

U.T. DALLAS STAFF COUNCIL MEETING MINUTES

November 12, 2003

Green Center Commons

9:00 a.m.

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

Members absent: Paul Bogan, Daniel Calhoun, Jacqueline Long, Matthew Makowka, Pat McEachern and John Turner.

Ex-officio: Murray Leaf and Claire Occhipinti

Guests: Cornelia McCowan and Larry Wilson

Chair Sandee Goertzen called the meeting to order. A motion was made to correct the minutes from the October 8th meeting. The minutes were amended to include April Gauer in attendance during the October meeting. The motion was seconded and passed.

Reports

Executive Committee: Sandee Goertzen reported that the Executive Committee had met on November 5, after the Fall Forum. Care Award nominations deadline was October 31, 2003 and thirty nominations were received for this semester. All nominations have been sent to the committee. The clocks that are given to the Care Award recipients will be purchased from a new vendor. The new clocks will be less expensive and a better quality. The Care Awards will be presented sometime in January.

Betty Loy was elected our representative to the Advisory Committee for the Presidential Search and has started meeting with faculty representatives on this committee as well.

Treasurer's Report: Ms. Baxter reported the following balances in these specific accounts.

- State Account – Balance as of October 31 is \$2,520.35
- Designated Funds – Net income as of October 31 is \$2,505.75.
- Scholarship accounts- account balance as of October 31 is \$ 3,258.67. Interest earned this last fiscal year was \$ 72.82.

Donations totaling \$302.50 were received the first day the Flu Shots were given.

Benefits: Ms. Pena reported that the committee will be meeting to discuss the Scholarship guidelines and will plan on presenting them to the Executive Committee during the December meeting.

The Poinsettia sales are going well, the deadline for orders is November 26th at 4:00 PM and delivery will be Tuesday December the 2nd.

Other on going projects include Cook Book sales and Ink Cartridge recycling.

Communications: The Secretary, Trudy Muller reported that the Fall Forum was a success. The Communications Committee members served as greeters and ushers; the estimated attendance was around 300 staff members. The committee members also handed out questionnaires concerning the Fall Forum. This has been a useful tool in evaluating the success of this event.

The committee has also distributed the fall issue of the Sun and will schedule their next meeting in January 2004.

Staff Development: Ms. Brown reported that her committee was prepared to make a recommendation to the Staff Council for the location of the trophy case. This will be voted on during the meeting today.

Homecoming Parade: Kent Mecklenburg reported that 13 people participated in the Staff Council's entry. A special thank you to Peggy Attari and her family for their extra support of the event. Prizes were presented but not to the Staff Council's entry. The sponsor of the event offered to the first 40 groups up to \$100 reimbursement of expenses. Mr. Mecklenburg has submitted his receipts for the hard hats, flags and candy. If these expenses are not reimbursed through Student Services he will submit them to the Staff Council.

Redistricting Committee: Ms. Attari reported that this committee has planned to meet every Thursday to draft their proposal for redistricting. They are still in the early stages of this developing this proposal.

Parking and Security: Ms. Loy reported that the committee did meet without Mr. Lovitt. Some of the concerns ranged from the School of Management to Lot D and the lack of adequate lighting and sidewalks. The committee is recommending that sidewalks and lighting be installed as soon as possible.

The issues of lighting and cross walks on Drive A were also concerns addressed by Dr. Jenifer at the Fall Forum.

The parking garage that is scheduled to be built this next year will have over 500 parking spaces, the expected completion date is not known at this time.

Parking and Safety concerns can be submitted by e-mailing Betty Loy.

Campus Facilities and Oversight: No meeting

Safety Committee: Kent Mecklenburg reported that the committee met on October 17th and discussed some of the same issues that were covered by the Parking and Security Committee. One of the issues not yet determined is how this committee's recommendations will be adapted into University policy.

