

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF NOVEMBER 15, 2001

The third 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 November 15, 2001, at 3:00 p.m. with Terri Reynolds, Vice-Chair, presiding; Janice Kramer, Secretary.

I. Call to order and taking of attendance

Present: Jane Armstrong, Linda Edmundson, Craig Evans, Joyce Fox, Fred Hample, Pat Harborth, Daniel Kiley, Janice Kramer, Linda Mahoney, Deryl Martin, Mari Martinez, Cristina Pena-Walls, Terri Reynolds, Debbie Riley, Diana Smith, Alven Stewart, Ursula Wheeler

Absent: Patricia Dunn, Ray Gonzales (excused), Misty Heath (excused), Rita Marquez (excused), Elaine M. Miller, Glenda Norton (excused), Sharron Pacheco, John Poindexter (excused), Brenda Stevens

Total members present: 16

Total members absent: 10

II. Opening Remarks - Terri Reynolds, Vice-Chair

Ms. Reynolds' opening statement follows:

Thanksgiving - This begins the time of year we take notice of those who are important to us. First are our family members that we never seem to have the time to visit. Friends we haven't seen, maybe even in years. There are those we see every day at work and yet any other time of year might not give them a second thought. However, this year it seems different. Since the tragedy that struck our nation in September, we seem to have suddenly awakened and realized how precious our family, friends, and co-workers really are. A senseless, cowardly act caused us all to realize something we have taken for granted far too long. This year we have so much to be thankful for. Our President and those who serve with him have patiently calmed a nation and are currently seeking justice from those who perpetrated those horrific acts against us. Our men and women of the Armed Forces once again seem bigger in my eyes, like they did when I was a child. Any one of us could have been in one of those buildings. I'm thankful none of you were. Our military are striking a mighty blow against those responsible and I am thankful they have the capabilities to do so. I'm thankful my family is close to me, especially now. We all have many things to be thankful for, however, we must also remember to give. Giving is so easy when you think about it. When someone holds an elevator or door, say, "Thanks." When a co-worker helps you meet a deadline, let them know how much you appreciate their help. Make opportunities to contact family members and friends if only to tell them that you think of them often. When you get home tonight tell those closest to you how really important they are to you. But don't stop there. Let's start a trend to keep this going beyond the holidays. It surely will make a difference in all our lives.

Ms. Reynolds informed the Council that John Poindexter was doing well after having surgery.

Ms. Reynolds reported that President Ricardo Romo and Vice President David Larson would attend the Staff Council retreat on December 19th at the Institute of Texan Cultures. She again circulated the forms for those needing a ride and those having dietary restrictions. Ms. Reynolds reminded the Council members that the retreat would begin at 9:00 a.m. with coffee and the meeting would officially start at 9:30 a.m. with introductions.

III. Minutes of the October 18, 2001, Meeting approved.

IV. Vice-Chair Report on Executive Board Meetings

The Staff Council Executive Board met on November 8, 2001, to set the agenda for the November 15, 2001, meeting.

V. Committee Reports

A. Communications Committee - Fred Hample

Mr. Hample thanked everyone who had assisted with the Staff Council mailing piece recently sent to all UTSA staff members.

B. Elections Committee - Debbie Riley

Ms. Riley thanked the Elections Committee for their assistance with the recent Staff Council Elections. She reported that fifty percent of the Classified Staff and fifty-five percent of the Administrative and Professional Staff voted in this election.

Newly elected Council members are:

Administrative and Professional Staff

Bill Angrove, Michelle Lopez, Cindy Orth

Classified Staff

Office of the President - Rosalinda Stead

Office of the Vice President for Administration - James Cosgrove

Office of the Provost and Vice President for Academic Affairs - Alka Bhavsar

Office of the Vice President for Student Affairs - Kathy Calucci, Linda Edmundson, Misty Kelley

Office of the Vice President for Business Affairs - Jane Armstrong, William Hamilton, Pat Harborth, James Jinks, Daniel Kiley, Kathi Kortz

The results of the election will be announced to the University community as soon as the Executive Board has personally contacted the new members.

