

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

**SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF
APRIL 3, 2003 (rescheduled from March 27, 2003)**

The sixth Regular Meeting of the Staff Council for the academic year 2002-2003 was held in room JPL 4.03.08, the Assembly Room on April 3, 2003, at 3:00 p.m. with Terri Reynolds, Chair, presiding, Janice Kramer, Secretary.

I. Call to order and taking of attendance

Present: Alka Bhavsar, Kim Brandt, Kathy Calucci, James Cosgrove, Linda Edmundson, Ray Gonzales, William Hamilton, Pat Harborth, James Jinks, Misty Kelley, Janice Kramer, Michelle Lopez, Deryl Martin, Glenda Norton, Rita Marquez, Cindy Orth, Terri Reynolds, Deborah Riley, Rosalinda Stead, Brenda Stevens

Absent: Bill Angrove, Jane Armstrong, Patricia Dunn, Craig Evans, Daniel Kiley, CJ Lee, Linda Mahoney, Cristina Pena-Walls

Total members present: 20

Total members absent: 8

II. Minutes of the February 27, 2003 meeting were approved.

III. Opening Remarks - Terri Reynolds

Ms. Reynolds thanked everyone for attending. She requested a change in the order of the agenda to move the Budget Update from David Larson, Vice President for Business Affairs to the beginning of the meeting. Motion made and approved.

IV. New Business

A. Budget Update - David Larson, Vice President for Business Affairs

Mr. Larson reported it is still too early to know exactly what the legislature will allocate for higher education budgets. A special session focusing on public education is expected to be called in May. Higher education institutions should know their budgets by the end of May when the regular session ends. The current House bill calls for a 12.5 percent reduction in UTSA's budget for the next biennium. There is some feeling among the administrators the final reduction will be approximately 10 percent. The bill to deregulate tuition is not expected to pass. When asked if staff cuts are anticipated, Mr. Larson responded that the administration does not expect to have a reduction in force but it is possible that some positions will be eliminated. UTSA currently has an advantage over other UT System components because of its tremendous growth.

Deryl Martin asked about summer hours and any energy costs to be saved by shortened hours. Mr. Larson replied that any energy savings were long gone since there is more

weekend activity on the campuses. Increased on-campus housing will further change the dynamics of the campuses and it is anticipated that some offices will have to be open on Saturdays in the future. The administration is still reviewing the issue of summer hours because of the April 25th and July 4th holidays. There are also political implications of closing the university on Friday afternoons. It is difficult to convince legislators that UTSA has a huge space problem but does not offer classes on Friday afternoon.

Pat Harborth asked for an update on the environmental issues related to the blind spiders found on UTSA property. Mr. Larson acknowledged there are approximately 60 acres along Loop 1604 that the university cannot use because of this. The campus master plan will have to be revised to work around this environmental issue.

Janice Kramer asked if the rumor that there would be merit increase for faculty was correct? Mr. Larson said the legislature never allocates funding for faculty raises and there is no indication that it will fund staff raises for the next biennium.

IV. Executive Board Committee Report

The Executive Board Committee did not meet.

V. Committee Reports

A. Communications Committee - Craig Evans, Chair

Any news that needs to be disseminated to the campus community should be sent to Craig Evans for publishing.

B. Elections/Membership Committee - Debbie Riley, Chair

Ms. Riley reported elections to replace members with terms expiring on August 31, 2003 will be held in May. Staff lists will be sent to the members for updating prior to mailing the nominations ballots.

C. Employee Benefits/Compensation Committee - Kathi Kortz

Ms. Reynolds announced Kathi Kortz's resignation from the Staff Council due to work conflicts. She asked for a volunteer to chair the committee.

VI. Old Business

A. Summer Hours

The university will not have a special work schedule for the summer; however, flex-time work schedules are being encouraged.

B. Emergency Notification System

The report from the Ad Hoc Committee on Emergency Notification provided recommendations for a policy, including rationale and implementation. Any policy should be developed at the highest level, not by each department or division and should be in place before emergencies happen. Ms. Reynolds noted that some of the committee's recommendations have already been developed and implemented. Alka Bhavsar said there is still a need for some type of campus-wide policy since notifications are still being updated late. Misty Kelley said there is also a need to inform staff of all sources of information available during emergency situations, such as WOAI being the official news station for emergency notification. Janice Kramer made a motion to recommend to the Vice President for Business Affairs that the Emergency Telephone Notification be implemented for the Housekeeping Staff by the Chief of Police as soon as a decision is made to close the university. Motion approved.

Motion made and approved to refer the report back to the committee for further recommendations on how to educate staff about UTSA's emergency notification system.

VII. New Business

A. Staff Excellence Awards

Staff Excellence Awards will be held April 15. Volunteers are needed for the event. Contact Terri Reynolds or Michelle Lopez to volunteer.

B. Other

Commencement for Summer graduates will be held on May 9th.

VIII. Next Meeting - April 24, 2003, 3:00 p.m.

IX. Meeting adjourned.