

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**

**SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF  
MARCH 22, 2001**

The fifth 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 March 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, Brenda Barron, Linda Edmundson, Joyce Fox, Ray Gonzales, Fred Hample, Misty Heath, Janice Kramer, Javier Lara, Linda Mahoney, Rita Marquez, Deryl Martin, Maria Martinez, Sharron Pacheco, Cristina Pena-Walls, Debbie Perez, John Poindexter, Terri Reynolds, Beverly Smith, Diana Smith, Brenda Stevens, Alven Stewart, Paula Vernick, Ursula Wheeler

**Absent:** Ray Casiano (excused), Curtis Crimiel (excused), Patti Cutler (excused), Bettie Karter (excused), Elaine M. Miller, Debbie Riley (excused)

**Total members present:** 24

**Total members absent:** 6

II. Opening Remarks - John Poindexter, Chair

Mr. Poindexter reported that Staff Council has made its presence known with the Administration and, hopefully, with our constituents. He said that our dealings with the Administration regarding our new Bylaws have been something of a roller coaster ride but that much progress had been made in accomplishing the task of revising this document for the good of all.

Mr. Poindexter reported that there will also be good news on our attempts to get administration support for tuition and fees reduction for staff. He also reported that there had been quite a bit of input from staff constituents regarding modified summer hours and that we will be seeking their advice regarding next year's holiday options as well. He reported also that we will be working with the Administration on decisions regarding Staff recognition and how to best implement the process.

Mr. Poindexter pointed out that some members are having difficulty in attending the regularly scheduled meetings and encouraged each member present to make themselves aware of who was not present and encourage them to attend regularly.

Mr. Poindexter stated that Staff Council is not a union. Some members have a small number of constituents and others have a greater number. Some overlap occurs and some areas are not truly represented by one of their own. He

recommended that members look at who works in their reporting area and find a way to effectively represent the entire group, find out who your constituents are.

- III. Margaret Anderson, Executive Director, Office of Institutional Diversity  
Ms. Anderson asked the members of the Council to introduce themselves and state their area of assignment. She provided information about her background and noted that she was very excited to be back in a university environment. She said that there are things to like and not to like in both educational and business environments. Ms. Anderson said that, due to the nature of her office, she does not also hear positive things. She sees distress and problems, but it is up to her to work with people to determine how problems can be resolved. This can be especially challenging since each individual comes from a different background and, therefore, sees any incident differently. She noted that the role of her office is to help, not to harm the employees at the University. In every situation she will conduct a thorough investigation to determine the facts. After conducting the investigation and arriving at a conclusion, the Office of Institutional Diversity will make recommendations to the Vice President for Administration. The Vice President will then approve or disapprove the recommendation.

In response to a question about possible changes to faculty hiring guidelines, Ms. Anderson reported that she was meeting with the Office of the Provost and the Deans of the colleges to revise the guidelines. The goal is to remove obstacles to the hiring process.

Ms. Anderson reported that she had been working closely with Human Resources and the Problem Solving/Conflict Resolution Office to assist employees in the most suitable manner for each situation.

- IV. Minutes of [February 22, 2001](#) meeting approved.

- V. Vice Chair Report on Executive Board Meetings

- A. Vice Chair - Terri Reynolds

Ms. Reynolds reported that the Staff Council Executive Board had met on February 28, 2001 with Fred Hample regarding the Communications Committee, letters of resignation received and meeting with President Romo regarding the bylaws.

The Executive Board met on March 2, 2001 with Michelle Lopez regarding staff awards.

The Executive Board met on March 3, 2001 with President Romo, Tomas Larralde and David Larson regarding approval of the bylaws.

The Executive Board met on a conference call on March 9, 2001 with Alven Stewart to discuss a response to President Romo, Tomas Larralde and David Larson regarding the bylaws.

The Executive Board met on March 14, 2001 with Margaret Anderson to ask her to speak to Staff Council.

The Executive Board met on March 19, 2001 with David Larson regarding the revision of the Bylaws and his presenting them to President Romo for approval.

The Executive Board met on March 19, 2001 to set the agenda for the March 22, 2001 Staff Council Meeting.

