

# THE UNIVERSITY OF TEXAS AT SAN ANTONIO

## SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF FEBRUARY 22, 2001

The fourth Regular Meeting of the Staff Council for the academic year 2000-2001 was held in room 4.03.08 of the John Peace Library Building on February 22, 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, Ray Casiano, Patti Cutler, Linda Edmundson, Joyce Fox, Ray Gonzales, Fred Hample, Misty Heath, Bettie Karter, Janice Kramer, Javier Lara, Linda Mahoney, Deryl Martin, Maria Martinez, Elaine M. Miller, Sharron Pacheco, Cristina Pena-Walls, John Poindexter, Terri Reynolds, Debbie Riley, Beverly Smith, Diana Smith, Brenda Stevens, Alven Stewart, Paula Vernick, Ursula Wheeler

**Absent:** Brenda Barron (excused), Curtis Crimiel (excused), Rita Marquez (excused), Debbie Perez (excused)

**Total members present:** 26

**Total members absent:** 4

### II. Opening Remarks - John Poindexter, Chair

Mr. Poindexter reported that the Staff Council was being recognized by UTSA administration. The Council has been approached by several groups and individuals for input and for assistance in the decision-making processes of the University.

Mr. Poindexter requested that Council members pay careful attention to Committee Chairs when committee reports are presented during the meeting. He said that good things were happening as a result of the efforts of Council committees. He applauded those efforts.

Mr. Poindexter reported that the regularly scheduled start time for Council meetings had been moved to 3:00 p.m. in an attempt to have meetings end by 5:00 p.m.

Mr. Poindexter reminded Council members that each of them are members of the Council in order to do things for the support staff of UTSA that will make the working environment and the time spent at work more useful, pleasurable, and meaningful to all. The Council will do things for the support staff that no individual staff member could do on their own and this can be a great burden on each of the Council members. There will be pressures to back off and to slow down and to just let things slide. The Council cannot give in to these pressures.

Mr. Poindexter exhorted each of the members to persevere and said that, with the help of each other, the Council will accomplish the goals it has already set and will continue to set.

III. Approval of minutes of [January 25, 2001](#) meeting. Corrections to names in Section IX-A were requested. Minutes were amended and approved.

IV. Vice Chair Report on Executive Board Meetings

A. Vice Chair - Terri Reynolds

Ms. Reynolds reported that the Staff Council Executive Board had met on January 29, 2001 with Alven Stewart, Chair, Bylaws Committee, to discuss suggested revisions made by the Office of Legal Affairs.

The Executive Board met on January 31, 2001 with Liz Mitchell, Office of Legal Affairs, and David Gabler, Assistant Vice President for University Communications, to discuss the issue of allowing a report from The Paisano staff to attend Staff Council meetings. Mr. Poindexter explained that the editor of The Paisano had complained to the administration about not being allowed to attend Council meetings and being denied the right to record meetings. In the opinion of the Office of Legal Affairs, the Staff Council does not fall under the regulations of the Open Meetings Act and has the right to conduct closed meetings.

The Executive Board met on February 15, 2001 to set the agenda of the Staff Council meeting of 2/22/01.

The Executive Board met on February 21, 2001 with Liz Mitchell, Office of Legal Affairs and Alven Stewart, Chair, Bylaws Committee, to discuss the final draft of the bylaws.

V. Reports from Committees

A. Bylaws Committees - Alven Stewart, Chair

Mr. Stewart thanked the members of the Bylaws Committee for their work. He explained that the revised bylaws did not contain substantive changes. Text had mainly been updated and clarified. The Office of Legal Affairs has given approval to present the revised Bylaws to the Staff Council for approval

Patti Cutler asked about the new definition of "support staff."

Mr. Stewart explained that the new wording more clearly defined the differences between support and governing "staff." The intent of the Committee was to provide clarity in this definition.

Ms. Cutler expressed concern that the new definition would leave several administrative positions without any voice at all in the University's governance process.