The Safety Committee is requesting sub-set manuals from each department addressing

safety concerns in their areas. This information will be compiled and placed on a designated web site. This is the first step in developing a written Safety plan and coordinating it campus wide.

Women's Center: Ms. Zirkle reported that the Women's' Center has had a successful month of events. Flyers are available to distribute explaining upcoming events.

Employee Advisory Council: David Maldonado reported that the Employee Advisory Council met October 13th and 14th. This was the first meeting with new members whose appointments run September 1, 2003 through August 2005. The Standing Committees also met for the first time for this FY to appoint the committee chair and vice chair. Each year the EAC has the opportunity to meet with the Board of Regents to present information and make recommendations regarding issues of importance to the employees of The University of Texas System. The EAC Executive Committee will meet with the Board of Regents in Odessa for a brief meeting and luncheon on November 14th. The recent staff newsletter has some interesting information on U.T. Galveston and the EAC website.

Flu Shots: Two hundred forty eight shots were administered on Tuesday November 11th. The remaining shot available for today is 152. Thank you to Ron Biddle and the Office of Environmental Health and Safety for sponsoring the program this year.

Faculty Senate: Dr. Leaf reported that the important business was to review a plan to consolidate the IR committees for Security and Policy and Planning. The Faculty Senate will put on the agenda to vote on making the Security Committee a sub committee of the Policy and Planning committee. This recommendation is being made in hopes of improving long range planning.

The second item on the agenda is the Advisory Committee for the Presidential Search Committee. The faculty elected the following three members to serve on this committee, Murray Leaf, Robert Nelson and Ramaswamy Chandrasekaran. The committee is optimistic that it will be a good search for Dr. Jennifer's replacement.

Old Business:

Suggestion 2004-001-P Training for new systems; A written response was received from Larry Wilson. A motion was made and seconded to accept the response. Ms. Goertzen called for a roll call vote, the motion passed.

Suggestion 2004-002 –P Coordination of Training Schedules; A written response was received from Larry Wilson. A motion was made and seconded to accept the response. Ms. Goertzen called for a roll call vote, the motion passed.

District Coffee: Representatives from District 6 met with President Jenifer on October 23rd. He covered some general topics and answered individual questions.

District 3 is scheduled to meet with Dr. Jenifer on December 2nd.

Display Case: Ms. Brown reported that the Staff Development Committee is ready to recommend to the Council that the location for the display case should be in the Multipurpose Building on the second floor. The Office of Human Resources Lobby was an approved location but the committee stands behind their recommendation of the Multipurpose building.

A motion was made and seconded to accept the recommendation of the committee on the location. The motion passed 17 to 11.

The Staff Development Committee will make recommendations of their selections for wood and colored background for the case.

New Business:

Suggestion 2004-003-S was presented by Ms. Goertzen. The issue concerned the possible need for a sanitary location for nursing mothers. Currently the only facilities available for nursing mothers are bathrooms or possibly an office.

After much discussion the recommendation was made that the Staff Council should support this issue. A motion was made to accept this suggestion and send it on to the Women's Center, Core Committee for Women and Minorities, Human Resources and Mr. Lovitt.

Suggestion 2004-004S was presented by Ms. Goertzen. The issued concerned tuition benefits for staff. A motion was made that this issue be sent to the Benefits Committee who will develop a formal proposal for Staff Council to submit to the President. The motion was passed.

Presidential Search Committee: Betty Loy addressed the Staff Council with the request for the staff to take ownership and become a voice through her representation on this search committee.

Now is the time for the staff to get thoughts together and discuss with Ms. Loy issues that should be presented in this committee.

The recommendation was made to give Betty Loy time during the December meeting to discuss thoughts and concern with staff and council members.

Other Business:

Service Award Ceremony is rescheduled for January 29th, 3:00 pm, location to be announced.

Return all Care Award signs as soon as possible.

There being no other business, the meeting was adjourned.

Respectfully submitted,

Deborah Day
Recording Secretary/Parliamentarian
December 3, 2003