

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF MAY 24, 2001

The seventh 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 May 24, 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, Patricia Dunn, Linda Edmundson, Craig Evans, Ray Gonzales, Pat Harborth, Misty Heath, Daniel Kiley, Janice Kramer, Javier Lara, Linda Mahoney, Rita Marquez, Deryl Martin, Maria Martinez, Elaine M. Miller, Glenda Norton, Sharron Pacheco, Cristina Pena-Walls, Eyra Perez, John Poindexter, Terri Reynolds, Deborah Riley, Alven Stewart, Ursula Wheeler.

Absent: Joyce Fox, Fred Hample, Debbie Perez, Diana Smith, Brenda Stevens (all excused absences)

Total members present: 25

Total members absent: 5

II. Opening Remarks - John Poindexter, Chair

Mr. Poindexter welcomed the newly elected members of the Staff Council: Eyra Perez, Glenda Norton, Patricia Dunn, Pat Harborth, Craig Evans and Daniel Kiley. He then explained and reaffirmed the purpose of the UTSA Staff Council: that it is a special committee formed by the President of the University to serve as a consultative and deliberative body for fostering expanded opportunities for staff involvement in campus governance, building a sense of community by encouraging the exchange of ideas and concerns, providing advice on university policy and procedures impacting staff, advising the University on staff nominations to UTSA Standing Committees as equal members, and promoting the growth and welfare of staff and contributing to the success of UTSA. The Staff Council, in keeping with the mission of UTSA, is an advisory body through which eligible staff members can convey information and make recommendations to the President regarding interests and concerns of staff. The Staff Council is constituted by the President and by the Board of Regents of The University of Texas System, with the goal of continually improving University operations and the well being of UTSA's staff. It is constituted to address matters of general concern to the University community and, in particular, to members of UTSA's staff and is not intended to supplant existing procedures for addressing individual grievances. Mr. Poindexter then charged the new members, as well as all members in general, to be advocates for the people who elected them to their position and to communicate with constituents regarding the information received

as members of the UTSA Staff Council. Members will be asked, from time to time, to work on committees with specific goals and should take every opportunity to do so. He noted that the members of the Staff Council were elected to serve, which will sometimes require going the extra mile regarding daily work schedules and a degree of flexibility on the part of the member as well as their supervisors and the administration.

Mr. Poindexter then conducted a drawing for the terms of the new members. The results were:

Two-Year Terms:

Patricia Dunn

Craig Evans

Glenda Norton

One-Year Term:

Pat Harborth

Daniel Kiley

Eyra Perez

- III. Minutes of [April 26, 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:
 - May 8, 2001: To discuss possible changes to UTSA's insurance plans and to discuss the Staff Council's election process.
 - May 16 and May 22, 2001: To discuss the Staff Council's election process
- V. Reports from Committees
 - A. Employee Educational Benefits Committee - John Poindexter
 - Mr. Poindexter reported that an Employee Education Benefits plan is Heexpected to be in place for the Fall 2001 semester. He said that additional information would be made available at the Special Meeting of the Staff Council on May 29, 2001.
 - B. Elections/Membership Committee - Debbie Riley, Chair
 - Ms. Riley reported that all replacement elections had been finalized. She noted that the Committee had experienced difficulty obtaining accurate lists of staff employees. Since it will be extremely important to have accurate staff lists prior to the full elections in the Fall, a sub-committee of the Elections/Membership Committee will be formed to work on the preparation of new employee lists. Mr. Poindexter added that data such as term of employment, benefits-eligible status, and position titles would need to be compiled. He requested that anyone who would like to chair this sub-committee contact him.
- VI. Old Business

- A. Copiers on UTSA Campus - Terri Reynolds
Ms. Reynolds reported that the removal of the faculty/staff copiers currently maintained by Xerox Corporation would begin on May 31, 2001. In the future, all units must purchase or lease their own copiers. Units can begin to turn in their copy card on June 1st to receive credit for any remaining balance.

VII. New Business

- A. UTSA's Mail Service - Brenda Barron
Ms. Barron said that there seems to be a negative perception of the current operations of UTSA's mailroom. She requested that Staff Council members send her comments and suggestions related to Mail Services. Suggestions made so far have been to hire work-study students to deliver mail to the units rather than having administrative staff pick up mail and to have mail boxes in each building. Ms. Barron said she would collect any information received and distribute to Council members for additional discussion at the next meeting.
- B. Special Meeting of the Staff Council - Mr. John Poindexter.
Mr. Poindexter reported that Mr. David Larson, Vice President for Business Affairs, had asked to meet with the entire Staff Council on May 29th. Mr. Larson will be requesting input on several budgetary issues and needs the information prior to a meeting of the UTSA Budget Council on May 30th. Issues include changes to the state-funded insurance plans, the staff salary compression study, and legislative salary increases. Mr. Poindexter said that the Council would be asked for opinions on whether the staff compression exercise could be suspended for one year in order to add those funds to the salary increase as approved by the Legislature.

Alven Stewart stated that suspending the compression study for one year would essentially mean the process would be going backwards. As a member of the Staff Salary Compression Committee, he stated that the current formula was working well and recommended that the study should run its course without any interruptions.

Mr. Poindexter provided additional clarification on salary issues from the Legislative Session. For FY 2001-2002, an across-the-board pay raise in the amount of four percent or \$1200, whichever is highest, was approved for all state employees with at least 12 consecutive months of employment. There will also be an increase in the longevity pay formula from \$20 for every five years to \$20 for every three years.

Mr. Poindexter asked all Council members to contact their constituents as quickly as possible to receive opinions on these issues so Council members would be prepared to provide input to Mr. Larson.

Terri Reynolds made a **motion** to approve a Special Meeting of the Staff Council on Tuesday, May 29, 2001, at 3:00 p.m. Motion **passed** unanimously.

C. Future Meetings of the Staff Council

Mr. Poindexter noted that the next meeting of the Staff Council would be take place right before the insurance enrollment period. He suggested that Mr. Ernest DeWinne, Chair of the Employee Insurance Benefits Committee, be invited to give a presentation on the changes to insurance plans for next year. Debbie Riley made a **motion** to issue this invitation, Alven Stewart seconded. Motion **passed**.

Mr. Poindexter reported that the regularly scheduled meetings for November and December would conflict with holiday schedules. He suggested that the dates for these meetings be changed to November 15th and December 13th. The December 13th meeting would be an opportunity to provide an orientation for newly elected members and discuss accomplishments and goals of the Council. It was suggested that this meeting also be a Christmas social for the members. Ursula Wheeler made a **motion** to accept the changes to the meeting schedule for November and December 2001, Alven Stewart seconded. Motion **passed**.

VIII. Meeting Adjourned.