

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

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

The eleventh Regular Meeting of the Staff Council for the academic year 2001-2002 was held in the JPL Building, Room 4.03.08 on July 25, 2002, at 3:00 p.m. with Terri Reynolds, Chair, presiding, Janice Kramer, secretary.

I. Call to order and taking of attendance

Present: Bill Angrove, Jane Armstrong, Alka Bhavsar, James Cosgrove, Patricia Dunn, Linda Edmundson, Ray Gonzales, William Hamilton, Pat Harborth, James Jinks, Misty Kelley, Daniel Kiley, Kathi Kortz, Janice Kramer, CJ Lee, Michelle Lopez, Glenda Norton, Cindy Orth, Terri Reynolds, Debbie Riley, Rosalinda Stead, Brenda Stevens

Absent: Kathy Calucci (excused), Craig Evans (excused), Linda Mahoney (excused), Deryl Martin (excused), Rita Marquez (excused), Cristina Pena-Walls, Ursula Wheeler (excused)

Total members present: 22

Total members absent: 7

II. Minutes of the June 27, 2002, meeting were approved.

III. Opening Remarks

Terri Reynolds welcomed the group and expressed appreciation to the members for taking time from their busy schedules.

IV. Report of Executive Board Activities - Dan Kiley

The Executive Board met on July 17, 2002 to explore items for the Staff Council to address during the next year and to prepare the agenda for the July meeting.

V. Committee Reports

A. Communications Committee

Ms. Reynolds reported that the on-line telephone directory is still in the development phase. Linda Edmundson asked who to contact about the directory. Brenda Stevens asked if the titles and degrees would be included. Ms. Reynolds responded JoAnn Hatch will be the contact for the data contained in the directory and it had not yet been determined about the inclusion of titles and degrees.

B. Elections/Membership Committee - Debbie Riley, Chair

Debbie Riley reported that the ballots for the Business Affairs replacement election would be sent on August 2nd with a return deadline of August 14th. An election in the Administrative and Professional staff area will be held to elect a replacement for Ursula Wheeler. The employee lists need to be updated so this election can be conducted and the new member notified prior to the September meeting.

C. Employee Benefits/Compensation Committee - Kathi Kortz

Kathi Kortz, new chair of the committee, reported they would meet in early August. She asked that Council members send her any concerns about benefits.

VI. Old Business

None

VII. New Business

A. ITC Five-Year Plan and Reorganization - Patricia Dunn

Patricia Dunn reported the Institute of Texan Cultures has been engaged in an on-going project to fit its Mission Statement into a business plan. This has been very challenging and has involved a lot of staff participation.

B. Walk for Women's Athletics - Cindy Orth

Cindy Orth reported the 15th Annual Walk for Women's Athletics would take place on Saturday, November 9th. This event raises funds for athletic scholarships. Ms. Orth asked the Council members for assistance with making the campus community aware of the Walk. The committee wants to make this year's event a fun-filled family time. All participation is welcomed. Michelle Lopez asked if the committee would like to market the event to the Registered Student Organizations and, if so, someone from her office could help. Ms. Orth agreed that this needed to be done and said she would contact the office.

C. VIA Services - Terri Reynolds

Ms. Reynolds reported that UTSA does not have a contract with VIA to provide services to the campuses. Therefore, the university is at VIA's mercy and VIA is looking at changing routes which will increase travel time for riders. There might also be a greater distance from the bus stop to the Downtown Campus in the future. She noted that UT Austin has a student fee to pay usage to the Austin Metro System to provide bus services to students and staff.

D. Employee Emergency Notification

Pat Harborth noted that during the recent flooding the telephone weather information line was not updated in time for housekeeping employees who must report to work very early in the morning. She asked if anything could be done to get this system updated earlier. Bill Hamilton responded that it wasn't just preparing the updates; it also required the President making a decision on whether or not to close the university. Janice Kramer said the Council needs to adopt a resolution that the notification system be updated within a timeframe that will be meaningful to all employees. CJ Lee suggested that, when dangerous conditions exist, employees are instructed not to return to work until notification of any decision to close or to operate as normal is provided. Ms. Lopez made a motion to form an ad hoc committee to investigate the situation and make recommendations to the Council on a draft resolution to be sent to the Vice President for Business Affairs. Misty Kelley seconded. Motion approved. Ms. Reynolds asked Alka Bhavsar, CJ Lee, Misty Kelley, and James Jinks to serve on this committee.

E. UT System Employee Advisory Council (EAC) - Terri Reynolds

Ms. Reynolds reported the following issues are being addressed by the EAC:

- Compensation - developing a "best practices" database on compensation other than monetary. The information will be provided to each component's director of human resources.
- Benefits - comparing benefits of the State Employees Retirement System (ERS) and the Teachers Retirement System (TRS). This was initiated because of the ERS method for trading in sick leave hours for retirement, which is very different from TRS. It was learned that, overall, TRS benefits are better than ERS. The committee will continue to monitor these systems.
- Paid Time Off - new legislative bill (HB 1545) allows the policy of giving employees paid time off, instead of vacation/sick leave and holiday. System medical components can start using this practice now but only M.D. Anderson is considering it. Academic components can consider this option beginning in 2005. Ms. Orth noted that any change in this policy will take extensive analysis and evaluation.
- System-wide Educational Benefits Program - looking at an educational benefit at the system level. The committee is gathering data about benefits currently being offered by System components and will make recommendations on minimum standards for all components.

F. Adjustment of March 2003 meeting date - The Council approved moving the March meeting to March 20, 2003.

G. Guest Speakers for August Meeting - Misty Kelley

Suzy Gray and Bob Miller of Campus Recreation will address the Council at the August meeting. Any questions can be e-mailed to Ms. Kelley prior to the meeting.

H. Other

- Ms. Reynolds asked members to start thinking about issues the Council should address during the next academic year. A discussion on these issues will be held at the next meeting.
- Ms. Harborth said students need to be reminded not to bring food and drinks into classrooms. Ms. Reynolds said she would ask the Provost to send a request to faculty to announce this in their classes.
- Ms. Lopez reminded the Council of the upcoming Week of Welcome and encouraged everyone's participation.
- Rosalinda Stead made a motion to ask Dr. Guy Bailey, Provost, to speak to the Council about the Action Plan developed by the Provost's Office. Motion approved.
- Jane Armstrong reported that the schedule for the final bar coding would be sent out soon.

VIII. Next Meeting - August 22, 2002, 3:00 p.m., Assembly Room (JPL 4.03.08)

IX. Meeting adjourned.