

## U.T. DALLAS STAFF COUNCIL MEETING MINUTES

September 10, 2003

Green Center Commons

9:00 a.m.

**Members present:** Andy Aquatero, Peggy Attari, James Barnes, Christy Baxter, Paul Bogan, Laurie Brown, Rickie Brown, Daniel Calhoun, Deborah Day, Mary-Margaret Echevarria, Lisa Garza, Sandee Goertzen, Barbara Gordon, Roberta Green, Kathy Gribble, Gayle Holt, Darlene Johnson, Fatiah Lambert, Carol Lanham, Jacqueline Long, Betty Loy, Matthew Makowka, Pat McEachern, Kent Mecklenburg, Trudy Muller, Rochelle Pena, Karla Perez, Emebet Sahle, Tina Sharpling, Keith Stelzenmuller, Doug Vass, Sally Zirkle

**Members absent:** April Gauer, John Turner

**Ex-officio:** Sandra Biddle, Don Davis, David Maldonado, Wendy Newton

**Chair David Maldonado called the meeting to order.** A motion was made and seconded to approve the minutes from the meeting held on August 13, 2003.

**Elections:** The elections for executive officers for the 2003 – 2004 terms were held by David Maldonado and Don Davis. The results are as follows:

Sandee Goertzen – Chair

Kent Mecklenburg – Vice Chair

Recording Secretary/Parliamentarian – Deborah Day

Corresponding Secretary/Historian – Peggy Attari

Treasurer – Christy Baxter

### **Reports**

**Executive Committee:** David Maldonado reported that the Executive Committee had met on September 3, 2003. The committee reports were reviewed and the agenda was set for this day's meeting.

**Treasurer's Report:** Ms. Goertzen presented the treasurer's report, which she indicated is a "draft" copy, because some charges had not been applied. The current balance in the State Account is \$0, the balance of the Designated Funds account is \$176.28, and the current balance of the Scholarship account is \$3185.85. A final report for August will be made available in October.

**Benefits:** Ms. Biddle reported that the committee did not meet in August. She reported that the Staff Scholarship Mission Statement was not resolved and would need to be addressed by the upcoming committee. She indicated that the Poinsettia Sale and the Balloon Sale had both been profitable and wanted to thank the committee members and non-committee members for their hard work in making them successful.

**Communications:** Ms. Attari reported that the committee had prepared four newsletters,

one of which would appear soon. Projects that were worked on during the year were the Fall Forum 2002, University-wide Outlook calendar (which was deferred to the University Calendar Committee), a new Staff Council webpage design, and other publicity needs for the Staff Council. Ms. Attari thanked her committee members for their hard work during the year.

**Staff Development:** Ms. Newton reported that the projects they had worked on included the A to Z guide, which is a never-ending process as the University is an evolving and ever-changing entity. The guide now is posted on the Staff Council webpage and the Human Resources webpage. The Callier Pre-school Supply Drive was a success, with donations of 941 items and \$200 in cash. The committee had also worked with Walter Sutton on a display case, which is planned for the HRA building to display, at least, a plaque of CARE award winners. Ms. Newton thanked her committee members for their enduring work over the year.

**Parking & Security:** No meeting.

**Campus Facilities and Oversight:** Ms. Attari reported that there was no meeting.

**Safety:** Mr. Davis reported that during the year much progress had been made in the Safety Council. The overall direction of the Council was to create Safety Manual templates for each department of the University to create, adhere and enforce their own safety guidelines. Some changes for the upcoming year include more involvement in the Safety Council by the Faculty Senate and the Biosafety Committee.

**Women's Center:** Ms. Echevarria reported that the week's event for the Women's Center was "Date Rape Awareness Week".

**Faculty Senate:** No report.

### **New Business:**

**Meeting Place and Time:** Ms. Goertzen inquired about a different meeting place or time. The current meeting time of the second Wednesday of the month at 9:00am and meeting place of the Green Commons was acceptable.

**Committee Assignments:** Mr. Mecklenburg, in his duty as Vice-Chair, will oversee committee assignments. Forms were passed out to Council members to request their preferences. Committee assignment will be based on the member's preferences, adequate district representation within each committee and continuity with last year's committees.

**Suggestion 2003-2011-S** was presented by Mr. Davis.

"Can a water fountain and restroom be installed in the information booth on University Parkway? It is not convenient to those who work in the booth to leave their post to find accommodations in another building."

A motion was made and seconded for the Chair to forward this suggestion to the Campus Facilities and Oversight Committee and to the University ADA officer.

**Newsletter Distribution:** Ms. Attari requested additional funds for the distribution of the newsletter in the amount of \$100 over the cost of printing, to affix mailing labels to the newsletters for distribution through campus mail. She indicated that some staff members had complained that they hadn't received copies during the year. A motion was made and approved to table this request for further review.

**Other Business, Announcements and Miscellany**

1. Ms. Biddle announced that cookbook sales would occur during the upcoming Sounds of Class event and that she needed a few volunteers.
2. Ms. Goertzen announced that the Fall Forum was being planned for the first week in November.
3. Ms. Goertzen announced that the Service Award ceremony would be held on November 6, 2003 and the location would be announced later.
4. Ms. Goertzen announced that there were two new University committees: Strategic Planning and Tuition & Fees.
5. Ms. Pena enquired about the staff Comet Card problem that had been addressed at a previous meeting. Mr. Maldonado indicated that he was still pursuing the matter.
6. Ms. Goertzen announced that the Retiree Proposal was still in the works and had been tentatively approved, but that issues need to be addressed, such as who and what department would administer the benefits.

There being no other business, the meeting adjourned.

Respectfully submitted,

Don Davis  
Staff Council Vice-Chair  
2002-2003  
September 26, 2003