

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**

**SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF  
MAY 23, 2002**

The ninth Regular Meeting of the Staff Council for the academic year 2001-2002 was held in the Assembly Room (JPL 4.03.08), on May 23, 2002, at 3:00 p.m. with Terri Reynolds, Chair, presiding.

I. Call to order and taking of attendance

**Present:** Bill Angrove, Jane Armstrong, Alka Bhavsar, James Cosgrove, Linda Edmundson, Craig Evans, Ray Gonzales, William Hamilton, Pat Harborth, James Jinks, Misty Kelley, Daniel Kiley, CJ Lee, Michelle Lopez, Linda Mahoney, Rita Marquez, Deryl Martin, Glenda Norton, Cindy Orth, Sharrón Pacheco, Terri Reynolds, Debbie Riley, Rosalinda Stead, Ursula Wheeler

**Absent:** Kathy Calucci, Patricia Dunn (excused), Janice Kramer (excused), Kathi Kortz (excused), Christina Pena-Walls, Brenda Stevens (excused)

**Total members present: 24**

**Total members absent: 6**

II. Minutes of the April 25, 2002, meeting were approved.

III. Opening Remarks

IV. Terri Reynolds reported that a donation on behalf of the Staff Council had been sent to the American Lung Association in memory of the husband of Diana Smith, former Staff Council member.

V. Committee Reports

A. Communications Committee - Craig Evans, Chair

Mr. Evans reported that the online directory was still being tweaked in an effort to make it printable from individual desktops. The Communication Committee has also been working on the Web site and expects to have a new design that will be easier to navigate within the next few days. Mr. Evans reported that the Administrative Calendar will be in electronic version starting next year. This will allow the centralization of all university calendars.

B. Elections/Membership Committee - Debbie Riley, Chair

Ms. Riley reported that staff lists had been e-mailed to Council members. The members from each reporting area should start updating the list from their area. In order to develop

and maintain current lists, corrected versions should be sent to Debbie Riley and Sandy Pottorff.

#### C. Employee Benefits/Compensation Committee - Sharrón Pacheco

Ms. Pacheco reported that the Committee had met recently about insurance issues. A May 29th appointment has been scheduled with Ernest DeWinne to determine how much input the Committee will be able to provide to the university-wide insurance committee.

#### VI. Old Business

##### A. Employee ID Cards

Ms. Reynolds reported that the budget allocated for identification cards only allows for full-time faculty and staff. Students and part-time faculty are charged \$3 for their cards.

#### VI. New Business

##### A. UTSA Emergency Telephone Notification System - Bill Hamilton

Mr. Hamilton distributed an information sheet on the new UTSA Emergency Telephone Notification System. The first major test of this versatile new system is scheduled for May 28th at the Downtown Campus. The system provides the ability to pre-tape and to group messages. In the case of an emergency, employees will receive phone messages and e-mails. Jane Armstrong noted that the system is designed to notify all employees of emergencies but how have the employees been identified. Mr. Hamilton replied that the system uses the faculty/staff directory database. Some problems have been encountered because the database is geared toward office telephone numbers and office e-mails, not individual numbers. Ms. Orth reminded the Council members that it is important to have constituents update their directory information. Alka Bhavsar asked "why a public address system was not being used?" Mr. Hamilton said that UTSA does not have a P.A. system. However, the purchase of alert-type devices was being considered. Misty Heath asked if housing staff could be tied into the system? Mr. Hamilton replied, University Oaks is currently in the system yet all students' phone numbers are not available.

##### B. Week of Welcome - Michelle Lopez

Ms. Lopez distributed an Event Submission Form detailing the planned Week of Welcome Themes and Anchor Events. She noted that the WOW Committee would appreciate the participation of all faculty and staff.

##### C. Parking Spaces - Bill Hamilton

Mr. Hamilton reported that the 24-hour parking spaces would not be eliminated next year, but the parking permits would no longer be tied to a specific space. These spaces will be sold on the basis of one space for one permit and will be specific to a particular parking lot.

D. Other

Misty Kelley asked if it would be possible to conduct future Council meetings via distance facilities. It was agreed to schedule the June and July meetings in distance learning facilities to determine if this type of meeting would work. Bill Angrove said he would reserve the appropriate rooms. Council members will be notified of the location prior to the next meeting.

VII. Next Meeting - June 27, 2002, 3:00 p.m., location to be determined.

X. Meeting adjourned.