

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

**SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF
FEBRUARY 28, 2002**

The sixth Regular Meeting of the Staff Council for the academic year 2001-2002 was held in the Assembly Room (JPL 4.03.08), on February 28, 2002, at 3:00 p.m. with Terri Reynolds, Chair, presiding; Janice Kramer, Secretary.

I. Call to order and taking of attendance

Present: Kathy Calucci, Jim Cosgrove, Linda Edmundson, Craig Evans, Ray Gonzales, Bill Hamilton, Pat Harborth, James Jinks, Misty Kelley, Daniel Kiley, Kathi Kortz, Janice Kramer, Michelle Lopez, Linda Mahoney, Deryl Martin, Glenda Norton, Rita Marquez, Cindy Orth, Sharron Pacheco, Cristina Pena-Wells, Terri Reynolds, Rosalinda Stead, Ursula Wheeler

Absent: Bill Angrove, Jane Armstrong (excused), Alka Bhavsar (excused), Patricia Dunn (excused), CJ Lee (excused), Debbie Riley (excused), Brenda Stevens

Total members present: 23

Total members absent: 7

II. Opening Remarks - Terri Reynolds, Chair

Ms. Reynolds reported that the Executive Board of the UT System Employee Advisory Council met with the Board of Regents recently. The Council presented a report of its accomplishments, goals, issues, and methods of addressing issues relevant to employees of UT System components. The Regents were very complimentary about the work of the Council so far.

III. Minutes of the January 24, 2002, meeting were approved.

IV. Vice-Chair Report on Executive Board Meetings

The Staff Council Executive Board met on February 26, 2002, to set the agenda for the February 28th meeting.

V. Committee Reports

A. Communications - Craig Evans, Chair

Mr. Evans reported that the Council's web site was being updated to include the new membership roster and the revised bylaws. A complete revision of the web page is also in progress. Deryl Martin made a motion to authorize Mr. Evans to post items on the web site. Rosalinda Stead seconded. Motion passed.

Mr. Evans notified the members that the current on-line faculty and staff directory is undergoing major modifications in an attempt to make it easier to use. A general office directory will also be included in the updated version. Mr. Evans asked Council members to send me any suggestions for improvements to the directory.

Linda Edmundson asked if there are plans to produce a printed version. Mr. Evans replied that this had been discussed; however, it might be that individuals would have to print their own copy from the web.

VI. Old Business

A. Bylaws Amendment

Ms. Reynolds reported that the proposed amendments to the Bylaws had been approved by UT System. The new terms of office became effective for current Council members.

B. Signage

Ms. Reynolds said that she would continue to pursue having signs made for Staff Council members' offices.

C. Parking Issues

Ms. Reynolds asked if the membership was interested in having Roger Terry from the Parking Office address the Council. Michelle Lopez made a motion to extend this invitation. Motion passed.

VIII. New Business

A. Employee Identification Cards

Identification cards are only issued to benefits-eligible employees. Employees who work less than 50% time have to buy a different card to use for identification purposes. This information needs to be communicated to the offices so they can notify temporary employees. Janice Kramer suggested that the Council ask someone from the Card Office to address the Council on this issue. Michelle Lopez made a motion to invite Corinne Vela-Zapata to speak at the next Council meeting. Motion passed. Council members should send their questions to the Executive Board prior to the meeting.

B. Travel Cards - Sharron Pacheco

Ms. Pacheco reported that the contract with Bank of American for travel cards was expiring. UTSA will go out for bids on this contract so there might be a change of company soon. There might also be changes to the Procurement Cards.

C. Housing Market Survey - Michelle Lopez

Ms. Lopez informed the Council that a consulting firm had been hired to a student housing survey. She asked for assistance with the distribution of flyers to inform students and request their participation.

IX. Next Meeting - March 21, 2002, 3:00 p.m., Assembly Room

X. Meeting adjourned.