

## U.T. DALLAS STAFF COUNCIL MEETING MINUTES

April 14, 2004

Green Center Commons

9:00 a.m.

**Members Present:** Andy Aquaturo, Peggy Attari, James Barnes, Christy Baxter, Rickie Brown, Paul Bogan, Daniel Calhoun, April Gauer, Lisa Garza, April Garza, Sandee Goertzen, Barbara Gordon, Roberta Green, Kathy Gribble, Gayle Holt, Kent Mecklenburg, Fatiah Lambert, Pat McEachern, Ramona Metcalf, Trudy Muller, Rochelle Pena, Karla Perez, Doug Vass, Tina Sharpling, John Turner Keith Stelzenmuller and Deborah Day

EX OFFICIO: David Maldonado

**EX OFFICIO Absent:** Murray Leaf, Claire Occhipinti

**Members Absent:** Laurie Brown, Mary Margaret Echevarria, Mary Janes, Darlene Johnson, Carol Lanham, Jacqueline Long, Betty Loy, Emebet Sahle and Sally Zirkle.

**The Chair Sandra Goertzen called the meeting to order.** A motion was made and seconded to accept the minutes from March 10, 2004. The motion passed.

### **Reports**

**Executive Committee:** Ms. Goertzen reported the Executive Committee met on April 7<sup>th</sup> and discussed all the items on the agenda today.

The CARE Award nominations have been turned over to the committee. The results should be back in a couple of weeks with the next ceremony sometime in May.

There was discussion about having one of our Staff Council meetings at the Callier Center. This item is on the agenda for discussion.

There are several items about the Guidelines also on the agenda as well.

**Treasurer's Report:** Ms. Baxter presented the Treasurer's reported. The current balance in the State Fund account as of March 31<sup>st</sup> is \$ 1,485.50. The Designated Funds account balance is \$ 550 and the Scholarship Account balance is \$ 7,818.92.

**Benefits Committee:** Rochelle Pena reported that the committee did not meet in March. The committee is currently working on the Scholarship form and the collection of the ink cartridges for recycling.

**Communications Committee:** Daniel Calhoun reported that his committee is working on the next edition of the SUN newsletter which will be distributed on May 10<sup>th</sup>.

**Staff Development:** Ms. Goertzen reported for Laurie Brown who was unable to attend today's meeting but sent this report. The Staff Development Committee is continuing to work on the A to Z Guide, and the Display case. The survey results have been sent to Mark Mitchell in IR, who is currently looking to fill the position of an instructor.

**Presidential Search Committee:** Betty Loy was unable to attend but sent a brief update for Ms. Goertzen to share with the Staff Council. The committee met on March 22<sup>nd</sup> were Ms. Loy had the opportunity to speak and voice many of the ideas from staff. Ms. Loy conveyed to the committee that the staff is 100 percent dedicated the goal of UTD becoming a Tier I University. She also relayed our concerns regarding sufficient resources being available to make the goal a reality. She also mentioned morale, the importance of the staff being a true part of the University team and treated accordingly and that financial incentives, while important, are not the only way to enlist our loyalty. Respect, consideration and true appreciation

work well. The next meeting will be May 10, 2004.

**Faculty Senate:** Dr. Leaf was not present to provide a report.

**Parking and Security Committee:** Ms. Goertzen reported in Ms. Loy's absence. The committee did meet and discussed the following. In order to raise capital for the bond for the parking garage it was decided that some fees would be raised. The parking fees for those who park legally would not increase but for those who break the law the cost of the violation would be more. A sub committee was created to decide which fines would increase and what that increase would be. This subcommittee will report back to the Parking and Security Committee during their scheduled meeting in May.

**Campus Facilities and Oversight:** Ms. Attari reported that the committee did not meet.

**Safety Committee:** Kent Mecklenburg reported that the committee met last month. Some of the topics discussed on the agenda were, Callier passing their fire safety inspection, the Radiation license is coming up for renewal and mud jacking equipment is still under consideration.

**Women's Center:** Sally Zirkle was absent but sent word that no meeting had been scheduled.

**Elections Committee:** Don Davis was unable to attend so Ms. Goertzen presented his report. The committee is comprised of the following members, Patsy Aguilera, Lynn Butler, Mickey Lewis, Jacob Abraham and Don Davis. Nominations were sent by campus mail on April 2<sup>nd</sup> and to be returned by April 15<sup>th</sup>. The current status of nominations for the districts is: District One has three open positions and nine nominees, District Two has three open positions and one nomination, District Three has four open positions with eight nominees, District Four has two open positions and seven nominees, District Five has two open positions and eight nominees, District Six has two open positions and eight nominees and District Seven has three open positions and three nominees.

