

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**

**SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF  
APRIL 24, 2003**

The seventh 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 24, 2003, at 3:00 p.m. with Terri Reynolds, Chair, presiding, Brenda Stevens taking minutes for Sandy Pottorff.

I. Call to order and taking of attendance

**Present:** Jane Armstrong, Kim Brandt, James Cosgrove, Linda Edmundson, Craig Evans, Ray Gonzales, William Hamilton, Pat Harborth, James Jinks, Daniel Kiley, Misty Kelley, Linda Mahoney, Deryl Martin, Glenda Norton, Rita Marquez, Cindy Orth, Terri Reynolds, Rosalinda Stead, Brenda Stevens

**Absent:** Bill Angrove, Alka Bhavsar, Kathy Calucci, Patricia Dunn, Janice Kramer, Carol J. Lee, Michelle Lopez, Cristina Pena-Walls, Debbie Riley

**Total members present:** 19

**Total members absent:** 9

II. Minutes of the April 3, 2003, meeting were approved as corrected.

III. Opening Remarks - Terri Reynolds

Ms. Reynolds thanked everyone for attending.

IV. Executive Board Committee Report

The Executive Board Committee met on April 17, 2003, to prepare a draft recommending to David Larson regarding notification of staff who report to work early during hazardous weather.

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.

Linda Edmundson discussed campus communication and an intranet site she heard of that is available for employees to publish private telephone numbers. Craig stated that he knew about it and is looking into it for the future. Communications is presently working on a General Office Directory.

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

Debbie Riley could not attend the meeting. Terri Reynolds spoke with Sandy Pottorff who stated that they are in the process of getting out a list of classified staff to us.

## C. Employee Benefits/Compensation Committee

The committee still needs a chairperson. Cindy Orth volunteered to call a meeting for selecting a chair to replace Kathi Kortz.

## VI. Old Business

### A. Summer Hours

The decision has been made that UTSA will be implementing a flexible scheduling system for summer hours. Staff members may adjust their schedules with supervisory approval to work the four-and-a-half day week as long as there is a skeleton crew in the office.

### B. Emergency Notification

A draft prepared by the executive committee was sent forward to Mr. David Larson recommending that George Morales be given authority to make a policy where he would be allowing supervisors in charge of Housekeeping to advise housekeeping staff who come in early to monitor news stations and use common sense during inclement weather and hazardous conditions.

### C. Staff Excellence Awards

Comment was made regarding picture-taking and that in the future the slide projector should be turned off or blocked while pictures are being taken. The leftover cake was given to Physical Plant. There will be a de-briefing meeting of the planning committee and if staff council has any other comments they were asked to get in touch with Terri prior to May 1.

## VII. New Business - no new business.

## VIII. Next Meeting - May 22, 2002, 3:00 p.m.