C. Employee Benefits/Compensation Committee - Sharron Pacheco

Ms. Reynolds reported that the following charge had been given to the committee:

The Employee Benefits/Compensation Committee deliberates and makes recommendations on issues related to benefits, well-being, compensation levels, recruitment, retention, and support for the non-teaching staff at UTSA. This includes but is not limited to: employee group insurance; wellness programs; retirement; education and training benefits; policies on employee salaries, the basis for merit salary increases, and equity; and recruitment and retention of a well-qualified staff.

VI. Old Business

1. Revisit issue of staff evaluating their immediate supervisor - Daniel Kiley

Mr. Kiley provided his opinion of this issue by stating that the evaluation of supervisors is not a program that will work. There is a grievance policy in place to cover specific incidences immediately. Subordinates are only partially qualified to evaluate supervisors since they see only a portion of the work of the supervisor. If personal issues are involved, these should be addressed through the existing grievance policy.

Ms. Pacheco agreed but noted that an employee could use the Problem Solving/Conflict Resolution Office first and then file a grievance if the issue is not resolved.

2. Revisit issue of Mail Room Services

Cristina Pena-Walls reported that the Vice President for Business Affairs had requested that a proposal for changes to mail services be submitted to him by December 7, 2001. It is expected that an outline for a new system of mail service, including a drop box on the first floor for each building, will be contained in this proposal.

3. Revisit issue of Signage for Staff Council Representatives

The recommendation is that signs be made for the new Council members. The Sign Shop has been contacted and is prepared to have the signs ready shortly after the first of the year.

4. Response of vote-of-no-confidence regarding the current copy service arrangement

Ms. Reynolds provided information on Mr. Poindexter's meeting with David Larson and Corinne Vela-Zapata:

It was agreed that the UTSA would end the promotion of the "Plus Services" as part of the current program, focusing instead on walk-up and duplicating services only. In December, bids to provide duplicating services on campus will be accepted. It is hoped that the successful bidder will be in business by February. Representatives from the Publications Office will assist in the process of examining the bids, with an emphasis on selecting a group that can best provide duplicating services at UTSA. Extras, such as "Plus Services," will not drive the selection of a winning bidder. They will be looking at the most efficient, fairest way to provide services to the UTSA community.

5. Revisit issue of Karen Whitney's Endowment Fund

It was determined that Karen Whitney should contact the Development Office to

establish guidelines for the endowment fund. When the guidelines are established, the Staff Council can assist with the selection process.

VII. New Business

1. Bylaws Amendment Ms. Reynolds reported that John Poindexter had notified the Executive Board of the need to re-set the terms of Council members to coordinate with the terms of the other governance bodies. If such an amendment is approved, the terms of the new members will need to be extended. Ms. Reynolds noted that a two-thirds majority is necessary for any bylaw amendment. Alven Stewart stated that such a change would affect several other things. Mr. Hample asked if this should be deferred to the December meeting in order to include the new members in the discussion. Ms. Reynolds agreed that the Council should not move too hastily. Pat Harborth made a motion to table the issue until the December meeting. Linda Edmundson seconded. Motion approved.

2. Faculty/Staff Directory - Paper Version

In the absence of the Council member who had placed the item on the agenda, this issue was tabled.

3. Outgoing Chair

Ms. Reynolds opened a discussion on a possible amendment to the bylaws to reflect that the outgoing chair would serve as an ex officio member. It was noted the current Chair always has the option to invite the previous chair to attend meetings and, possibly, serve as a consultant. The Council agreed that the bylaws should not be amended in this manner.

VIII. The date and time of the next meeting were set: December 19, 2001, 9:00 a.m., Institute of Texan Cultures.

IX. Meeting adjourned.