

U.T. DALLAS STAFF COUNCIL MEETING MINUTES

February 11, 2004

Green Center Commons

9:00 a.m.

Members Present: Peggy Attari, James Barnes, Laurie Brown, Rickie Brown, Paul Bogan, Daniel Calhoun, Mary Margaret Echevarria, April Gauer, Lisa Garza, Sandee Goertzen, Kathy Gribble, Gayle Holt, Kent Mecklenburg, Mary Janes, Fatiah Lambert, Carol Lanham, Betty Loy, Pat McEachern, Ramona Metcalf, Trudy Muller, Rochelle Pena, Karla Perez, Emebet Sahle, Doug Vass, Sally Zirkle, Tina Sharpling, Darlene Johnson, Jacqueline Long and Deborah Day

EX OFFICIO: Murray Leaf, Claire Occhipinti

Members Absent: Andy Aquatero, Christy Baxter, Barbara Gordon, Roberta Green, and Keith Stelzenmuller and John Turner

Chair Sandra Goertzen welcomed Council members and turned the meeting over to Debra Marable, Assistant Chief of campus Police and Colleen Ridge the Chief of Police for UTD. They gave presentations on the Police Department and responded to questions

The Chair Sandra Goertzen called the meeting to order. A motion was made and seconded to accept the minutes from the January 14th meeting. The motion passed.

Reports

Executive Committee: Ms. Goertzen reported the Executive Committee met on February 4th and discussed all the items on the agenda today.

Ms. Goertzen passed around photos of the Staff Council that will be submitted to the Department of Human Resources for orientation.

Ms. Goertzen reported that the display case now has trophies, etc. thanks to Rickie Brown and Karla Perez. The Staff Development Committee is going to be working on a procedure to get the trophies in, and then back to their homes on a rotation basis. They are also going to be making suggestions as to an identifier to be placed on the case. We've had a lot of comments about the case and how nice it is and "about time" comments. Thanks to the Staff Development Committee for their hard work.

Ms. Goertzen welcomed the new representatives: Ramona Metcalf who attended the Staff Council meeting in January, but now is officially assigned to the Communications Committee. Mary Janes couldn't be with us last month, but she's here today. Mary will be on the Staff Development Committee.

Signage is still an issue on campus. Dr. Leaf brought it up at the last Academic Senate meeting and Dr. Terry in the Provost office has been given the assignment to come up with a solution. Hopefully there will be resolution soon.

Ms. Goertzen sent out an e-mail reminder that if anyone has any of the Staff Council signs that we placed out around campus for the CARE Awards and most recently the Fall Forum, please let her know. We've lost about four of them.

Don Davis has volunteered to chair the ad hoc Nomination and Elections Committee again this year. So, the process will be starting soon.

In December, the Staff Council approved the redistricting plan and during the discussions regarding redistricting, District 7, will be a new district. In order to have continuity and longevity, it was recommended that the two representatives currently in District 2 that will be moved to District 7 have their

terms extended by one year. Then the new representatives elected to that District will have two year terms to get that new district on track.

The Staff Council approved the Chair's request to place this item on the agenda.

The second week in March is Spring Break and we need to discuss whether it will be a problem with representatives taking that time off. This topic was also asked to be added to the agenda today.

The Staff Council approved the Chair's request to place this item on the agenda.

Treasurer's Report: Ms. Goertzen presented the Treasurer's report for January. A motion was passed to accept the report.

Benefits Committee: Rochelle Pena reported that the Valentine Balloon sales are scheduled for Friday February 13th. The committee will purchase 450 red heart balloons at a cost of 49 cents each and sell them for \$ 2.50 a piece.

The committee will be reviewing the scholarship applications in their next meeting and present those recommendations to the Executive Committee next month.

Communications Committee: Daniel Calhoun reported that his committee has completed the February edition of the newsletter and it should be distributed today in each district.

Staff Development: Ms. Brown reported that her committee had completed the IR Training Survey insert for the newsletter. She requested that all representatives encourage their co-workers to complete the survey.

Presidential Search Committee: Betty Loy reported that the committee had their first meeting on January 26th. She assured the Staff Council that we do have vital input in this selection process. The formulating of questions for the candidates will be on the agenda for the meeting scheduled in March.

Faculty Senate: Dr. Leaf reported that the Faculty Senate did not meet.

Parking and Security Committee: Ms. Loy reported that the committee did not meet.

Safety Committee: Kent Mecklenburg reported that the committee met last month and discussed several issue of concerns ranging from lighting, mapping of sidewalks and leveling current walk ways on campus. The Safety Committee will continue to seek action on each of these items and possibly respond to campus concerns through the publication of a newsletter.

Women's Center: Sally Zirkle reported that the Women's Center continues to develop monthly activities. Flyers are available this morning so announcements of upcoming events can be posted in all districts.

Old Business:

Ms. Goertzen addressed the council about regular attendance in committee meeting as well as monthly Staff Council meeting. The Staff Council policy memorandum defines deficient attendance, "missing more than two consecutive Staff Council meeting or a total of more than four Staff Council meeting per year". Kent Mecklenburg has sent an e-mail to individuals that have two or more absents as an encouragement to make scheduled meeting.

New Business:

Suggestion 2004-010S: Web Page for UTD employees geared more for nonworking related information. After brief discussion a motion was made to contact this person and provide them with a copy of the February newsletter which addresses the use of newsgroups. The motion was seconded and passed.

2004-011-S: Why doesn't UTD offer any fitness program for faculty and staff? A brief discussion revealed

that the Activities Center does offer special programs but they are limited to members only. A motion was made to pass this suggestion to the Benefits Committee; the motion was seconded and passed.

Term Extensions: Ms. Goertzen purposed that an additional year extension be approved for Kent Mecklenburg and Jacqueline Long. This is the direct result of redistricting lines that would leave District 7 without any senior members on the council next year. Mr. Mecklenburg and Ms. Long agreed to accept the extension of their term on the council. A motion was made to approve this extension. The motion was seconded and passed.

Spring Break: Ms. Goertzen asked the Council if the March 10th meeting should be rescheduled due to Spring Break. It was determined that this will not affect the majority of representatives.

There being no other business, the meeting was adjourned,

Respectfully submitted,

Deborah Day
Recording Secretary/Parliamentarian
February 27, 2004