1) Call to Order

2) Guest Speaker – Dr. James O. Wright, Director of Env. Health and Safety

3) Roll Call

4) Meeting Minutes
   a. Approval of May Meeting Minutes

5) Committee Reports
   a. Executive Board (Daniel Calhoun)
   b. Attendance Report (Tricia Losavio)
   c. Secretary and Treasurer’s Report (Vicki Carlisle)
   d. Communications Committee (Colter Fleming)
   e. Fund Raising Committee (Darlene Coppage)
   f. Benefits/Staff Development Committee (Carol Lanham)
   g. Faculty Senate (Dr. Murray Leaf)
   h. Student Government (Dina Shahrokhi)
   i. Retired Faculty/Staff Association (Sandee Goertzen)
   j. University Committees
      i. Wellness
      ii. Parking and Transportation (Tysh Coleman)
      iii. Campus Facilities (Daniel) – No Report
      iv. University Safety and Security (Lynne Boyer)
      v. Women’s Center (Jacqueline Long)
      vi. IR Security, Planning, and Policy (Arturo Elizondo)
      vii. Auxiliary Services Advisory (Patrice Holt)
      viii. Handbook of Operating Procedures (Daniel)

6) Old Business
   a. Staff Council Nominations and Elections
   b. CARE Award Winners
   c. Suggestion Responses
      i. 2009-032: Conduct an electricity audit (Donna Riha)
      ii. 2010-013: Promote the conservation of electricity on campus
          (Donna Riha)
      iii. 2010-017: Jonsson Restroom Renovation (Kelly Kinnard)
      iv. 2010-030: Lighting around the intersection of Drive G and
          Lookout Drive (Kelly Kinnard)
      v. 2010-031: Parking in Lot J around the Activities Building (Kelly
          Kinnard)
      vi. 2010-032: Status of energy conservation suggestions (Donna Riha)
7) New Business
   a. New Suggestions
      i. none
   b. Customer Service Committee Charge
   c. EAC Appointment for 2010-12
   d. Sandee Goertzen Staff Council Member of the Year Award

8) Other Business
   a. Staff Appreciation Day (June 30)
   b. Suggestions from the floor

9) Adjournment
U.T. DALLAS STAFF COUNCIL MEETING MINUTES
May 12, 2010 HH 2.502 9:00 a.m.


ABSENT: Carole Abbott, Paula Austell, Tysh Coleman, Caroline Crossley, Erin Dougherty, Arturo Elizondo, Jr., Chinweolu Greer, Tineil Lewis, Jacqueline Long, Jennifer Orme, Yolande’ Porter, Sheila Rollerson, Rayna Ruth, Misty Williams, Lonny Yarborough

GUESTS: David Gleason, Sandee Goertzen, Dina Shahrokhi, Larry Wilson, Debra Boss

1) Call to Order
   President Calhoun called the meeting to order at 9:05 a.m.

2) Guest Speaker – Dr. Aaron Conley, VP for Development and Alumni Relations
   Dr. Conley reported that we are in the early “silent” phase of our first capital campaign. We will not go public with this campaign for a couple of years, but Dr. Conley would like to go before as many people within the UTD community as possible to discuss what is involved in a capital campaign since it’s so new to UTD. Last year the University had a national consulting firm conduct a feasibility study to determine the projected amount of funds we might be able to raise. Their recommendation was that it would be feasible for us to raise between $150-200 million in a six-year period. This would start with a two-year silent phase for 2010 and 2011. In order to stay on track to reach our goal, we would need to raise approximately $35 million in each of these years. So far this year we are having a record year.

Dr. Conley stated that development and Alumni Relations has not been a high priority in the past, although we have had some extremely large gifts from a single donor. So far in this fiscal year we have received over $37 million in donations. These are pledges, cash and gifts in kind.

Dr. Conley noted that it is important to have a successful first campaign experience in order to increase and meet goals in future campaigns, and it is critical to becoming a Tier 1 university.

