

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

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

The ninth 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 July 26, 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, Fred Hample, Pat Harborth, Linda Mahoney, Rita Marquez, Maria Martinez, Glenda Norton, Sharron Pacheco, Debbie Perez, Eyra Perez, John Poindexter, Terri Reynolds, Alven Stewart, Ursula Wheeler, Brenda Stevens

Absent: Patricia Dunn, Craig Evans, Joyce Fox, Ray Gonzales, Misty Heath, Daniel Kiley, Janice Kramer, Deryl Martin, Elaine M. Miller, Cristina Pena-Walls, Deborah Riley, Diana Smith (all excused absences)

Total members present: 17

Total members absent: 12

II. Opening Remarks - John Poindexter, Chair

I want to welcome all of you to this month's meeting of the University of Texas at San Antonio Staff Council meeting.

It has been an unusual month for me. Many good things have happened, and a couple of things have happened that I would just as soon not have to go through again. I have recovered from my stay in the hospital and the recuperation that followed only to fall and dislocate my right shoulder, and I am now undergoing physical therapy for the torn rotator cuff. It is getting better day-by-day.

The husband of our fellow member, Diana Smith of ITC, is finally home after a 23-day stay in the hospital. Diana, of course, is not able to be with us today, but we need to keep her and her husband in our thoughts as he progresses in his recuperation. There may be others of our number who are ill or injured, but I am not aware of them at this time.

On July 19 and 20, Terri and I attended the UT System Employee Advisory Council (EAC) meeting in Austin. The EAC approved the minutes from the previous meeting in March, approved the final version of the guidelines, elected officers, formed four standing committees and elected officers for those committees. The newly formed committees are: Benefits, Compensation, Policy, and Communications. The Regents have made it very clear that we are not to be members of this Council and do nothing. We must participate at as many levels as

possible in this organization. The Executive Committee will be required to meet with and report to the Board of Regents on an annual basis and prepare an annual report for that purpose. The Executive Committee is comprised of the Executive Officers and the Chair of each of the four committees.

Terri is on the Benefits Committee, and I am on the Communications Committee. Terri was elected to Chair the Benefits Committee, and I was elected to Chair the Communications Committee. Seven items that the EAC Benefits Committee will be targeting are wellness programs, group health insurance including drug formularies, retirement benefits, increase of employee awareness of current benefits, parking specifically regarding funding of new buildings and staff medical services.

In reporting on the Communications Committee, I want to let you know that we will be formulating a questionnaire to be sent to all 16 components of the UT System asking for information from each on what methods are used at each campus to communicate from the staff to the administration and from the administration to the staff as well as across the broad types of communication.

III. Minutes of [June 28, 2001](#) meeting approved.

IV. Vice Chair - Terri Reynolds

The Executive Board met via conference call on July 24, 2001 to discuss the UT System Employees Advisory Council meeting and to set the agenda for the Staff Council meeting.

V. Committee Reports

A. Communication Committee - Fred Hample

Mr. Hample reported that the committee had finalized the design of the Employee Educational Benefit application, and the form had been approved. He has received calls and e-mails asking questions and expressing interest in the new benefit. Mr. Hample reported that changes to the Staff Council web site would be completed soon. The changes include design updates and moving the site to a more prominent location. The Committee wants to use the site as a communication tool for all staff members.

B. Employee Educational Benefits Committee - John Poindexter

The Employee Education Benefits Program has been officially initiated with the posting of the EEB Reduction Form. A great deal of credit was given to former Council member, Paula Vernick, for her efforts as Chair of this committee. The committee also thanked the following for assisting in the process: Vice President David Larson for championing the cause; Vice President and Provost Guy Bailey, Ernie DeWinne, Patti Cutler, Ann Roberts and others not known to the committee for taking care of the many details necessary in accounting and implementation aspects; and President Ricardo Romo for agreeing to the request for this benefit. The committee further thanked those committee members who worked long

and hard for many years to achieve this goal. They include: Betti Karter, Brenda Barron, Linda Edmundson, Janice Kramer, and Alven Stewart.

The EEB Reduction Form is now on the website and will be in the Public Folders of the Microsoft Outlook e-mail site very soon. The committee wished to thank Craig Evans and his assistant, Patti McDaniel, for their work in getting this form on the website so quickly. Soon the website will be moved out of the Legal/Governance area of the UTSA Home Page directory to a more appropriate location, and this information will be forwarded to the membership as soon as possible.

The Committee feels that this action is the first, as well as one of the most important, milestones in the Council's brief history as a voice for the Staff of the University of Texas at San Antonio. Mr. Poindexter stated that the preceding was the final report from the EEB Committee, and he officially dissolved the committee.

- C. Mail Service - Brenda Barron
Ms. Barron reported that none of the other components she had contacted sent departmental employees to pick up mail. Mail is delivered to the units by mailroom personnel. She discussed the situation with Doris Campa, who is considering several possible solutions, including mail cabinets and drop boxes in the Deans' offices. Basically everyone is looking for a more cost-effective and efficient method of mail delivery. Ms. Barron will continue to check with the other UT System components and would welcome any additional suggestions from staff members.
- D. Elections Committee - John Poindexter on behalf of Debbie Riley
The Elections Committee met on July 24th to discuss the best method of updating the staff employee lists. Ms. Riley met, or will meet, with representatives from Payroll, Human Resources, and the DEFINE system to determine what is available through these areas. Mr. Poindexter said that the call for new elections would be issued at the August meeting. New members will be elected by the November meeting and will be invited to attend the December meeting, which will include an orientation session.

VI. Old Business

- A. Problems associated with air conditioning summer routine - Debbie Perez.
Ms. Perez reported that the situation related to air conditioning in the HSS Building had not improved. Only the blowers are being turned on at 6:30 a.m., not the cooling system. Housekeeping staff still have to work in very poor conditions. Ms. Perez stated that there were other things that could be done to conserve energy that would not adversely affect staff. Mr. Hample said that he would report this situation to the University's Energy Committee on behalf of the Staff Council.
- B. Staff Recognition - Terri Reynolds
Ms. Reynolds reported that their committee reviewed reestablishing the Staff Recognition Program. As a result, an event has been scheduled for

October 23, 2001 to present service awards, retroactive to the last time these were given. The committee also worked on redesigning service pins and, after receiving employee input, proposed new designs to the President. There has also been discussion about some awards being monetary.

C. Javier Lara Resignation - John Poindexter

Mr. Poindexter reported that Javier Lara was no longer a UTSA employee; therefore, his resignation from the Staff Council had been accepted.

VII. New Business

A. Mr. Poindexter proposed the establishment of a new Staff Council Standing Committee: Employee Benefits Committee. Terri Reynolds made a **motion** to accept the proposal. Fred Hample seconded. **Motion approved unanimously**. Mr. Poindexter stated that he would present the directive to this committee at the next meeting.

B. Ms. Reynolds made a **motion** to adjust the meeting schedule at follows: 1) change the October meeting to October 18, 2001; 2) change the March meeting to March 21, 2002. **Motion approved**.

C. Mr. Hample asked what plans were being made to help with the parking situation when construction begins on the new building adjacent to the JPL. Mr. Poindexter agreed that construction will displace some of the parking areas and the Council should look into this issue.

D. Ms. Eyra Perez reported that the Downtown Campus does not have its own police dispatch station. This is very problematic since the dispatchers at the 1604 Campus do not have a good working knowledge of the layout of the Downtown Campus. The response time by the Downtown Police is very slow, and this becomes a serious safety issue. Mr. Poindexter requested e-mails be sent to him so that he can bring these issues to the attention of David Larson.

VIII. Meeting Adjourned.