

U.T. DALLAS STAFF COUNCIL MEETING MINUTES

October 8, 2003

Green Center Commons

9:00 a.m.

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

Members absent: Paul Bogan, Darlene Johnson, Jacqueline Long, Matthew Makowka, John Turner

Ex-officio: Murray Leaf and Claire Occhipinti

Guest Speakers: Leah Teutsch and Paul Schmehl, Computer Security

Chair Sandee Goertzen called the meeting to order. A motion was made to correct the minutes from the September 10, 2003 meeting. The minutes were amended to read Campus Facilities Oversight Committee. The motion was seconded and the motion passed.

Reports

Executive Committee: Sandee Goertzen reported that the Executive Committee had met on September 30, 2003. The agenda was set for today's meeting and the Committee's annual reports reviewed. These reports will be made available on the Staff Council's web site soon. Congratulations were extended to the new Chairs' and Secretaries serving on the committees this year. The Chair for Benefits Committee is Rochelle Pena, Secretary Carol Lanham. The Chair for the Communications Committee is Daniel Calhoun, Secretary Trudy Muller. The Chair for the Staff Development Committee is Laurie Brown, Secretary Pat McEachern.

Each committee Chair and Officer has been asked to write a procedural guide for their position. These procedures will server as training guidelines for that position.

Final Treasurer's Report for FY 02-03 was presented; clarification was made on ending balances as of 8/31/03.

Treasurer's Report: Ms. Baxter reviewed the balance sheet, indicating that the current amounts included \$ 2,816.12 in State Funds, \$ 2,246 in Designated Funds and \$ 3,185.85 in the Scholarship Account. The interest earning on the Scholarship account was not known at this time but would be clarified at next month's meeting.

Benefits: Ms. Pena reported that the committee will be continuing the development of the Scholarship guidelines.

The locations for recycling Cartridges are posted on the Staff Council web site. If the location in your district is not correct, please report this to Carol Lanham. Ms. Pena would like to schedule a pick up date of the cartridges soon.

The Poinsettia sale kick off starts today, everyone was asked to take a poster to advertise the event.

Communications: Mr. Calhoun reported that the committee held their first meeting on September 24, 2003 and has distributed the September issues of the newsletter. Mr. Calhoun reported that the annual Staff Council's Fall Forum will be held on Wednesday, November 5th at 9:00am in the new School of Management building. The Staff Council is soliciting questions from all staff members. Questions will remain anonymous, but should not address individual grievances. Questions should be submitted no later than Tuesday October 14th.

The committee is also working on a feedback survey from last year's Fall Forum. This report will include comments from staff and will be sent to Dr. Jenifer along with questions for this year's Forum.

Staff Development: Ms. Brown reported that the committee held their first meeting on September 25, 2003. Each member is encouraged to submit ideas in areas of interest that would benefit the staff. Thank You notes have been received from the children at the Callier Center. Pictures of the children at the Callier Center are posted the P drive/organizations/staff council/callier school drive.

The committee will meet on the third Thursday of each month in the SOM.

Parking & Security: No meeting.

Campus Facilities and Oversight: No meeting.

Safety: No meeting.

Women's Center: Ms. Zirkle reported that the Center has a new counselor, Shannon Campbell. The upcoming events supported by the Women's Center are Race for the Cure and Flu Shots for staff. The center is offering their services as a mediator in conflicts between staff/student and department. This is open to males as well as female students. Please contact the Women's Center if you have any suggestions for guest speakers this year.

Faculty Senate: Dr. Leaf reported that the important business at hand is the nomination of the three faculty members will serve on the selection committee for the new President.

New Business:

Suggestion 2004-001-S was presented by Ms. Goertzen.

Why wasn't HR's People Admin. Training provided to all the employees that are responsible for completing paperwork for hiring?

When a new system or process is implemented the standard procedure should include across the board training of all users of the system or process.

A motion was made and seconded for the Chair to forward this suggestion to Larry Wilson, Director of Human Resources.

Suggestion 2004-002-S

Critical “Liaison Training” sessions this past year were scheduled on budget deadline dates and at year end closing making it impossible to attend.

Can we request that HR coordinate its training schedules after consulting with Budget and or Financial Reporting as to these critical dates?

