

## U.T. DALLAS STAFF COUNCIL MEETING MINUTES

May 12, 2004

Green Center Commons

9:00 a.m.

**Members Present:** Andy Aquatero, Peggy Attari, James Barnes, Christy Baxter, Laurel Brown, Daniel Calhoun, Lynda Gary, Lisa Garza, Sandee Goertzen, Barbara Gordon, Roberta Green, Gayle Holt, Mary Janes, Kent Mecklenburg, Fatiah Lambert, Betty Loy, Pat McEachern, Ramona Metcalf, Rochelle Pena, Karla Perez, Doug Vass, Tina Sharpling, Emebet Sahle, Sally Zirkle and Deborah Day

**Members Absent:** Paul Bogan, Rickie Brown, Mary Margaret Echevarria, April Gauer, Kathy Gribble, Darlene Johnson, Carol Lanham, Jacqueline Long, Trudy Muller, Keith Stelzenmuller and John Turner.

**EX OFFICIO:** David Maldonado, Murray Leaf and Claire Occhipinti

**Guest Speaker:** Mitzi Money Associate VP for Business Affairs

**The Chair Sandra Goertzen called the meeting to order.** A motion was made to correct two items in the minutes from the April 14<sup>th</sup> meeting. The minutes were amended to read May 10<sup>th</sup> in the Communications Committee report and Web under the Web Committee report. A motion was made to approve the minutes as amended; the motion was seconded and passed.

### **Reports**

**Executive Committee:** Ms. Goertzen reported the Executive Committee met on May 5<sup>th</sup> and discussed all the items on the agenda today.

The Staff Council trip to the Callier Center has been postponed at this time. After considering the time commitment and cost of transportation this activity is just not possible. We will continue to explore the idea of video linking the Callier Center for Staff Council meetings.

Daniel Calhoun and Debbie Jester have been chosen to serve on the Web Committee.

There will be an appreciation dinner in behalf of Dr. Jenifer on Thursday May the 20<sup>th</sup>. Sandee Goertzen has been invited as Chair of the Staff Council to attend this dinner and give an appreciation speech on behalf of the staff. Ms. Goertzen asked the Staff Council members for input on items that staff would like Ms. Goertzen to mention and stories that would reflect Dr. Jenifer's support of the staff.

**Treasurer's Report:** Ms. Baxter presented the Treasurer's report. The current balance in the State Fund account as of April 30<sup>th</sup> is \$ 1,377.99. The Designated Funds account balance is \$ 607 and the Scholarship Account balance is \$ 7,818.92.

**Benefits Committee:** Rochelle Pena reported that the Benefits Committee met on May 7<sup>th</sup> and discussed the following. The amount of the award for the Staff Council Scholarship for FY04 should be \$ 200 per semester per applicant. The final draft for the FY05 Scholarship application was approved by the committee. They will submit the application to the EXCOM next month for their approval.

The committee discussed the suggestions about tuition and fees for staff being waived. Representatives from this committee are scheduling a meeting with Dr. Jenifer to discuss this issue.

The Benefits Committee also planned a tentative calendar for fund raising events for FY05. The committee's next scheduled meeting will be May 21<sup>st</sup>.

**Communications Committee:** Daniel Calhoun reported that his committee met on May 9<sup>th</sup> and distributed the newsletter.

**Staff Development:** Ms. Brown reported that her committee did not meet.

**Elections Committee:** Ballots were stuffed yesterday and should be placed in campus mail tomorrow.

**Presidential Search Committee:** Betty Loy reported that the committee met on May 9<sup>th</sup> and began the task of reviewing applications.

**Faculty Senate:** Dr. Leaf reported that elections were held and the new Speaker of the Senate will be Robert Nelsen and the new Secretary Simeon Ntafos. The new officers will begin their terms June 1<sup>st</sup>.

**Signage Committee:** Dr. Leaf presented a slide show that provided examples of the exterior letters that will appear on campus buildings. The exterior signs for the building will be the abbreviated letters that are used for the mail stations associated with each building. The approval for this part of the project will be sent to Dr. Jenifer as soon as the budget for these signs is completed by the Physical Plant.

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

**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, emergency lights, fire alarms, the lighting survey and the replacement of emergency phones. The committee did discuss the ADA issues with the School of Management and were informed that Kerry Tate and the Safety Office were working on the needed updates.

**Women's Center:** Sally Zirkle reported that the committee did meet on Monday April 26<sup>th</sup> and discussed the Generation X Project. The center decided not to take ownership of this project due to limited staff and facilities.

### **New Business**

**CARE Awardees:** The recipients for the Spring 2004 CARE Awards are; Kathy Meyer in the Career Center, Judy Lewis at the Callier Center, Judy Snellings in the Office of the President, Myrna Tureff with Arts and Humanities, Sandy Burdine in Engineering and Computer Science and Nilza Molina-Lopez in the School of Management. The awards ceremony will be Tuesday May 25<sup>th</sup> at 9:30am in the Green Center.

**Coffee District 2** Scheduled for June 10th at 9:00 am. Doug Vass will be the District 2 representative that will oversee the announcements and invite staff members.

### **Suggestion:**

#### **2004-017S Problem with the School of Management Building**

The suggestion has several aspects of concern that range from ADA access, security and safety issues. A motion was made to send letters to Mr. Lovitt, Joyce Crum, the ADA Coordinator and Dean Pirkul. The motion was seconded and passed.

### **Other Business**

Claire Occhipinti reported that the information about annual enrollment should be sent out from EGI to each employee this month. There will be a premium increase of 4.5% but co-pays will remain the same.

There being no other business, the meeting was adjourned,

Respectfully submitted,

Deborah Day  
Recording Secretary/Parliamentarian  
June 1, 2004