The second Regular Meeting of the Staff Council for the academic year 2002–2003 was held in room 4.03.08, Assembly Room on October 24, 2002, at 3:00 p.m. with Daniel Kiley, Vice-Chair, presiding, Janice Kramer, secretary.

I. Call to order and taking of attendance

**Present:** Jane Armstrong, Alka Bhavasar, Patricia Dunn, Linda Edmundson, Craig Evans, Ray Gonzales, William Hamilton, Pat Harbourth, James Jinks, Daniel Kiley, Janice Kramer, CJ Lee, Linda Mahoney, Deryl Martin, Rita Marquez, Cindy Orth, Debbie Riley, Rosalinda Stead, Brenda Stevens

**Absent:** Bill Angrove, Kim Brandt (excused), Kathy Calcucci (excused), James Cosgrove (excused), Misty Kelley (excused), Kathi Kortz (excused), Michelle Lopez (excused), Glenda Norton (excused), Cristina Pena-Walls, Terri Reynolds (excused)

**Total members present:** 19  
**Total members absent:** 10

II. Minutes of the September 26, 2002, meeting were approved.

III. Opening Remarks

Daniel Kiley welcomed the Council members.

IV. Emergency Evacuation Chair presentation – Bill Hamilton

The presentation began with a brief film on the emergency evacuation chairs UTSA has recently purchased. The film explained the correct procedures for the use of these chairs. Billy Simmons from the Office of Occupational Safety and Health reported that all police officers and guards have been trained in the use of these chairs and have keys to the cabinets where the chairs are kept. Currently there is one chair per building. Training will also be provided to others, such as the building captains. Bill Hamilton and Mr. Simmons then gave a demonstration on how the chairs work. Cindy Orth asked why information had not been disseminated to the campus community. Mr. Simmons responded the Safety Office is in the process of getting that information out. Jane Armstrong asked for a response time for an individual event. Mr. Kiley replied that response time is usually within two minutes. CJ Lee asked if training would be provided for building captains. Mr. Hamilton responded training would be given as soon as the captains and coordinators are identified.

V. Committee Reports
A. Communications Committee – Craig Evans, Chair

Mr. Evans reported the committee is currently revamping the Web site. He asked that Council members review the site and send comments to him. The committee is also studying the best method to send information to staff.

B. Elections/Membership Committee – Debbie Riley, Chair

Ms. Riley reported that the replacement election for the Administrative and Professional Staff vacancy would be conducted during November.

C. Employee Benefits/Compensation Committee – Kathi Kortz

No report.

VI. Old Business

A. Emergency Evacuation Chair presentation – moved to Item V.

VII. New Business

A. Vote on CD-ROM presentation of “Light the Fire Within” for next meeting by Jerry Barloco

Motion to invite Mr. Barloco to the November 21, 2002 meeting approved.

B. Christmas Decorations – Dan Kiley

Council members were informed that offices will be allowed to decorate for Christmas but the decorations must be professional.

VIII. Next Meeting – November 21, 2002, 3:00 p.m., Assembly Room (JPL 4.03.08)

IX. Meeting adjourned.