The Development Office has designed a variety of activities to get the University and alumni more publicly visible. One of these is called President’s Gatherings, and these are events that the Development Office asks people to host in offices, restaurants, homes, etc. The goal is to get Dr. Daniel out to speak to as many groups as possible to raise awareness of UTD. Another program is the Good Neighbors program, which originated
ITEM #4

as a partnership with Highland Springs Retirement Community. Several faculty have
gone there to give presentations and we have hosted residents from Highland Springs for
breakfast at the Dining Hall and a tour of the campus. This program has been extended to
include Edgemere Retirement Community as well.

Dr. Conley’s office is actively reaching beyond the Dallas area to reach UTD alumni as
well. Events are planned in San Diego, Pittsburgh and Albuquerque to meet with UTD
alumni. A new publication, The Donor Report, has been started to recognize donors as
well as establish a philanthropic identity for the University.

3) Roll Call
A quorum was met.

4) Meeting Minutes
Approval of April Meeting Minutes
Several spelling corrections were noted in the April minutes. James Barnes made a
motion to approve the minutes as amended. Rena Read seconded the motion. The motion
carried.

5) Committee Reports
a. Executive Board (Daniel Calhoun)
Mr. Calhoun reported that the Executive Board met last week and approved
today’s agenda. He announced that the date for the next President’s Coffee will be
July 13.

b. Attendance Report (Tricia Losavio)
Ms. Losavio reported that there are still several people who are not attending
meetings. Some of these issues have been addressed by President Calhoun
speaking with them. He will call them again.

c. Secretary and Treasurer’s Report (Vicki Carlisle)

STAFF COUNCIL TREASURER REPORT April 2010

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</table>

Prepared by Vicki Carlisle

**d. Communications Committee** (Colter Fleming)
Mr. Fleming reported that his committee is working on publishing one more issue of the SUN newsletter before Employee Appreciation Day. The deadline for submission of articles or information is June 11. He requested feedback on the latest issue and noted that this information could be given to anyone on the Communications Committee.

**e. Fundraising Committee** (Darlene Coppage)
Ms. Coppage reported that the Committee met yesterday afternoon. We will have the support of the UTD Police Department for the Jail-N-Bail event this year. Two members of the department attended the committee meeting yesterday. Haywood McNeil of the Communications Office was to attend as well, but he was unable to attend. The Communications Office has agreed to help with marketing opportunities as well. The Committee is considering several possibilities for publicizing the event: placing signs in the UTD busses, posting yard signs around campus, and using the Mercury and UTD Radio. There is still no final word on the location of Jail-N-Bail. Mr. Calhoun suggested that Ms. Coppage contact
Nancy Branch to determine if it would be possible to advertise the event on the UTD busses.

f. **Benefits and Staff Development Committees** (Carol Lanham)
   Wendy Newton reported that the Committee continues to work on Staff Appreciation Day, which will be held June 30 from 10-2 in the Galaxy Rooms. They are working on marketing ideas and new ways to publicize the event. A sign-up sheet to volunteer will be distributed at the June Council meeting. Any departments that are willing to donate door prizes were asked to contact any member of the Committee.

g. **Faculty Senate** (Dr. Murray Leaf)
   No report

h. **Student Government** (Dina Shahrokhi)
   Ms. Shahrokhi reported that the new Student Government officers took office on May 1. Their first meeting will be May 18. They would like to have a Staff Council representative attend their meetings. The summer projects have not been finalized yet, but Dina will be working with Human Resources on expanding the Comet Discount program. She is also actively working on textbook reform. Mr. Calhoun asked for a volunteer to attend the Student Government meetings. Rena Read volunteered. She will get approval from her supervisor and confirm to Mr. Calhoun if she will be able to attend these meetings.

i. **Retired Faculty/Staff Association** (Sandee Goertzen)
   Ms. Goertzen reported that the association is currently working on collaborative programs with the retiree association of Texas Instruments. They will be having a seminar on May 18 featuring Dr. Wolfgang Rindler speaking on cosmology.

