

U.T. DALLAS STAFF COUNCIL MEETING MINUTES

December 10, 2003

Green Center Commons

9:00 a.m.

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

Members absent: Paul Bogan, Kathy Gribble, Mathew Makowka, Rochelle Pena, Tina Sharpling, John Turner.

Ex-officio absent: Murray Leaf and Claire Occhipinti

Guests: Paul Hart, Jay Reimer, Jody Nelson, Barbara Seale, Diane Lafving, Lauren De Cillis and Ed Triplett.

Chair Sandee Goertzen welcomed Council members and guests and turned the meeting over to Betty Loy, the staff representative elected to serve on the Presidential Search Advisory Committee.

Ms. Loy distributed a questionnaire with the challenge of formulating our questions and concerns as a cohesive unit to this search committee. Ms. Loy informed the Staff Council how the search is progressing and the three step process developed by the Chancellor's representative. Phase I was appointing every member that will serve on the search committee. The first collective meeting of the entire Search Committee is tentatively scheduled to meet on January 26, 2004. Phase II is comprised of several steps. Step one will be a call for nominations, step two the Executive Search firm that has been hired, will be culling out nominee's that would not fit the criteria. The initial contact for interviewing candidates would also be scheduled during this time. Phase III would be the submitting of the list of appropriate candidates to the Regents. The Regents and the Chancellor would make the final decision.

It is estimated that the process described will take over a year to accomplish. Ms. Loy stated that she will provide a monthly progress to the Staff Council. Ms. Loy also challenged the staff to imagine what "the next level" of excellence in higher education would look like, from the staff's perspective.

Ms. Loy asked that all questionnaires be returned to the Staff Council at MP10.

The Chair Sandee Goertzen called the meeting to order. A motion was made and seconded to correct the minutes from the November 12th meeting the motion passed. The minutes were amended to correct the name Kent Mecklenburg. A motion was made to approve the minutes as amended, the motion was seconded and the motion passed.

Reports

Executive Committee: Ms. Goertzen reported the Executive Committee met on December 3rd and discussed all the items on the agenda for today.

The first meeting of the Retiree Association was held yesterday December 2nd in the

Conference Center. Invitations had been sent out, approximately 40 Retirees attended. Information was shared about the use of the library, parking decals and all the things they will be able to utilize on campus. Ms. Goertzen also shared with the group a brief history of the Staff Council and how the Retiree Association came about, giving credit to the Staff Council.

On the agenda was the actual formation of the Association for the Retirees. Comments from the retirees ranged from satisfaction that the association has finally been formed, to volunteering on campus.

Budget Policy that was discussed last month; a letter was sent to the President and Mr. Lovitt. An official reply has not been received yet but Mr. Lovitt did mention to Ms. Goertzen that the policy is under review. He also clarified that there is a 30 day period after an employee terminates before a replacement can be hired but the advertising and interviewing process can be done during this time.

Human Resources have asked the Staff Council for photos to use in their new employee orientation presentation. The Executive Committee is recommending that a group of photos be submitted representing the different activities of the Staff Council. Peggy Attari has volunteered to collect the collage of photos, and that during the January meeting a group Staff Council photo will be taken. It was also suggested that this group photo be taken every September updating the representatives. Each Staff Council member will need to sign a release before the picture can be sent to Human Resources.

District three coffee with the President has been changed again; it is now scheduled for December 11th.

We are hoping to invite Mr. Lovitt to be the guest speaker for January. We will ask him to go over the Master Plan for us. This plan is now on the web and can be reviewed by staff before the meeting in January.

Betty Loy has accepted a position at the Callier Center and will be leaving the UTD main campus. She has asked to continue on the Staff Council as a member at large; the Executive Committee has accepted her request. Next week her replacement in District 6 will be announced.

Two new agenda items need to be added today if the Staff Council approves; proxy voting under new business and under old business the continuation of the display case discussion.

Treasurer's Report: Ms. Baxter presented the Treasurer's report. The current balance in the State Fund account as of November 30th is \$2,520.35. The Designated Funds account balance is \$ 3,377.25 and the Scholarship Account balance is \$ 3,258.67. Ms .Baxter reported that a total of \$ 406.50 was received as donations during the administering of the flu shots.

Benefits Committee: Carol Lanham, in Rochelle Pena's absence, reported that the last meeting of the committee was November 14th. She also reported that the poinsettia sales went well; the net profit from the sales was \$ 1,089.75.

A total of 227 poinsettias have been sold, 120 of the poinsettia's sales were to institution sales, and individual staff sales were down from last year.

The Benefits Committee will be presenting at today's meeting the recommendations for

Scholarship Guidelines. The Benefits Committee will be working on the tuition benefits proposal during their next scheduled meeting Friday, December 12th.

Communications: Mr. Calhoun reported that his committee met on November 10th, when they distributed the last newsletter in advance of the flu shots. The next edition of the newsletter is scheduled for early February; the deadline for submitting articles will be announced later.

Staff Development: Ms. Brown reported that the committee will be submitting a survey in the next newsletter concerning the interest in IR training classes for the staff. Various classes have been offered in the past for the cost of the workbook, these training sessions were very helpful. The committee will continue to look for ways to improve the updates for the A-Z guide.

