news that needs to be disseminated to the campus community should be sent to Craig Evans for publishing. There is a template available for material that departments would like to post on the television kiosks.

B. Elections/Membership Committee – Debbie Riley, Chair

The election for a replacement for the Administrative and Professional Staff vacancy will be conducted after the holiday break.

C. Employee Benefits/Compensation Committee – Kathi Kortz

No report.

## VI. Old Business

### A. Weather-related Emergencies.

The report will be distributed again for review and discussion at the January meeting.

## VII. New Business

### A. Summer Hours

Ms. Reynolds opened a discussion of whether or not the university should continue to have summer hours since the Council is again being asked for input. The original purpose of having summer hours was to reduce energy costs. However, the validity of this savings is being questioned, especially since more offices are staying open anyway. Deryl Martin noted that the departments like the summer schedule. Most students are looking for the advising centers on Friday afternoon and not needing assistance from the departmental staff. Kathy Calucci said that the advising centers have to be open anyway, so is there really any cost savings? Linda Mahoney remarked that it is important that the decision be made early in order to provide sufficient notification of any adjustment of hours. James Jinks noted that any utility savings were no longer valid and the hours should be one way or the other.

Michelle Lopez made a motion to have the Chair invite the appropriate administrator to the next Staff Council meeting to discuss summer hours. Motion approved.

### B. Campus Dining Services

Ms. Lopez reported the committee that is reviewing the campus dining service proposals will look at up to five companies. Town Hall sessions will be held by the end of January to receive community input. It is expected that the bid will be assigned by mid-March. Council members can e-mail suggestions to Ms. Lopez or Kathy Calucci.

### C. Signage

Mr. Jinks stated that there should be better signage to the Police Department since many of the students have difficulty locating the Parking Office. Also there is a need for more parking spaces for service vehicles.

### D. Inventory Procedures

Jane Armstrong reported that the inventory process to begin early next year will utilize the bar code system. Training sessions will be scheduled for departmental staff responsible for the inventory.

E. Other

- Misty Kelley will be on maternity leave until March 31, 2003.
- The grand openings of the Child Care Center and the Recreation Center have been scheduled for the morning of January 13, 2003. Invitations will be sent to the campus community.

VIII. Next Meeting – January 23, 2003, 3:00 p.m., University Center Willow Room (UC 2.02.12).

IX. Meeting adjourned.