j. **University Committees**
   i. **Wellness**
      No Report
   ii. Parking and Transportation (Tysh Coleman)
       No Report
   iii. Campus Facilities (Daniel) – No Report
       No Report
   iv. University Safety and Security (Lynne Boyer)
       No Report
   v. Women’s Center (Jacqueline Long)
       No Report
   vi. IR Security, Planning, and Policy (Arturo Elizondo)
       No Report
   vii. Auxiliary Services Advisory (Patrice Holt)
        No Report
   viii. Deans and Directors (Daniel Calhoun)
ITEM #4

Report attached to minutes as an addendum

ix. Handbook of Operating Procedures (Daniel Calhoun)
Report attached to minutes as an addendum

2) Old Business

a. Staff Council Nominations
President Calhoun reported that the nomination period is now open and the Council has twenty spots to fill this year. The deadline to receive nominations is May 17. He also asked members whose terms are expiring to consider running again.

i. Staff Council Member Length of Service Qualification
In the past, the Staff Council has had a requirement that employees must have completed one year of service at UTD prior to serving on the Council. This has been a guideline and there is nothing in the bylaws requiring this. The consensus of the Executive Board is that one should have completed at least six months service at the time of nomination to the Staff Council. There was general agreement that this would be a good way to get more employees involved in Council early in their time here. Wendy Newton made a motion to approve changing the requirement from one year service to six months service at time of nomination. Darlene Coppage seconded the motion. The motion carried.

Mr. Calhoun stated that he would send an email to all staff reminding them that the nomination period is open and advising of the change in service requirements

b. CARE Award Winners
Mr. Calhoun stated that the CARE Awards were not publicized in the fall but six nominations were received, one of whom was a previous winner. The decision of the Executive Board was to award the CARE award to all five of these nominees. The fall 2009 CARE Award winners are:

Paula Austell Matthew Sanchez
Mary Dziorny Holly Worrell
Keith Ferguson

The CARE Award committee for spring is currently reviewing nominations. President Calhoun will announce the names of those winners at the next Council meeting.

c. President’s Coffee (April 26)
Mr. Calhoun reported that only six members were in attendance for the last President’s Coffee. President Daniel opened the meeting by discussing budget and construction issues. The Founders Building will open first, then MSET, then Student Services. He did state that we will not move people at the beginning of the semester, so if everything is not completed by July no one will move until September. Dr. Daniel noted that the city of Richardson is having a bond election in May and encouraged Richardson residents to vote. If passed, the bond election
will provide for infrastructure improvements on campus. This bond package has since passed. There was also discussion regarding the ongoing Staff Council problem with supervisors across campus not supporting employee’s service on the Council. Dr. Daniel promised to look into this issue.

3) New Business
   a. New Suggestions
      i. 2010-033: Parking on the West Side of the MP Building
         “The parking area on the west side of the multi-purpose building is an area where service vehicles park. Many times there are so many that they block the wheelchair access. I propose that a sign be attached to the fence that states something like 'do not block wheelchair access to ramp'. Perhaps even some painted lines on the ground.”
         
         Recommendation: It is the recommendation of the Executive Board to forward this to Rick Dempsey in Facilities Management to ask about potential signage or painting. James Barnes made a motion to follow the recommendation of the Board. Lynne Boyer seconded the motion. The motion carried.

      ii. 2010-034: Allow Staff Council to Send E-Mail to Staff
         “I would like to ask the Staff Council, who is the voice for "all staff", to collectively appeal to the Office of Communications regarding their newest guidelines on sending out mass emails to staff and faculty (not students, that's a different appeal). With the new guidelines in place it makes "getting the word out" to our colleagues about events and or things that benefit our staff, i.e., Valentine Candy, Jail and Bail, even Corporate Challenge. As a group, perhaps the staff could express the concerns of many that these restrictions are just that ... too restrictive! Many, if not most of the staff do not use the newest social networks, like Facebook or Twitter and some departments do not allow staff to use them. Therefore, this is not the preferred avenue for getting the word out. Please help! Thank you for your time to consider this request.”
         
         Recommendation: Inform the suggestion initiator that we are sensitive to the issue of employee communication but, so far, this has not been a barrier. We have sent three messages to the staff since the new policy started and all three messages were approved. The Staff Council is also considering new ways to communicate our activities.

         Wendy Newton made a motion to follow the recommendation of the Executive Board. James Barnes seconded the motion. The motion carried.