The committee is ready to make their recommendations to the Staff Council concerning the display case. The staff will have an opportunity to vote on the selection of wood and background fabrics.

Parking and Security: No meeting

Campus Facilities and Oversight Committee: No meeting

Safety Committee: Mr. Mecklenburg stated that the committee is reviewing their survey reports. This committee is also looking at a standard way of reporting problems when using different facilities across campus and making sure the problems get fixed. They are seeking information from the Safety Officer concerning this issue. The committee's next meeting will be this Friday, December 12th.

Women's Center: Ms Zirkle reported that the Friends of the Women's Center met on Monday November 24th. The programs sponsored this last year have been successful; their new web page is now available. The Women's Center is currently participating in a new project called Generation X, sponsored by the Department of Labor. The pilot program will begin this January and continue to sometime in August, the program targets women ages 22 to 35 years of age, this is part of a \$ 99,000 grant the center has received. The center is also trying to get the AAUW (Association of University Women) on campus; a meeting is scheduled for today at 4:00 pm.

Faculty Senate: No report

Old Business

Flu Shots: Ms. Baxter reported that 356 shots were given and a total of \$ 406.50 was received in donations. The one glitch that was discovered is in the way the e-mail announcements were made across campus, next year the email will include faculty as well as staff.

Redistricting Report: Ms. Attari presented the committee's proposal for redistricting that would increase the number of districts to seven. The projected redistricting plan will be subject to change again if and when additional departmental moves occur on campus. A suggestion was also made to schedule the district elections as late in the spring as possible

because the change to the guidelines regarding this redistricting plan will need to be submitted to U.T. System for approval. The proposed redistricting changes and ending terms for some district representatives could leave the Staff Council without senior members particularly in the district number 7. A recommendation was made to extend the terms for Jackie Long and Kent Mecklenburg for one additional year to provide this new district senior representation. A motion was made to accept the redistricting proposal as presented by the committee; the motion was seconded and passed.

Report from Chief Ridge: Karla Perez reported that the entrance to parking lot J and drive A will be changed during the holiday break. The modification will align the entrance to Lot J with Rutford Avenue making this intersection a four way stop. The lot will have three lanes at this location, one lane for entrance, a left turn only lane, and a lane that you can go straight across to Rutford or turn right. Additional improvements will also include crosswalks, sidewalks at this intersection and flashing school zones lights on Drive A.

Suggestion

2003-011-S-ADA Coordinator, restroom and water in Guard Station: A response was received from Vivian Rutledge, stating that this is not an ADA issue. If there are labor issues, the employee should contact their supervisor or HR for assistance. After discussion a motion was made to send the response back to the initiator. The motion passed.

Scholarship Guidelines: Ms. Lanham presented the Scholarship Program Guidelines and the Award Criteria that was developed by the Scholarship Committee. The program guidelines were amended to state that the Benefits Committee will select a Scholarship Chair from within the Benefits Committee. The Chair will act as a coordinator and will not be a voting member of the Scholarship Committee. The Scholarship Committee is technically the Benefits Committee.

A motion was made to accept the Scholarship Guidelines as amended; the motion was seconded and passed.

Display Case: Ms. Brown presented the committee's recommendations for the color of wood and fabric for the display case. The wood tone recommendation is the darker wood and the two background fabrics choices are red and oyster.

The first motion made was to accept the recommendation of the wood finish, the motion passed and the majority vote accepted the finish of dark wood.

The second motion was made to accept the recommendation of the two background choices, the motion passed. The majority vote was in favor of the oyster background for the display case. We would like to thank the Staff Development committee for the time and effort to bring this task to a close.

New Business:

2004-005-S- Non –State Bulletin Board. A suggestion was received inquiring about a Non-State Bulletin Board.

Daniel Calhoun reported that there are established bulletin boards it's just that they are not utilized. A motion was made to respond to person to let them know that the technology exists and this information will be put in the next Staff Council newsletter. The motion passed, Mr. Calhoun will assist in writing the response.

2004-006-S Staff/Student Comet Card, dual identification; after a discussion period a motion was made to send this suggestion to the Benefits Committee, the motion passed.

2004-007-S All Tuition and Fees Waived; A motion was made to send this back to the Benefits Committee who is working on this issue. The motion passed.

2004-008-S Paycheck Shortage Issues – The suggestion indicated that because of the way our monthly salary is calculated, possible shortages are incurred. A motion was made that this suggestion be sent to David Maldonado, Director of Payroll. The motion passed.

CARE Awards: The CARE awardees for Fall 2003 are; Rickie Brown, Arthur Gregg, Connie Hoggard, Teresa Lynd, Mark Phillips and Kim Winkler. The ceremony date will be announced soon.

Proxy Voting: After the November meeting it was discovered that a district member sent a staff member to attend the monthly meeting with a proxy for voting. Operating Guidelines for Staff Council clearly states that “only elected Staff Council members present may vote”, by our rules this is forbidden.

There being no other business, the meeting was adjourned,

Respectfully submitted.

Deborah Day
Recording Secretary/Parliamentarian
December 19, 2003