

# THE UNIVERSITY OF TEXAS AT SAN ANTONIO

## SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF AUGUST 23, 2001

The tenth Regular Meeting of the Staff Council for the academic year 2000-2001 was held in room 3.03.02 of the Biosciences Building on August 23, 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, Linda Mahoney, Rita Marquez, Deryl Martin, Maria Martinez, Glenda Norton, Sharron Pacheco, Cristina Pena-Walls, John Poindexter, Terri Reynolds, Deborah Riley, Diana Smith, Brenda Stevens, Ursula Wheeler

**Absent:** Joyce Fox, Misty Heath, Elaine M. Miller, Debbie Perez, Eyra Perez, Alven Stewart (all excused absences)

**Total members present:** 23

**Total members absent:** 6

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

We have come to the end of another fiscal year and it is time to start up a new year with many new students and many of the same problems to deal with - not enough parking spaces, not enough staffing, etc.

As the Staff Council, we need to be looking forward and not backward. We need to be looking for ways to make the workday better for all employees of the University of Texas at San Antonio. Along this line I would, once again, like to encourage each of you who are not presently on one of our committees to look at what is being done on these committees and see if there is some part you can play in assisting the chairs of these committees. It may be to become a member of a committee or it may be to funnel information to our committees that you have discovered in your daily duties. Please find a way to take a bigger role in the activities of our Council.

We will be preparing to have the University staff nominate their peers or themselves to the Staff Council and, along those lines, I would encourage you to see if there is anything you can do to assist Debbie Riley and her committee in that preparation.

We will have to face a greater shortage of parking spaces this coming year and into the future due to the start up of construction projects on the 1604 campus. These projects will begin around the first of next year or sooner and we will be

stressed to locate parking spaces. It is going to mean we may have to start arriving earlier or carpooling or both. Some will elect to take the VIA bus and that will require them to scope out the routes and discover the most advantageous way to get to the campus. There will be problems and we need to try to stay ahead of those situations by making ourselves aware of what is coming our way and preparing for the inconveniences.

We need to keep our eyes and ears open to see and hear what is going on around us and see if things are happening for or against the staff that we can have a part in resolving. Such things have already occurred and I think we have made progress in rectifying some of those situations.

I am looking at the possibility of having a retreat/workshop in December to welcome all the new members of the Staff Council and allow them to become acquainted with the outgoing members as well as meet their fellow Staff Council members who they will be working with over the next year. No details have been worked out to date, but we have been given tentative approval for financial support by the Vice President of Business Affairs. I have calls in to several people on campus who put on such retreats on a regular basis to see what can be done for us. I would like to know how you all feel about this and get your approval before we progress too far. If any of you would be interested in participating in preparing this, I would like to hear from you after the meeting. Terri Reynolds made a **motion** that an off-campus retreat/workshop be held sometime in December, Deryl Martin seconded. **Motion passed.**

III. Minutes of [July 26, 2001](#) meeting approved.

IV. Parking, Traffic and Shuttle Services Issues - Roger Terry and Bill Hamilton

Mr. Terry reported the following:

- Shuttle operations have been improved. Six new shuttles have been purchased and maintenance has been performed on the older vehicles. All vehicles are in good working order for the beginning of the semester.
- There has been great interest in the new parking lot - Lot 11. Shuttle and van services are available from Lot 11 to Lot 9 from 7:30 a.m. to 7:30 p.m. The trip takes approximately 8 to 10 minutes. Students have been the primary customers.
- Shuttle and van service times will be adjusted if necessary in order to provide the best service.
- The police will be helping out with traffic problems at the beginning of the semester.
- A new parking garage and a new parking lot have been opened at the Downtown Campus.

Mr. Hamilton reported the following:

- New parking permits have been issued.

- The Downtown Parking Garage will be on-line by the beginning of the semester. A pamphlet on the configuration of the garage and the rates was distributed. The security in the garage is very high technology and includes emergency phones and video cameras.
- The permit for Lot 11 will be pro-rated.
- The categories of the parking permits are, in order of cost: garage; 24-hour reserved; Faculty/Staff A; Faculty/Staff B; Student.
- Concerns about loss of parking due to construction are being given consideration. The start up dates for both Academic II and the Wellness and Recreation Center have been moved up. The Parking Office hopes to be able to offset the loss of these spaces.

