

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

**SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF
SEPTEMBER 27, 2001**

The first Regular Meeting of the Staff Council for the academic year 2001-2002 was held in room 4.03.08 of the John Peace Library Building on September 27, 2001 at 3:00 p.m. with John Poindexter, Chair, presiding, Janice Kramer, Secretary.

I. Call to order and taking of attendance

Mr. Poindexter: I would like to acknowledge the sacrifice made by so many of our fellow Americans by the cowardly acts of terrorism of September 11. We owe a great debt of gratitude to the families of those whose lives were so needlessly taken on that day. I would like for us to take a moment to reflect to do whatever is in our power to see that this does not happen in the future.

Present: Jane Armstrong, Linda Edmundson, Craig Evans, Ray Gonzales, Fred Hample, Pat Harborth, Misty Heath, Daniel Kiley, Janice Kramer, Linda Mahoney, Rita Marquez, Deryl Martin, Maria Martinez, Glenda Norton, Cristina Pena-Walls, John Poindexter, Terri Reynolds, Debbie Riley, Brenda Stevens, Alven Stewart, Ursula Wheeler

Absent: Patricia Dunn (excused), Joyce Fox, Elaine M. Miller, Sharron Pacheco (excused), Eyra Perez, Diana Smith (excused)

Total members present: 21

Total members absent: 6

II. Opening Remarks - John Poindexter, Chair

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. The Staff Council 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. - UTSA Staff Council Bylaws, article II, Mission: Section 2.

From time to time I think it is of some value to take another look at why we are here.

Retreat/workshop in December-off campus

Our plans for a combined December meeting with a retreat/workshop continue. We have been offered the Connally Room at the Institute of Texan Cultures for

our daylong workshop and I have tentatively accepted this offer pending the approval of the Council on location and time. At this time I would like to have a period of discussion on this matter to get your views and ideas and to decide on location and time. Council picked December 19th as date, 9:30 AM - 4:30 PM.

- III. Minutes of [August 23, 2001](#) meeting approved.
- IV. Vice Chair Report on Executive Board Meetings

Terri Reynolds reported that the Executive Board met on September 4th with Human Resources, September 10th with Brenda Barron, September 12th to discuss the Special Meeting, and September 25th to set the agenda for the September 27th Regular Meeting.

- V. Committee Reports
 - A. Communications Committee - Fred Hample

Mr. Hample reported that a statement of support and prayers for the victims of the September 11, 2001 events had been posted on the Staff Council Web Page. The Communications Committee will prepare informational flyers to be included in November paychecks. Linda Edmundson volunteered to help with the design.

- B. Elections Committee - Debbie Riley

Ms. Riley reported that the Committee was in the process of obtaining a list of staff members from the Office of Define Services. The list will be the basis for the Committee's proposal for reapportionment of Staff Council representatives. A Special Meeting will need to be held to vote on the reapportionment numbers.

- C. Mail Service Research Committee:

Terri Reynolds made a motion to dissolve this committee. Misty Heath seconded. Motion passed unanimously. Cristina Pena-Walls said that she would report on any changes being made at Mail Services.

- VI. Old Business

University Assembly Ad Hoc Committee Member Selection

Dr. Romo has asked me to sit on a new committee to prepare recommendations regarding the bylaws of the University Assembly. This involves rethinking which organizations should have representation on the University Assembly and what the functions of the Assembly should be. Dr. Mansour El-Kikhia will chair the committee, and there are two other faculty members on the committee, Dr. Robert Hiromoto, professor of Computer Science and Dr. Raquel Marquez, professor of

Sociology, Dr. Rodolpho Sandoval from the President's office and Mr. Bill Angrove from the Vice President's for Business Affairs office. Ms. Sandy Pottorff is the member and secretary. We have met once to set some guidelines for the committee and to meet each other. We discussed the overall needs of this committee to make recommendations to Dr. Romo on how best to utilize the University Assembly and we tasked ourselves to do a lot of detective work on searching out other institutions of higher learning that have instituted similar organizations on their campuses. We will meet again next week and plan to meet on a regular basis.

VII. New Business

- A. The resignation of Debbie Perez was accepted.
- B. The resignation of Brenda Barron, accepted at the Special meeting of September 20, 2001, was noted.
- C. Staff Council member nomination for Standing Committee to conduct studies and make recommendations regarding professional advancement for women in the tri campus community. - John Poindexter

Dr. Romo has asked the Staff Council to nominate one person for a new UTSA Standing Committee to study advancement opportunities and procedures for women on our campuses. This committee will conduct studies and make recommendations regarding the professional advancement of all benefits eligible women on campus. Dr. David Johnson, Provost's Office, stated that there will be six faculty members and one staff member. Since we have far more female staff members than female faculty on our campuses, it would seem to me that there is a need for a preponderance of staff representation. This group will answer to the President and be wholly separate from any other organization's direct influence. Since I have the duty to nominate a member, I am entertaining input from this Council and I am looking for a volunteer to take on this responsibility. Discussion was then held about the ratio of faculty to staff members on this committee. Dr. David Johnson joined the meeting to discuss the membership structure. He informed the Council that the six to one ratio was a recommendation from the Faculty Senate and the composition could possibly be changed for next year. Mr. Poindexter expressed the concern of all Council members about participation being weighted toward so heavily toward the faculty side. Dr. Johnson responded that the charge to the committee was not narrowly defined and issues addressed will be of interest to both faculty and staff. Mr. Poindexter proposed making a recommendation for the one staff representative for this year's committee for now. Misty Heath volunteered to serve on this committee. Jane Armstrong seconded her nomination.

Nomination approved unanimously

- D. Duplicating Services

Discussion was held about the closing of the Xerox Copy Shop and Duplicating Services. Information was shared about the new method of having printing done through the UT Health Science Center. Concerns were raised as to the efficiency of the new procedures and the lack of information provided prior to the initiation of the process. Janice Kramer made a **motion** that the Staff Council Executive Board send a recommendation of no confidence with the arrangement to the Vice President for Business Affairs. Brenda Stevens seconded. **Motion passed unanimously.**

- E. Form of outward expression of unity among the staff members - Jane Armstrong

Ms. Armstrong expressed concern that only selected staff members had been given flag pins by the President. She said there should be some outward expression of patriotic unity given to all staff members. Janice Kramer asked if the Staff Council should approach the Vice President of Business Affairs about the possibility of acquiring something. Mr. Poindexter said the Council should go to the President through the Vice President. Discussion was held about whether or not the Council should go forward with this issue. Linda Edmundson noted that Ms. Armstrong could speak as an individual with this concern. John Poindexter made a **motion** to go forward in some way; however, he **withdrew the motion**. Ms. Armstrong stated that she will address the issue on her own.

- VIII. The date and time of the next meeting were set: October 18, 2001, 3:00 p.m., Assembly Room (JPL 4.03.08).
- IX. Meeting adjourned.