The committee is in the process of screening all the nominees and verifying that they meet the criteria for holding a Staff Council position.

Mr. Davis has requested that if the three candidates nominated in District Seven are deemed eligible and if there are no other nominations, the Elections Committee would like to propose that no election be held in that district. This would save on the cost of ballots and envelopes.

After a brief discussion it was decided to keep District Seven in the election process.

**Signage Committee:** Ms. Attari reported that the committee is in favor of the two letter system of identification on the exterior of each building on campus. The letters would be visible on each building as you enter or drive through the campus. Mall maps would also be updated during this phase as well. No final decisions have been made regarding the signage.

#### **Old Business:**

Suggestion 2004-003P: Lactating Room: Larry Wilson responded to this suggestion and stated that he has referred this to the Family Issues Sub Committee, which is a sub committee of the Core Committee on Women and Minorities, for further advice and the Human Resources would work closely with their recommendations.

**Budget for the Elections Committee:** The budget request for the elections was approved by e-mail, 25 responded with yes and there was no response from nine representatives. The budget request passed.

#### **New Business:**

**Flu Shots** David Maldonado reported that date scheduled for this will be October 27<sup>th</sup> from 1:00 to 3:00 and on October 28<sup>th</sup> from 10:00 am until noon. There is a strong possibility that there will be a cost of \$12.00 per shot. The shots will also be made available for the faculty as well as staff.

**Guidelines:** Ms. Attari reported that the amendments to the Guidelines concerning the redistricting needed to be approved by the Staff Council. A motion was seconded and passed.

**Fund Raising Standing Committee:** Rochelle Pena reported that there is a need to establish a Fund Raising Standing Committee. The committee's function would be to raise money for Scholarship Awards for staff; this committee would begin in September 2004.

A motion was made to establish this fourth standing committee as a Fund Raising Committee; the motion was seconded and passed.

**New Business:**

**Suggestion 2004-013-S: Newsgroups.** After brief discussion a motion was made to send this to the Communications Committee for them to respond to this suggestion. A motion was seconded and passed.

**2004-014-S: Discounts.** This topic will be covered in the next edition of the SUN newsletter. A motion was made to pass this along to the Communications Committee for response, the motion was seconded and passed.

**2004-015-S: Swap website.** This suggestion was requesting an established website so items such as furniture could be swapped between offices. A motion was made to send a letter to Pete Bond, Director of Procurement Management to inquire to the feasibility of this request. The motion was seconded and it passed.

**2004-016-S: Broadcast Message.** This suggestion was requesting a broad cast voicemail system of communications when servers go down. A motion was made to send this suggestion to Mr. Hargrove and Doug Jackson. The motion was seconded and passed.

**Other Business:**

**Employee Advisory Committee (EAC):** David Maldonado reported that they did meet March 25<sup>th</sup> and 26<sup>th</sup> at U.T. Galveston. The EAC presented to the Board of Regents in November their program goals for the coming year. David suggested that we look at the EAC website for program plans and component information.

**District 4 Coffee:** Roberta Green reported that Dr. Jenifer spoke about his leaving UTD and the process of a smooth turn over. He also spoke about the challenge of becoming a Tier I University.

**District 5 Coffee:** This coffee is scheduled for Thursday March 22<sup>nd</sup>; Karla Perez has volunteered to coordinate this event.

**Proposed trip to Callier Center:** Ms. Goertzen asked the Staff Council if they would like to move a monthly meeting to the Callier Center. After discussion the Council was open to the idea but transportation and the time away to do this is a factor. The council agreed that this is something they would like to do in June but we would need to determine transportation costs.

**Day of Service – April 24<sup>th</sup>** Ms. Goertzen explained that the program “United to Serve” was initiated by the Student Advisory Council with the goal of community service. The date of April 24<sup>th</sup> has been set aside for the UTD and U.T. Southwestern Medical School to participate in a joint project. Those wanting to participate must respond today.

**Web Committee:** The person in charge of the UTD web site is seeking to form a Web Committee that would review the site and provide suggestions. Ms. Goertzen asked that if you know of someone who would be interested please contact the EXCOM. The new webpage is scheduled to be available the first of May.

**Gift for Dr. Jenifer:** Ms. Goertzen has been contacted by the President's office about farewell parties for Dr. Jenifer. A campus wide function will be scheduled this fall for staff. Ms. Goertzen asked the representatives if they would like to consider a gift. The gift should either be something he can take with him or something that remains on campus in his honor. The Staff Council does not have money that can be spent on this so a gift would be totally from donations. The representatives were asked to think about this

and make suggestions.

There being no other business, the meeting was adjourned,

Respectfully submitted,

Deborah Day  
Recording Secretary/Parliamentarian  
May 5, 2004