

# THE UNIVERSITY OF TEXAS AT SAN ANTONIO

## SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF JUNE 27, 2002

The tenth Regular Meeting of the Staff Council for the academic year 2001-2002 was held in the Business Building, Room 3.04.06 and the Frio Street Building, Room 2.506, on June 27, 2002, at 3:00 p.m. with Terri Reynolds, Chair, presiding, Janice Kramer, secretary.

### I. Call to order and taking of attendance

**Present:** Jane Armstrong, Alka Bhavsar, James Cosgrove, Patricia Dunn, Linda Edmundson, Craig Evans, Ray Gonzales, William Hamilton, Pat Harborth, Misty Kelley, Daniel Kiley, Janice Kramer, Kathi Kortz, CJ Lee, Michelle Lopez, Linda Mahoney, Deryl Martin, Glenda Norton, Cindy Orth, Sharrón Pacheco, Cristina Pena-Walls, Terri Reynolds, Debbie Riley, Rosalinda Stead, Brenda Stevens, Ursula Wheeler

**Absent:** Bill Angrove, Kathy Calucci (excused), James Jinks (excused), Rita Marquez (excused)

**Total members present:** 26

**Total members absent:** 4

### II. Minutes of the May 23, 2002, meeting were approved.

### III. Opening Remarks

Terri Reynolds welcomed members to the first videoconference meeting of the Council. She asked Council members to submit suggestions for issues to be addressed during the Fall 2002 semester.

Sharrón Pacheco announced her resignation from the Staff Council. She is leaving the University to move to Austin. Resignation was reluctantly accepted by the Council. Ursula Wheeler announced that she will be retiring at the end of August and will then resign from the Council.

### IV. Committee Reports

#### A. Communications Committee - Craig Evans, Chair

On behalf of Mr. Evans, Ms. Reynolds reported that the Council's Web site had recently been improved. It now includes a link to the UT System Employees Advisory Committee. Ms. Orth asked if the entire campus would be notified when the Web site is completely updated. Ms. Reynolds agreed that the Council will need to inform staff about the Web site and the work of the Council.

The on-line directory is still in the working stages. Brenda Stevens asked if titles could be included in the directory. Ms. Reynolds replied that they think these can be included from the DEFINE system. They are also trying to expand the office name field.

#### B. Elections/Membership Committee - Debbie Riley, Chair

Ms. Riley reported that Nominating Ballots for a replacement for Ms. Pacheco would be sent to all classified staff members in the Vice President for Business Affairs area by July 8th. She reminded the Council that all staff lists still need to be updated and submitted to the Elections Committee so that an accurate record of employees could be developed and maintained.

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

Ms. Pacheco reported that the Committee had recently met with Ernie DeWinne, Chair of the UTSA Employee Insurance Benefits Committee and representative to the UT System Insurance Committee. They asked why the UT System did not conduct insurance bidding as one entity. Mr. DeWinne said that this is not possible since there are different companies that operate in various areas where the components are located. The Committee learned that it was too late to have any input for 2002-03, but will start working on this for next year. Ms. Pacheco noted that UTSA would continue to assist employees with increased insurance costs. Cindy Orth further explained the UT System process of insurance bidding. The process is conducted every two years. The components' insurance committees, which are advisory, do not make the final decision. The bidding process will begin again in January 2003 and all companies submitting bids will be evaluated. Ms. Reynolds asked for volunteers to chair the Employee Benefits/Compensation Committee since the current chair was leaving. Kathi Kortz will be the new chair of this committee.

#### V. Old Business

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

Mr. Hamilton reported that the new Emergency Telephone Notification System is now fully functioning with no problems. They are currently making changes to alleviate the situation of some offices having centralized phone numbers.

##### B. Confirmation of Compensation Package - Terri Reynolds

Ms. Orth reported that there would be no change to the previously reported Staff Compensation Package. UTSA would fund the three percent across-the-board raise and the merit increases for staff from reserve monies built into the budget. Faculty increases, based strictly on merit, will be handled differently. The increases for new staff members will also continue. Regental approval of the budget is expected on August 14, 2002. End-of-year workshops will be held in

mid-August. Ms. Riley asked if the compression study for staff would be active again this year. Ms. Orth responded affirmatively. She also reported that the next Legislative session, which begins in January 2003, is expected to be very difficult for higher education. The State Comptroller has already asked for 95-97% budgets for the next biennium.

#### VI. New Business

Misty Kelley asked when the parking lots north of the University Center would be reopened. Mr. Hamilton replied that different lots would be closed at various times over the next few weeks. Work on all parking lots should be completed by the end of July.

Cristina Pena-Walls reported that a new and improved copy service option is expected to be effective by September 1, 2002.

Michelle Lopez made a motion to invite Suzy Gray, Director of Wellness and Recreation, to make a presentation on the new Recreation Center at the August meeting. Motion approved.

Jane Armstrong said that the Bar Coding Group would meet the following Tuesday. Offices now have a brief window to bar code additional equipment.

Pat Harborth said that offices should order keys for new employees as soon as the employee is hired and not wait until the employee actually begins work.

Ms. Reynolds reported that she would be attending an Employees Advisory Council (EAC) meeting at UT System on July 18 and 19. She asked members to send her any questions or issues for the EAC.

In response to a question about employees having 401K plans, Ms. Orth replied that UTSA employees are eligible for 403B plans, which are similar to 401K plans. In addition to participation in these plans and in the Teacher Retirement System, employees now have the option of a new Tax Savers plan.

Ms. Reynolds reported that the 24-hour parking permits situation remains the same - these slots will be lot specific, not number specific.

VII. Next Meeting - July 25, 2002, 3:00 p.m., location to be determined.

VIII. Meeting adjourned.