

# THE UNIVERSITY OF TEXAS AT SAN ANTONIO

## SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF JUNE 28, 2001

The eighth 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 June 28, 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, Fred Hample, Pat Harborth, Daniel Kiley, Janice Kramer, Javier Lara, Linda Mahoney, Rita Marquez, Deryl Martin, Maria Martinez, Elaine M. Miller, Glenda Norton, Cristina Pena-Walls, Debbie Perez, John Poindexter, Terri Reynolds, Deborah Riley

**Absent:** Joyce Fox, Misty Heath, Sharron Pacheco, Eyra Perez, Diana Smith, Brenda Stevens, Alven Stewart, Ursula Wheeler (all excused absences)

**Total members present:** 22

**Total members absent:** 8

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

Mr. Poindexter said that he was happy to be at the meeting. He had been ill during the past few weeks and was glad to be back.

### III. Minutes of [May 24, 2001](#) regular meeting approved. Minutes of [May 29, 2001](#) special meeting corrected to reflect all absences as excused. Minutes approved as corrected.

### IV. Vice Chair - Terri Reynolds

Ms. Reynolds reported that the Executive Board held the following meetings:  
May 29, 2001: Communications Committee; June 16, 2001 and June 25, 2001: Employee Educational Benefits program; June 26, 2001: Communications Committee.

### V. Reports from Committees

#### A. Communications Committee - Fred Hample

Mr. Hample reported that Craig Evans had become a member of the Communications Committee. The Committee received an Employee Educational Benefits packet and will design an application form for the Web page. The Staff Council Web Page will be redesigned to ensure consistency with the University's Web format.

#### B. Employee Educational Benefits Committee - John Poindexter

Mr. Poindexter thanked David Larson and Ernest DeWinne for their help with finalizing the Employee Educational program for UTSA staff. He reported that an implementation committee had been formed. Members are Terri Reynolds, Fred Hample, Ann Roberts, Ernest DeWinne, and Edna

Dominguez. Several staff have already expressed interest in the program. Mr. Poindexter stated that he had e-mailed Paula Vernick with this news since she was the person who initiated the process and was instrumental in making the program a reality.

C. Elections/Membership Committee - Debbie Riley

Ms. Riley reported that the Committee was working on developing employee lists in each area and will ask the members of the Staff Council to assist in their individual areas.

VI. Old Business

A. Mail Service - Brenda Barron

Ms. Barron reported that no suggestions related to mail services has been received so far, but e-mails can still be sent to her. She said that the administration is aware of staff concerns and is currently looking at some solutions. Mr. Larson agreed that the issue should be studied and suggested forming a Staff Council sub-committee. Mr. Poindexter agreed to create a committee to study the issue. He appointed Brenda Barron as chair and said he would ask Doris Campa to serve on the committee.

B. Staff Recognition Awards - Terri Reynolds

Ms. Reynolds reported that a Staff Recognition Awards Committee was being formed. The goal is to have an award ceremony in October or November. Mr. Poindexter said that he had been really impressed by the amount of time volunteered by staff during the Chisholm Hall incident and that those individuals need to be recognized.

VII. New Business

A. Air Conditioning of Building during the Summer - Debbie Perez

Ms. Perez stated that members of the housekeeping staff in the Humanities-Social Sciences Building had informed her that there is no air conditioner turned on when they started work at 5:00 a.m. This creates terrible working conditions until later in the morning. These staff members have been hesitant to say anything to their supervisors for fear of repercussions. Mr. Larson said that he would check into this situation to ensure that it is handled reasonably.

B. Health Problems Associated with Existing Smoking Areas - Debbie Perez

Ms. Perez reported that people have been smoking too close to the buildings. This can cause serious problems for individuals who have to walk through the clouds of smoke on their way to work. It is especially bad for people with asthma and other respiratory ailments. Mr. Poindexter said that it might be time for a reiteration of the smoking policy.

C. Staff Evaluation Process - Elaine Miller

Ms. Miller reported that some staff members had asked her to bring the issue of staff evaluation of supervisors to the Staff Council. They would like to see such an evaluation plan implemented. Discussion was held about the current performance appraisal process for staff and that there is an existing staff grievance process. Mr. Poindexter said that the Staff Council had already voiced concerns about the entire evaluation process and have made David Larson aware of the issue. The Council will contact

Human Resources about forms, methods of conducting evaluations, and training. He will also see if there is any way of evaluating a supervisor.

D. Resignation

Mr. Poindexter reported that Javier Lara, Office of Graduate Studies, had submitted his resignation from the University effective June 30, 2001. Mr. Lara was, however, hoping to find another position at UTSA and remain on the Staff Council. Mr. Poindexter declined the resignation for the time being.

E. Report on Medical/Dental Benefits Package for all Employees - David Larson

Mr. Larson distributed a handout titled, "UTSA Enhances Premium Sharing for Some Faculty and Staff with Dependent Medical Insurance Coverage" (report attached to and made a part of the minutes). He explained that this would be an additional benefit during fiscal year 2001-2002 and that this intercession on the part of UTSA would not happen every year. Discussion was then held about changes to the medical plan for next year. Several Council members expressed individual concerns about the new plan. Mr. Poindexter recommended that staff consult their doctors before making any decision about which plan to choose. He said the Council would post more insurance information on its Web page. Mr. Poindexter thanked Mr. Larson and Linda Postel from Human Resources for attending the meeting. Ms. Postel said that if staff had problems related to the insurance plans, they should contact Human Resources.

F. Other New Business

Pat Harborth asked if the holiday schedule that had been distributed was final. Mr. Larson replied that the schedule had been finalized. Consideration had been given to the survey on preferred holidays conducted recently.

VIII. Meeting Adjourned.