Also, if the training classes are to educate the Liaison’s as to new programs that are being implemented, several sessions should be offered to accommodate the staff that needs the training.

A motion was made and seconded for the Chair to forward this suggestion to Larry Wilson, Director of Human Resources.

Ad hoc Committee to review guidelines/districts

Ms. Goertzen recommended that an ad hoc committee be formed to address the current Staff Council districts and guidelines. The School of Management’s move has started a domino effect of department moves on campus changing the population represented in certain districts. This committee’s task would be to look at each district and recommend any changes and establish guidelines for future use.

This committee’s recommendations will need to be sent to the Executive Committee by the first of December so the Staff Council can review and implement any changes before the February elections.

The members that volunteered to serve on this committee are, Carol Lanham, Roberta Green, Rochelle Pena, Mary Margaret Echevarria and Peggy Attari. Ms. Goertzen asked Ms. Attari to call the first meeting and at that time determine a Chair for the committee.

UTD Homecoming

The Homecoming Parade is scheduled for Saturday November 1st. This year’s theme is “Comet Fest” building on tradition. General discussion about Staff Council’s role in the parade followed. Kent Mecklenburg agreed to work with staff that was interested in participating. A motion was made that an ad hoc committee be formed to work on a float for Homecoming and that they be given up to two hundred dollars to cover expenses. The motion was seconded and was approved.

District Coffees

Ms. Goertzen reported that the districts coffees with the President were determined by a drawing to arrange a scheduling order. The first district to have coffee with the President

is district six, scheduled for October 23, 2003. The remainder of the coffees with the President will be scheduled in this order, district 3, district 1, district 4, district 5 and district 2. Calendar dates for these events will be determined later.

Name Tags

Ms. Baxter presented a style of name tag with a magnetic fastener that was furnished by a local vendor. The recommendation for the wording on the name tag would be The University of Texas at Dallas, Staff Council and the individual's name. The cost would be about \$ 5.25 per name tag and could be ordered in time for Fall Forum. A motion was made to spend no more that \$200.00 on the initial order and to furnish new Staff Council members with name tags as needed on a continuing basis.

Flu shots

Mr. Maldonado reported that the Staff Council will sponsor staff flu shots again this year. The dates for these shots are November 11th from 10:00 am-12:00 pm and November 12th from 2:00pm until 4:00pm in the Multipurpose Building, AD 3.104. The cost of the shot is \$10.00 and volunteers are needed for both days. David Maldonado is the contact.

CARE Awards

CARE Award posters and flyers need to be distributed after the meeting. The deadline for nominations is Friday October 31st. The signs were also ready for the representatives to place on campus.

Presidential Search Committee

Ms. Goertzen reported that the Executive Committee had met to discuss the process of electing a staff representative to participate on the Advisory Committee in search of President Jenifer's successor. Service on this committee will require a substantial commitment of time. Confidentiality in regards to the names of the candidates will be absolutely crucial up to the last 21 days, when they must by law become public. The representative elected to this committee will be the staff's voice and must be an effective communicator.

The Executive Committee's recommendation is that this representative be nominated by Staff Council Representatives but that this person does not have to be currently serving on Staff Council.

After discussion, a motion was made and seconded to accept the Executive Committee's recommendation. The motion passed.

With such a short time to select this representative, the Executive Committee has agreed that the names of the nominees along with a brief description in paragraph form be sent to Executive Committee. The Executive Committee will then select the top three candidates and send this list to the Staff Council for a vote. This is a short turn around, but it is necessary due to the time constraints we have for submitting our employee's name to Vice Chancellor Sullivan. The e-mail ballot will be sent out on Wednesday, October 15th and will have to be returned to Ms. Goertzen by the 20th via e-mail.

Other Business:

The date for Staff Service Awards has been moved from November 6th to sometime in January.

The Police need help in catching the person (s) responsible for the numerous cases of vandalism to cars on campus. Please be vigilant in reporting any suspicious behavior on campus.

The newly approved revised operating guidelines of the Staff Council were distributed to all Staff Council members.

There being no other business, the meeting adjourned.

Respectfully submitted,

Deborah Day
Recording Secretary/Parliamentarian
October 27, 2003