         Following the vote, there was general discussion regarding the need for some type of UTD community opt-in mailing list so that employees and others could get information not only about the Staff Council but regarding lost and found items, cars with lights left on, etc. Mr. Fleming suggested that rather than forwarding the suggestion to the Communications Office, it was the responsibility of the Staff Council to create a way to have this type of subscription list, and then present it as an alternate solution to the problem.

         Another suggestion was to have a website where departments could subscribe use this to publicize upcoming events,
Mr. Fleming noted that the Communications Committee has discussed this issue in their last meetings. They will continue to discuss and explore what options are available to fill the gap created by the new policy. They will report back to the Council with this information.

Darlene Coppage made a motion that the issue of internal communications with the staff be assigned to the Communications Committee for research and subsequent report back to the Council. Sheila Rollerson seconded the motion. The motion carried.

iii. **2010-035: Staff Picnic and Luncheons with Speakers**

“1) Have a staff day - perhaps at the start of summer - with games like at an old fashioned picnic - 3 legged races, etc & a BBQ - perhaps have t-shirts for purchase at a low price

2) Have monthly or quarterly staff luncheons with a speaker - perhaps one of our esteemed professors - with a set price for the lunch - maybe two entree's from which to choose...“

**Recommendation:** Inform the suggestion initiator that the Staff Appreciation Day on June 30 will incorporate some of the ideas above. Remind initiator of brown bag luncheons currently available from Multicultural Center, Human Resources, and Information Security.

Morgan Shockey made a motion to accept the recommendation of the Executive Board with the addition of pointing out other areas of information such as the Comet Calendar and UTD website to find information on programs. Sharon Edwards seconded the motion. The motion carried.

b. **Sandee Goertzen Staff Council Member of the Year Award**

The rules established for this award state that the previous year’s winner chairs the group who selects the current year’s winner. Last year’s award winner is no longer employed at UTD, so we will go to the previous year’s winner, Darlene Coppage, to chair the selection committee. She is currently working on nomination forms guidelines. The nomination forms will be distributed in June and the award will be given at the final Council meeting in August.

4) **Other Business**

   a. **Staff Appreciation Day (June 30)**

   President Calhoun reminded everyone to save the date for the Staff Appreciation Day on June 30. The Communications Committee will solicit questions for Dr. Daniel for the Town Hall meeting prior to the event.

   b. **Suggestions from the Floor**

   Ms. Coppage suggested that Mr. Calhoun explain in more detail the origin of the Sandee Goertzen Award and how it came to be. Ms. Goertzen created the Staff Council and served as Chair for many years. When she retired the Council wanted to find way to honor her work. Chris Dickson, former president of the Council, and others thought that the Council should have a way of honoring one of its own members for their work, so this award was created and named for Sandee Goertzen.
James Barnes made a motion to adjourn. Katrina Adams seconded the motion. The motion carried.

Respectfully submitted,

Vicki Carlisle
Staff Council Administrative Assistant
HOP Committee Report: May 2010

The Handbook of Operating Procedures (HOP) Committee met on April 28, 2010, in AD 3.104. The Intellectual Property Policy and Sustainability Policy have been revised slightly. They should both be sent to OGC soon.
The Faculty Senate has approved the new Financial Exigency Policy for submission to OGC. This policy applies to tenured faculty but this may be an issue the Staff Council would like to consider for staff terminations under similar financial situations.
The HOP Committee will meet again on May 26, 2010.

Submitted by
Daniel Calhoun
Staff Council President
May 10, 2010
The Deans and Directors met on May 6, 2010, in the TI Auditorium. The meeting began with two presentations from Information Resources. Lean Teutsch, Director of Information Security, spoke about E-discovery and litigation holds. A “litigation hold” is a directive from the Office of General Counsel that the university has a legal obligation to preserve information potentially relevant to a lawsuit or a possible lawsuit. Administrators who receive a litigation hold from OGC should contact Teresa Johnston, Director of Business Services, who supervises document retention procedures.