Bettie Karter agreed that not having Associate and Assistant Vice Presidents defined as staff would be problematic since not all staff members with those titles are members of the Administrative Planning Council.

Mr. Poindexter said that those titles were considered as members of the Administrative Planning Council.

Several members noted typographic or grammatical corrections to be made to the document. Mr. Poindexter requested that those recommendations be sent to Mr. Stewart, who would make the appropriate changes. When the document has been corrected, the finalized Bylaws will be presented to the President for his approval.

Terri Reynolds made a **motion** to accept the revision of the Staff Council Bylaws as presented by the Bylaws Committee. Debbie Riley seconded. Motion **passed** unanimously.

B. Communications Committee - Fred Hample, Chair

Mr. Hample expressed appreciation for the efforts of Cristina Pena-Walls in the production of the Staff Council Web Site. He reported that the Committee was reviewing a proposed Mission and Goals Statement for the Communication Committee. He reported that he had attended a meeting on the new UTSA "Conserve Energy Campaign." The Staff Council has been asked to participate in working toward energy conservation and the Committee would appreciate suggestions about this subject.

Mr. Poindexter explained that the Communications Committee exists as a Standing Committee of the Staff Council. But the Website Committee was constituted as a Special Committee. He recommended that, since the Web Site had been created, the efforts of the two committees should be combined from now on.

Beverly Smith expressed concern that the chair of Communications Committee presented a committee report even though the Committee had not met as a group. Mr. Hample withdrew the report until the entire committee had an opportunity to meet and provide input.

C. Elections/Membership Committee - Patti Cutler, Chair

No report

D. Website/Homepage Development & Implementation Committee - Cristina Pena-Walls

Ms. Pena-Walls asked everyone to visit the new Council web site. She said that Council members could submit recommendations for theme updates for the site to her.

- E. Employee Educational Benefits Committee - Paula Vernick, Chair  
Ms. Vernick reported that the Committee had met with David Larson, Vice President for Business Affairs and would meet again in the near future. The Committee expects to receive an administrative proposal for educational benefits for UTSA employees before the next Council meeting.

VI. Old Business

- A. Staff Recognition Awards - Mr. Poindexter expressed his desire to strongly encourage reinstatement of a Staff Recognition Awards Program. He said he would compile input from Council members about this program for discussion at the next Council meeting.
- B. Summer Hours - Mr. Poindexter reported that summer hours survey responses received to date showed the following: 87% in favor of summer hours, 10% prefer working 8:00-5:00 during the summer and 3% had no opinion. He asked that members continue to forward survey results to him.

VII. New Business

- A. Conserve Energy Campaign - Mr. Hample reported that a Conservation Energy Task Force has been constituted. Efforts currently underway include preparation of a brochure to be issued to the campus and the creation of a Web Site. UTSA is expected to have significant increases in energy costs and is soliciting ideas about conservation from everyone. The Task Force has asked for student support in the attempt to save energy costs. Summer hours have been approved and the Task Force will study the need for additional closing of facilities on the campuses. Mr. Poindexter reported that, on behalf of the Council, he had gone on record supporting the desire to conserve energy. He said that the campaign's web site provided a way to contact the Task Force to offer suggestions. An incentive program is also under consideration.
- B. Other Staff Councils - Mr. Poindexter reported that he would meet with members of Staff Councils from other UT System components in March.
- C. Other New Business - Mr. Poindexter said that Margaret Anderson, Office of Institutional Diversity, had asked to speak to the Staff Council and wished to become acquainted with the members. Debbie Riley made a **motion** to invite Ms. Anderson to speak at the next Council meeting. Terri Reynolds seconded. Motion **passed**.

Ursula Wheeler said that she had been asked by constituents about the availability of the UTSA Personnel Manual and if a copy of the manual should be available in every office. Debbie Riley offered to draft a letter to Human Resources to determine how information in the manual has been provided to UTSA employees.

- D. The next monthly meeting of the Staff Council will be held at 3:00 p.m. on March 22, 2001, in the Assembly Room (JPL 4.03.08).

VIII. Meeting adjourned.