

## THE UNIVERSITY OF TEXAS AT SAN ANTONIO

### SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF SEPTEMBER 26, 2002

The first Regular Meeting of the Staff Council for the academic year 2002–2003 was held in the University Center Oak Room on September 26, 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, Craig Evans, Ray Gonzales, William Hamilton, Pat Harborth, James Jinks, Misty Kelley, Kathi Kortz, Janice Kramer, CJ Lee, Michelle Lopez, Deryl Martin, Glenda Norton, Rita Marquez, Cindy Orth, Terri Reynolds, Rosalinda Stead

**Absent:** Kim Brandt, Kathy Calucci (excused), Daniel Kiley, Linda Mahoney, Cristina Pena-Walls, Debbie Riley (excused), Brenda Stevens

**Total members present:** 22

**Total members absent:** 7

#### II. Minutes of the August 22, 2002, meeting were corrected and approved as corrected.

#### III. Opening Remarks

Terri Reynolds welcomed the Council members and thanked them for their attendance.

#### IV. Report of Executive Board Activities – Janice Kramer (on behalf of Daniel Kiley)

Janice Kramer reported that the Executive Board met with David Larson on September 24, 2002 to discuss several issues:

- The Staff Excellence Awards program will continue with Human Resources having the responsibility for the process. Terri Reynolds will contact the Vice President for Administration regarding Staff Council's participation in the next awards process.
- Awaiting budget figures for the next biennium and state mandates for salary increases, Mr. Larson was noncommittal regarding the continuance of the staff salary compression exercises. He said it would be necessary to look at the complete compensation package before any decisions could be made. He assured the Board that the Staff Council would have an opportunity to provide input.
- The large increase in student enrollment for Fall 2002 was a surprise to the administration. The university is currently out of space and there are discussions about having to cap enrollments for future semesters.

- Mr. Larson will contact Human Resources to determine retiree population and the feasibility of establishing an organization for retirees.
- Mr. Larson will check on the issue of mileage reimbursement.
- In response to questions about mold in campus buildings, Mr. Larson said that the Safety and Environmental Health Office had recently completed a campus-wide air quality study.

William Hamilton then reported on the Air Quality Report stating that all 18 buildings on the tri-campus had been tested (a copy of the report is attached to and made a part of these minutes).

## V. Committee Reports

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

No report.

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

Debbie Riley reported that Kim Brandt has been elected as the new representative for the Vice President for Business Affairs area. An election to select a new Administrative and Professional Staff representative will be held within the next few weeks.

### C. Employee Benefits/Compensation Committee – Kathi Kortz

Kathi Kortz reported that the committee is in the process of planning a meeting on the retirement system. She also reported that the university will fund Campus Recreation at a higher level than anticipated and staff membership will be even more affordable.

## VI. Old Business

### A. Weather Notification Report – Misty Kelley

Ms. Kelley presented a preliminary report from the ad hoc committee studying weather notification issues (copy attached to and made a part of these minutes). The report will be discussed further at the next meeting.

## VII. New Business

A. Cindy Orth expressed concern that, during the recent evacuation of the JPL Building, there were handicapped persons who had difficulty leaving the 4th Floor. Current, there is only one special evacuation chair in the building and even that one chair was difficult to access. Mr. Hamilton responded that there should be a building captain for each campus building and at least one safety monitor for each floor that has been trained in emergency situation. The Office of Emergency Preparedness has asked for volunteers but has received minimal response. Ms. Reynolds noted that the situation is much better now

and things are certainly moving in the right direction. Ms. Orth will check into the cost of the evacuation chairs. Jane Armstrong asked if the Council could see a demonstration of how these chairs operate. Mr. Hamilton responded there is a video that could be viewed by the Council. Arrangements will be made for a presentation at the next Council meeting. Ms. Reynolds asked all Council members to inform their constituents of the need for emergency volunteers.

#### B. Walk for Women's Athletics – Cindy Orth

Ms. Orth reminded the Council that the Women's Walk will be held on November 9, 2002 and asked that everyone participate in this very important event. There will also be a Holiday Market Days craft sale to raise funds for the Walk on October 14th – Holiday Market Days – in the Regents' Room, 11:00 a.m. – 3:00 p.m. and all are invited to participate.

VIII. Next Meeting – October 24, 2002, 3:00 p.m., Assembly Room (JPL 4.03.08)

IX. Meeting adjourned.