

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

**SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF
APRIL 26, 2001**

The sixth 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.

I. Call to order and taking of attendance

Present: Jane Armstrong, Brenda Barron, Linda Edmundson, Joyce Fox, Ray Gonzales, Misty Heath, Deryl Martin, Maria Martinez, Elaine M. Miller, Sharron Pacheco, Cristina Pena-Walls, Debbie Perez, John Poindexter, Terri Reynolds, Deborah Riley, Beverly Smith, Diana Smith, Brenda Stevens, Alven Stewart, Paula Vernick, Ursula Wheeler

Absent: Fred Hample (excused), Janice Kramer (excused), Javier Lara (excused), Linda Mahoney, Rita Marquez (excused)

Total members present: 21

Total members absent: 5

(Total of 26 members reflects four vacancies for which replacement elections are being conducted.)

II. Opening Remarks - John Poindexter, Chair

Mr. Poindexter reminded the members of the importance to be at every meeting. He said that the issue of staff whom each Council member represents and a way to identify staff reporting areas remain a problem. He noted that this issue and a discussion of finding ways to share knowledge of issues with constituents would be discussed under new business.

Mr. Poindexter presented Paula Vernick with a token of appreciation for her service to the Staff Council. Ms. Vernick resigned from the Staff Council due to her resignation from UTSA and was attending her last meeting. Mr. Poindexter thanked Ms. Vernick especially for her efforts related to the proposed Employee Educational Benefit Program.

III. Minutes of [March 22, 2001](#) meeting approved.

IV. Vice Chair Report on Executive Board Meetings

A. Vice Chair - Terri Reynolds

Ms. Reynolds reported that the Executive Board held the following meetings:

March 28, 2001 - Debbie Riley, Chair of the Elections/Membership Committee to discuss upcoming elections.

April 3, 2001 - Laura Turner and Brook Earhart of The Paisano staff.

April 12, 2001 - Edna Dominguez, Interim Executive Director of Human Resources to discuss staff input into selection of holiday schedule.
April 20, 2001 - Preparation of Agenda for April 26, 2002 meeting.

The Chair and Vice Chair also attended a meeting of the UT System Employee Advisory Council. They were impressed by the willingness of UT System representative to assist with initial organization of the Council. The Council will elect its officers at the next meeting in July. Three meetings will be scheduled per year. Membership on the Council will be for either two or three years. The UT System may set the schedule for terms on governance bodies, such as councils and senates.

V. Reports from Committees

- A. Employee Educational Benefits Committee - Paula Vernick, Chair
Ms. Vernick reported that there are still issues that must be considered before an employee education benefit program can begin. There are a large number of employees currently taking classes, so any educational benefit would mean a significant loss of revenue to the University. There is a need to know what the Legislature will do with allocation of budgets for the next biennium before the extent of the benefit can be determined. The Provost has been very supportive, and it is still anticipated that some version of an employee educational benefit can be in place for the Fall 2001 semester. The Council and the administration will look for the simplest implementation at the beginning, with the goal being to expand the program in the future. The Employee Education Benefits Implementation Committee that will be appointed to initiate the process will have Staff Council representation.
- B. Elections/Membership Committee - Debbie Riley, Chair
Ms. Riley reported that Sharron Pacheco and Ursula Wheeler had agreed to serve on the Committee. She said that elections were being conducted to replace members of the Council who had resigned (see schedule at end of minutes). Ursula Wheeler stated a mailer identifying Staff Council purpose and membership should be included in payroll envelopes. Ms. Riley noted that after the elections were completed, a new membership roster would be provided to the Council members.

VI. Old Business

- A. Employee Perks - Cristina Pena-Walls
Ms. Pena-Walls reported that she had collected information about perks available for UTSA employees. She will work with the Communications Committee to finalize a list that will be posted on the Staff Council Web Site. Ms. Pena-Walls also distributed flyers from the Institutional Compliance Office promoting a new Hot Line to report suspected incidents of non-compliance.
- B. Availability of Handbook of Operating Procedures - Debbie Riley
Ms. Riley reported that the HOP was available in the UTSA Library on both the 1604 and the Downtown Campuses.

VII. New Business

A. Copiers on UTSA Campus - Terri Reynolds

Ms. Reynolds said that she had been notified that faculty/staff copiers would not be available after May 31, 2001. Ms. Pena-Walls said that a meeting was scheduled for May 3rd, 10:30 a.m., Assembly Room to provide details of the copier situation.

B. Resignation

Beverly Smith submitted her resignation from the Staff Council, due to her resignation from UTSA. Terri Reynolds made a **motion** to accept. Alven Stewart seconded. Motion **passed**.

VIII. Meeting Adjourned.

Schedule

A&P - ITC

Ballots mailed 4/23

To be returned by 5/2

Assemble electing ballots to mail on 5/4

To be returned by 5/16

Count ballots and notify winners by 5/17 for Staff Council meeting on 5/24

Classified

Ballots mailed 4/25

To be returned by 5/8

Assemble electing ballots to mail on 5/10

To be returned by 5/21

Count ballots and notify winners by 5/22 for Staff Council meeting on 5/24