VI. Reports from Committees

A. Bylaws Committee - Alven Stewart, Chair

Mr. Stewart reported that minor changes had been made to the Staff Council Bylaws since the last meeting. The Committee only made changes that it considered absolutely necessary, such as changing "support staff" to "staff" and eliminating the vice presidential reporting structure. The Bylaws have now been approved by the President and any additional changes would require an amendment. Terri Reynolds made a **motion** to accept the revised bylaws. Alven Stewart seconded. Motion **passed** unanimously.

B. Communications Committee - Fred Hample, Chair

Mr. Hample reported that a draft of the Committee's Goals and Vision Statement had been sent to the President for review. After comments are received, the Statement will be presented to the Council members for discussion.

C. Employee Educational Benefits Committee - Paula Vernick, Chair

Ms. Vernick reported that the Committee's initial meetings with administration had opened the door to a way to establish educational benefits for employees without additional funds. The administration has found a way to implement an employee fee waiver transaction and could technically absorb the costs of the tuition retained portion of the total published tuition rate. Ms. Vernick presented a draft memorandum from the Committee to the President outlining a proposed Employee Education Benefit Program (copy attached to and made a part of the minutes). She noted that staff receiving these benefits would have to gain admission the same as any other student and there would be no special treatment. The goal is to implement the plan for Fall 2001, however, the Staff Council should remain in an oversight position in the future to determine how the plan is working and if it could be improved.

VII. Old Business

A. Staff Recognition Awards - Mr. Poindexter reported that he was still discussing staff recognition awards with a member of the President's office. He requested that comments and suggestions be sent to him.

B. Conserve Energy Campaign - Fred Hample

Mr. Hample reported that the energy task force met on March 9, 2001. Representatives from CPS reported on the problem of rising gas prices and

how various organizations were attempting to deal with it. One of the representatives is a CPS consultant who meets at the request of organizations such as UTSA to review current practices and to make recommendations on conservation. UTSA will face a \$1.1 million increase in utility costs from fiscal year 2000 to 2001 for the tri-campus community with an even larger increase expected in fiscal year 2001 to 2002. The UTSA energy campaign is Waste Not Watt Not. The website [physicalplant.utsa.edu](http://physicalplant.utsa.edu) has established a button titled "Conserve Energy" which is still under construction that will serve as a major up-to-date source of information. He also reported that UTSA is currently implementing an Energy Performance Contract for improving the utilities infrastructure for better performance.

- C. Linda Edmundson asked if the University would go on the summer schedule this year. Mr. Poindexter replied while the decision was not official yet, it is believed that the schedule for summer will remain the same for this year.

#### VIII. New Business

- A. Resignations - Mr. Poindexter announced that he had received resignations from four members of the Staff Council: Curtis Crimiel, Patti Cutler, Bettie Karter, and Paula Vernick. Terri Reynolds made a **motion** to accept the resignations. Alven Stewart seconded. Motion **passed**. Mr. Poindexter said that Debbie Riley had agreed to serve as chair of the Election Committee and would begin the process of conducting elections to replace the resigning members as quickly as possible.
- B. Staff evaluations/compression/employee perks issues - Mr. Poindexter initiated discussion of the memorandum from Beverly Smith introducing the following items:
  - 1. How was the compression study formula arrived at? Alven Stewart, a member of the compression study committee, said that anyone with questions related to the study could contact him or any other member of the committee.
  - 2. Why doesn't the support staff get to evaluate their supervisors? This item will be added to a list of issues to be discussed with the Office of Human Resources.
  - 3. What are all of the employee perks? It was determined that there is no central list of employee perks available at this time. Council members were asked to send any information they had to Cristina Pena-Walls. She will assemble a list and present at a subsequent meeting.
- C. Terri Reynolds notified the Council that nominations were being solicited for the Richard Howe Excellence in Service Award. Mr. Poindexter said that the awards were for employees who provide service to students above and beyond the call of duty. Staff Council should help to promote staff for awards such as these and should submit any nominations by April 18, 2001.

#### IX. Meeting adjourned.