V. Vice Chair - Terri Reynolds

Ms. Reynolds reported that the Executive Board met on August 9 and August 14 to discuss various issues. The Board met with David Larson on August 21 regarding problems with Human Resources. The Board recommended that a permanent Executive Director of Human Resources be hired as quickly as possible. The next day a message was received from Mr. Larson that the search had been initiated and the position posted.

Ms. Reynolds reported that the nominations forms for Staff Excellence Awards were being developed and would be sent to supervisors soon. An Awards Ceremony has been scheduled for October 23, 2001. The Awards Committee, comprised of administrative and professional staff and classified staff, will meet every Friday until the ceremony to review the nominations. Awards will be monetary. Service pins will be presented, retroactive to 1998.

VI. Committee Reports

A. Communication Committee - Fred Hample

Mr. Hample reported that the committee's efforts continued to be directed to the Web site and the changes that should be made to be consistent with the current University requirements, as well as to comply with ADA guidelines.

The committee chair met John Poindexter and Craig Evans to review some of the designs of other staff councils' pages. Mr. Evans provided the critique and guidance on how the Council should proceed with design. Navigation and page layout are important points to consider.

The site has been updated to include the changes in membership. The committee will continue to review the results as additional changes occur. It is anticipated that the Web site will be used as a communication tool in support of the Fall elections for new members of the council and may even include balloting forms.

Council guidelines, bylaws, and current membership, as well as information about the Tuition Assistance Program, are all now on the Web site.

All the [minutes](#) of previous meetings are available. The minutes archive will continue to be updated after each month's meeting. The Council may wish to consider using the Web site as a primary means of publishing the official minutes of the meeting each month. Mr. Hample expressed the committee's appreciation to Craig Evans and the Internet Development Team for their assistance.

B. Elections Committee - Debbie Riley

Ms. Riley provided the following timeline for the Fall election process:

October 8 - Nominating ballots sent

October 19 - Deadline to return nominating ballots

October 26 - Electing ballots sent

November 9 - Deadline to return electing ballots

November 16 - New members will be notified of their election.

C. Employee Benefits/Compensation Committee

Mr. Poindexter announced that the Employee Benefits/Compensation Committee had been established and Sharron Pacheco appointed as chair.

Any Council member interested in serving on this committee should e-mail Mr. Poindexter or Ms. Pacheco.

D. Mail Service - Brenda Barron

Ms. Barron reported that the mailroom was in the process of confirming new departmental account numbers and determining location of faculty within the new departments.

VII. Old Business

- . Problems associated with air conditioning summer routine - Debbie Perez. The Staff Council Chair has had conversations with the Vice President for Business Affairs and the Physical Plant's Director of Facilities Services. They are aware of the concern about when the air conditioners are turned on and the situation is being handled.

A. Smoking on campus - Brenda Barron

Tables have been moved away from the buildings at least 20 feet. Marking the tables closest to the door as "Non Smoking" is being considered. The Office of Legal Affairs is also reviewing the Smoking Policy in the Handbook of Operating Procedures.

VIII. New Business

- . Parking Fees - Patricia Dunn  
Question was answered previously during the presentation by Roger Terry and Bill Hamilton
- A. Merit Awards - Patricia Dunn  
Question placed on hold until the next recognition process is completed.
- B. Employee promotions - Patricia Dunn  
Ms. Dunn had received a question from a constituent about employees

being promoted to positions that require some college or a degree but the employee did not have the degree. It was explained that work experience could be accepted as an equivalency for the educational requirement.

C. Staff Council Flyer in Payroll Envelopes - Brenda Stevens

Mr. Poindexter charged the Communication Committee with developing a flyer containing a brief description of the Staff Council and a schedule of meeting dates.

D. Status of Staff Council Within the UTSA Governance System - Brenda Stevens

The current operating Bylaws of the University Assembly do not provide for representation of the Staff Council within its membership. It is believed that these bylaws will be reviewed and revised in the near future and that the Staff Council will be recognized.

E. Staff Scholarship Fund - Brenda Stevens

The Karen Whitney Scholarship Fund currently has \$5,000. When it increases to \$10,000, one scholarship per year will be awarded in the amount of \$1,000. Mr. Poindexter will contact Karen Whitney to determine the criteria for award of this scholarship.

IX. Meeting adjourned.