In many cases, the litigation will trigger a period of discovery and E-discovery. This process will collect all information, both electronically stored, and/or hardcopy documents that are relevant to a legal claim. The E-discovery process includes the actual information in documents as well as hidden metadata such as who created the document, when it was created, and when it was last modified. In the case of a litigation hold and E-discovery, documents (including E-Mail) should not be modified, destroyed, or altered in any way until after the discovery process is concluded.

Dr. Jim Gary, Wanda Mizutowicz, Larry Wilson, and Dr. Sue Taylor all spoke about the ongoing Gemini Project to replace our current HR and Finance systems with PeopleSoft. There will be some headaches as we migrate systems and procedures but there are groups working all over campus to try to mitigate these as best as possible. The new PeopleSoft systems will go live on December 1, 2010.

Provost Hobson Wildenthal announced the new Dean of Undergraduate Studies, Dr. Sheila Amin Gutiérrez de Piñeres. He spent some time talking about the importance of our 4-year graduation rate and how our rate is too low, especially given the high quality of our incoming freshmen. As UTD seeks to gain greater prominence, this is becoming a larger issue for us and will certainly be a major issue for Dr. Piñeres. The Provost also added that our budget projections for FY10 look fairly accurate with one quarter of the fiscal year remaining.

Submitted by
Daniel Calhoun
Staff Council President
May 10, 2010
## STAFF COUNCIL TREASURER REPORT MAY 2010

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Prepared by Vicki Carlisle
Regarding the Jonsson Restroom renovations, the following suggestions were made:

**Suggestion:**
Renovate the existing restrooms. It was mentioned that Dr. Terry had verbally committed to this project.

**Response:**
As of this date, no funds have been given to facilities to perform this work. Nor does Facilities have identified funds in its existing budget to cover such a project.

**Suggestion:**
Place additional trash cans by the doors of the restrooms to alleviate the mess close to the doors.

**Response:**
Facilities has placed and replaced trash cans next to the doors of restrooms across campus. The problem is they grow legs and wind up in peoples offices, classrooms, and labs. Our custodial crew will once again replace them. I would ask for your assistance in getting the word out to folks that if they need additional trash cans for their area, to please call facilities and we would be happy to provide.

Thank you for the opportunity to respond to the staff council’s suggestions.

Please don’t hesitate to call if you need anything.

Thank you.

KK

Kelly Kinnard
Director for Physical Plant Services
University of Texas at Dallas
800 West Campbell
Richardson Texas, 75080
ph. 972-883-2549
kellykinnard@utdallas.edu
Suggestion 2010-030 Response

We did have a light pole out at that location. Remaining lights were checked. All lenses cleaned.

We will check it tonight to see if we have trees interfering with the light spread.

Stay tuned.

KK

Kelly Kinnard
Director for Physical Plant Services
University of Texas at Dallas
800 West Campbell
Richardson Texas, 75080
ph. 972-883-2549
kellykinnard@utdallas.edu

We have identified 5 poles in the general area whose light is be diffused to varying degrees. This list has been handed over to the grounds department for prompt action.

Please let us know if you hear of any other areas of concern.

Thanks, KK

Kelly Kinnard
Director for Physical Plant Services
University of Texas at Dallas
800 West Campbell
Richardson Texas, 75080
ph. 972-883-2549
kellykinnard@utdallas.edu
I touched base with the contractors and here is what I found out.

**Student Services Building:**
The contractor was given a few green permits for a couple of his subs early on in the project. Those have since expired and those subs are done and no longer on the project. The superintendent did get 10 passes from the police department that are valid until the end of the project. Other than that, no other contractors have permission to park in the green. The overwhelming majority of the crews are taken back and forth by trucks to their personal vehicles parked in the remote “A” lot.

**MSET:**
I could find no evidence of MSET crews parking there and the superintendent advised no one has given permission to park in green and uses a similar transportation method as the SSB crews.

**Founders Renovation:**
The superintendent advised that no one associated with that project has permission to park in green and has told all his subs that they would be ticketed if they did.

**Campus Landscape project:**
A similar story. The superintendent has not given anyone permission. However, what I did find was several trucks from workers on the landscape project that are parking there by going by the guard shack and getting a daily visitor pass. In a couple of trucks, I noticed several days worth in the dash.

