

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**

**SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF  
APRIL 25, 2002**

The eighth Regular Meeting of the Staff Council for the academic year 2001-2002 was held in the Assembly Room (JPL 4.03.08), on April 25, 2002, at 3:00 p.m. with Terri Reynolds, Chair, presiding.

I. Call to order and taking of attendance

**Present:** Jane Armstrong, Alka Bhavsar, Kathy Calucci, James Cosgrove, Patricia Dunn, Linda Edmundson, Ray Gonzales, Pat Harborth, James Jinks, Misty Kelley, Daniel Kiley, Kathi Kortz, CJ Lee, Michelle Lopez, Linda Mahoney, Deryl Martin, Glenda Norton, Cindy Orth, Sharrón Pacheco, Christina Pena-Walls, Terri Reynolds, Rosalinda Stead, Brenda Stevens, Ursula Wheeler

**Absent: Excused absences:** Bill Angrove, Craig Evans, William Hamilton, Janice Kramer, Rita Marquez, Debbie Riley

**Total members present:** 24

**Total members absent:** 6

II. Minutes of the March 21, 2002, meeting were approved.

III. Committee Reports

A. Communications Committee - Craig Evans, Chair

On behalf of Craig Evans, Ms. Reynolds reported that the bylaws and roster were correct on the Council Web site. The minutes have not been updated.

Pat Harborth asked for clarification on the timing for updates to faculty and staff information in the on-line directory. Cindy Orth responded that data was downloaded every two to three days. When the master record for a new employee has been completely processed, the information is added to the directory.

B. Elections/Membership Committee - Debbie Riley, Chair

Staff lists have been sent to Council members for updating and maintaining. This will be an on-going process.

C. Employee Benefits/Compensation Committee - Sharrón Pacheco

Ms. Pacheco provided the following information on employees who have participated in the new Employee Educational Benefits (EEB) program so far:

Fall 2001 - 70 employees received benefits.  
Semester Credit Hours Number of Employees

1 2

3 32

4 1

5 35

Spring 2002 - 47 employees received benefits.

Semester Credit Hours Number of Employees

2 1

3 29

4 1

6 16

Ms. Pacheco reported that the Committee's review of the New Employee Orientation found it to be informative. Ms. Reynolds asked if information on the Staff Council was provided to new employees. Ms. Pacheco responded affirmatively. Deryl Martin noted that when a new employee in her department asked about educational benefits, Human Resources personnel were not aware that this type of benefit existed. Ms. Reynolds asked Ms. Pacheco to check into this and to also see if there might be a link to the EEB form added to the registration Web page.

Ms. Pacheco reported that the new Wellness Center is expected to open in January 2003. Faculty and staff will be charged a fee for the facilities. This fee will probably be specific to individual usage and may even be on a sliding scale and payroll deductible. Available services will include land and water exercise areas, a cooking center, faculty/staff intermural league, and fitness advisors.

#### IV. Old Business

##### A. Employee ID Cards

Any questions about identification cards should be sent to Corinne Vela-Zapata.

##### B. Published vs. On-line Telephone Directory

The task force working on the on-line telephone directory is continuing to test the directory. Linda Edmundson stated that it is awkward to refer someone to an office using the on-line information. Ms. Reynolds responded that the on-line version is still being 'tweaked', and the goal is to get it to look like a printed directory. She reminded Council members to have their constituents update their own information on DEFINE by using E11 (department administrator) or Y18 (individual). It is not anticipated that another directory will ever be printed, but the on-line version will eventually be set so it can be printed from the desktop.

#### VIII. New Business

A. Jane Armstrong asked everyone to remind consultants or private companies working at UTSA that they should notify the warehouse when they are expecting shipments of any type so that Central Receiving will know where to deliver.

B. Michelle Lopez reported that several departments in Student Affairs are working on Week of Welcome events, which will include a Fall Convocation this year. She said she would provide the final schedule as soon as it is available.

IX. Next Meeting - May 23, 2002, 3:00 p.m., Assembly Room

X. Meeting adjourned.