

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**

**SUMMARY MINUTES OF THE STAFF COUNCIL MEETING OF  
MAY 22, 2003**

The eighth Regular Meeting of the Staff Council for the academic year 2002–2003 was held in room JPL 4.03.08, the Assembly Room on May 22, 2003, 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, Kim Brandt, Kathy Calucci, Patricia Dunn, Craig Evans, Ray Gonzales, William Hamilton, Pat Harborth, Misty Kelley, Daniel Kiley, Janice Kramer, Michelle Lopez, Linda Mahoney, Rita Marquez, Deryl Martin, Glenda Norton, Terri Reynolds, Rosalinda Stead, Brenda Stevens

**Absent:** James Cosgrove, Linda Edmundson, James Jinks, CJ Lee, Cindy Orth, Debbie Riley

**Total members present: 21**

**Total members absent: 6**

II. Minutes of the April 24, 2003, meeting were approved as corrected.

III. Opening Remarks – Terri Reynolds

Ms. Reynolds thanked everyone for attending. She said it might be necessary to call a special meeting to assist with the election process. If so, a notice will be sent electronically.

IV. Executive Board Committee Report

None

V. Committee Reports

A. Communications Committee – Craig Evans, Chair

Craig Evans reported the Communications Committee plans to work with the Elections Committee to notify staff members of the elections and to ensure every eligible person has the opportunity to be included in the process. Various methods of notification will be used.

B. Elections/Membership Committee – Deryl Martin, Chair

Deryl Martin reported on the upcoming election process. Staff lists have been sent to each reporting area for updates. Updated lists should be returned to Sandy Pottorff by May 30th. The timeline for the entire process is:

Updated staff lists due: May 30

Send nominating ballots: June 18

Nominations returned: July 3

Send electing ballots: July 16

Electing ballots returned: July 30

Notify new members: August 1 (in time to attend the August 28th meeting)

A new vice presidential area will be added – Vice President for Extended Services. The bylaws state “representation will be reviewed every odd-numbered year,” so reapportionment will need to be done this year. When the database is corrected and new numbers are available, the distribution of representatives will probably have to be adjusted. The bylaws also state that “changes in designated areas, the total membership, or the distribution of representatives” must be approved by the President. A proposal for reapportionment can be voted on electronically and, if approved, forwarded to the President for his approval. Before that can be done, however, the Council needs to decide if membership should be increased based on the addition of the Vice President for Extended Services or left as is with an adjustment of representation.

Michelle Lopez recommended that the membership be left as is and the vice presidential areas be reallocated.

Ms. Martin asked if it was necessary to conduct an election when vacancies occur between regular elections or could the next person in line be asked to serve? During discussion, it was noted that Article 7, Sections 3 and 5.E.2 would have to be amended in order to have the next person fill the vacancy. Ms. Reynolds recommended the committee prepare a resolution for the President’s approval to add a new vice presidential area, to reapportion membership, and to amend the bylaws as needed. The resolution can be sent to Staff Council members for an electronic vote.

#### C. Employee Benefits/Compensation Committee

Terri Reynolds asked for a volunteer to serve as Chair. Pat Harborth volunteered. Ms. Reynolds noted items the Committee should address: 1) the Employee Educational Benefit form needs to be revised to reflect the waiver of new fees, where appropriate; 2) the discussion of the advantages/disadvantages between the Teachers Retirement System and Employees Retirement System needs to be continued; and 3) Web posting of perks available to UTSA employees needs to be finalized.

#### VI. Old Business

##### A. Emergency Notification

David Larson is reviewing the Council's recommendation for a severe weather notification for facilities services' staff. A Weather Emergency Information Notification was presented for discussion. Upon approval, the notice will be posted on the Staff Council Web page, sent to @UTSA, and requested to be included on the Web pages for emergency preparedness and human resources. Minor wording changes were suggested and incorporated.

## VII. New Business

### A. Energy Conservation

- Michelle Lopez noted air conditioning is being shut off at 5:00 p.m. in some buildings. She asked the Executive Board to check on this.
- Jane Armstrong suggested the university close during Spring Break with staff provided the opportunity to accrue time to be off. Ms. Reynolds asked the Benefits Committee to look into this and make recommendations for possible cost savings.
- Ms. Reynolds noted there are no Staff Council members serving on the Energy Conservation Committee. Michelle Lopez volunteered to serve.

### B. New Road

Dan Kiley reported a new connector road is under construction to be completed in August. Recommendations for a possible name for the road can be sent to him via e-mail.

### C. New Academic Building

Janice Kramer suggested Staff Council make a recommendation for a piece of artwork to be placed in front of the academic building currently under construction. There is an excellent example of a roadrunner sculpture at the City of Shavano Park Administrative Office Complex. Jane Armstrong noted that money is set aside for artwork in any building project. The President's Office and the Department of Art and Art History will be responsible for artwork selection.

D. Terri Reynolds reported on an e-mail received from a staff member regarding the lack of locker facilities for employees using fitness equipment. Several locker room areas have recently been converted to other uses. Plus, the staff member and his colleagues believe the Recreation Center fees are not within their budgets. It was noted there is a locker room facility in one of the West Campus buildings. Ms. Reynolds said she would respond to the staff member with this information.

## VIII. Next Meeting – June 26, 2003, 3:00 p.m.

## IX. Meeting adjourned.