I could find no one associated with FM or OFPC that had given permission for contractors to park in the activity center parking lot other than the few permits that were given to the SSB contractor back in the summer of 2009 which have since expired.

Hope this helps.

KK

Kelly Kinnard  
Director for Physical Plant Services  
University of Texas at Dallas  
800 West Campbell  
Richardson Texas, 75080  
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REQUEST TO: Create a new charge for a Customer Service Campus-wide Committee

PERSON/GROUP MAKING REQUEST: Customer Service Committee Members with the support of the Vice President for Business Affairs

RESPONSIBLE UNIVERSITY OFFICIAL: VP Calvin D. Jamison

SUGGESTED STAKEHOLDER REVIEW PLAN:
Academic Affairs, Business Affairs, Research, Student Affairs, and Information Resources, Staff Council and Student Government

BACKGROUND INFORMATION/RATIONALE FOR REQUEST:

The original Customer Service Committee was established with representation of 30 employees from across the campus to enhance the efforts of UT Dallas as an institution that provides excellent customer service to its students, faculty, staff and the greater community. The committee was asked to analyze and define excellent customer service, determine customer service issues that needed to be improved, and develop guiding principles along with recommendations on implementation of the program.

Over the past two years, the Committee has initiated several projects to assist students, worked with the Staff Council on wellness and staff appreciation events, developed Customer Service guiding principles, initiated certification training in customer service and developed a website. A survey is being designed to measure/provide a benchmark of customer service satisfaction at the University.

The original committee has served the University for over two years. They would like to see the committee be represented by not only staff members, but by student and faculty representatives as well. They are requesting that the Customer Service Committee be changed to a University-wide committee similar to the Wellness Committee.
Policy Statement

The Campus Customer Service Committee is a University-wide Standing Committee appointed by the President at The University of Texas at Dallas.

The Committee will be appointed by the President and composed of at least nine (9) voting members, including three staff members, three faculty members and three student members.

Committee nominations may be made to the President as follows:
- Faculty members by the Academic Senate
- First term staff members by the current Customer Service Committee; subsequent nominations by the Staff Council
- Student members by the Student Government

To ensure continuity, staff and faculty members will serve staggered terms, with one-third of the faculty and staff appointments expiring August 31 of each fiscal year. Students will serve one-year terms. All
terms are renewable. If for any reason a Committee member resigns, the President shall appoint another individual to serve the remainder of the unexpired term.

The Committee Chair will be appointed by the President annually. The Vice President for Business Affairs will serve as the Responsible University Official (RUO). The RUO shall convene the first meeting of the Committee each year. The Committee shall meet at least quarterly.

Policy History

Issued: (Issue date)

Policy Links

Government Code, Chapter 2114. Customer Service
The Handbook of Operating Procedures (HOP) Committee met on May 26, 2010, in AD 3.104. The revision to our Staff Council Bylaws will likely be classified as an editorial change, and not a substantive change. This means the change can be made locally and will not require approval from UT System and the Office of General Counsel.

The Parking and Transportation Committee charge is being modified to add the Police Chief as an ex officio, non-voting member. The chief was removed from that committee when the Budget Director was added but now the chief is being added back as a non-voting member.

Several UTD policies are still pending at the OGC: Effort Certification, Intellectual Policy, Student Media, Fitness for Duty (staff and faculty), Financial Exigency, and the Faculty Budget Committee charge. The Sustainability Policy has been approved, posted, and circulated. The Bacterial Meningitis Policy has been approved by OGC and should be posted soon.

The Customer Service Committee was established as a committee of 30 employees from across campus to enhance the university’s efforts to provide excellent customer service to its students, faculty, and staff. That original committee would like to be reconstituted as a university-wide committee represented by students and faculty in addition to staff members. The charge for a new Campus Customer Service Committee will be circulated to various stakeholders, including Student Affairs, Student Government, Academic Senate, and Staff Council.

The HOP Committee will meet again on June 23, 2010. The committee will not meet in July or August.

Submitted by
Daniel Calhoun
Staff Council President
June 2, 2010