

## U.T. DALLAS STAFF COUNCIL MEETING MINUTES

June 9, 2004

Green Center Commons

9:00 a.m.

**Members Present:** Andy Aquatero, Peggy Attari, James Barnes, Christy Baxter, Rickie Brown, Daniel Calhoun, Deborah Day, Lisa Garza, Sandee Goertzen, Barbara Gordon, Roberta Green, Mary Janes, Kent Mecklenburg, Carol Lanham, Jacqueline Long, Betty Loy, Pat McEachern, Ramona Metcalf, Trudy Muller, Keith Stelzenmuller, John Turner, Rochelle Pena, Karla Perez, Emebet Sahle, Keith Stelzenmuller and Doug Vass

**Members Absent:** Laurie Brown, Mary Margaret Echevarria, April Gauer, Kathy Gribble, Gayle Holt, Darlene Johnson, Fatiah Lambert, Betty Loy, Tina Sharpling and John Turner

**EX OFFICIO:** David Maldonado, Robert Nelsen

**EX OFFICIO ABSENT:** Claire Occhipinti

Ms. Goertzen welcomed the recipients of the Staff Council Scholarships for this year. The recipients were individually recognized and came forward to accept their award. The recipients are, Peggy Attari, Sherry Slovak, Sue Vail and Patricia Schoch. Ms. Schoch was not able to attend the meeting but she will be presented her award at a later time.

**Guest Speakers:** Mark Mitchell from Technology Customer Services and Mary Dziorny, the new Trainer.

Mark talked about the results of the survey that was recently conducted and some of the changes associated with the Training workshops. One of the changes that will have the greatest benefit to the staff and departments is that there will no longer be a charge for the training manuals. There will be a link on the Technology Customer Services web site that will allow you to download the requested manual. Mark also stated there would be a limit of 15 people per training session. Information concerning training and scheduled workshops can be found at [www.utdallas.edu/ir/tcs/training](http://www.utdallas.edu/ir/tcs/training).

**The Chair Sandra Goertzen called the meeting to order.** A motion was made to approve the minutes the motion was seconded and passed.

### **Reports**

**Executive Committee:** Ms. Goertzen reported the Executive Committee met on June 2<sup>nd</sup> and discussed all the items on the agenda today.

Sally Zirkle has resigned from UTD and therefore, also Staff Council effective June 4<sup>th</sup>. The Executive Committee agreed to leave Sally's position open until September 1<sup>st</sup>, and then fill it with the first alternate from District 4. This representative would serve a one year appointment. This decision was made based on the up coming moves on campus and how these moves will effect district representation.

**CARE Awardee** Nilza Molina-Lopez was presented her award on June 2<sup>nd</sup> by Ms.

Goertzen and Ms. Attari. Ms. Lopez was unable to attend the CARE Award ceremony on May 25<sup>th</sup>.

**Tuition Wavier Draft** was reviewed by the Executive Committee: There were some recommended changes that were communicated to Dr. Terry, who in turn communicated them to Mr. Lovitt. Mr. Lovitt is the liaison with systems in this matter. If and when approved, this program will wave the designated tuition and incidental fee for staff members.

Ms. Goertzen reported that she attended the Deans and Directors meeting that was held last week under the direction of Dr. Wildenthal. Several items that were discussed will be of interest to the staff. The building on Waterview Parkway, across from the Practice Tee has been purchased, pending approval from the Coordinating Board. This facility will be used for some of the staff now in the Founders building. Dean Ferraris is working with the Provost on this move.

Approval to purchase the building at 2200 Mockingbird will also be presented to the Coordinating Board; this building is adjacent to the Medical School. This building will be used by the new Center of Brain Health headed by Sandra Chapman.

The new building that is the result of Emmitt will be built at the corner of Rutford and Synergy Drive. The ground breaking for this building is scheduled for November 15<sup>th</sup> and the projected occupancy is June of 2006. The building will be called Natural Sciences and Engineering Research; this will strictly be a research facility.

Arts and Humanities have starting moving into the vacated space in Jonsson and the IR offices in the Library will be moving to the third floor in Jonsson.

The Library will be hosting a celebration of the purchase of the one millionth book; the celebration is scheduled for later this summer.

Ms. Goertzen reported that the appreciation dinner for Dr. Jenifer was a success; Ms. Goertzen will try and obtain a tape of the event for the Council.

**Treasurer's Report:** Ms. Baxter could not attend this meeting, so Ms. Goertzen presented the Treasurer's report in her absents. The current balance in the State Fund account as of May 31<sup>st</sup> is \$ 1,000.91. 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 will present the revised Scholarship Application for Council's approval later this morning. She reported that the Tuition Wavier Proposal has been put on hold because of the Staff Education Benefit Program currently under review in Austin.

Ms. Pena will also present later in the meeting the Benefits Committees response to the suggestion concerning the Comet Card for staff members that are also students.

**Communications Committee:** Daniel Calhoun reported that his committee will not meet until they begin to work on the August newsletter.

**Staff Development:** Pat McEachern reported for Ms. Brown in her absents. Ms. McEachern reported that the committee met and discussed the style and size of plaques for the display case as well as content. The A-Z guide now has a hit counter so the committee can determine its usage. The committee is also preparing for the Callier School Supply drive in the fall.

**Presidential Search Committee:** Betty Loy was unable to attend the meeting, Robert Nelsen; the new Speaker for the Faculty Senate gave a brief report. Dr. Nelsen reported that there are currently 4 to 6 good candidates and in order to conduct the airport interviews in August the committee would like at least 12 candidates. The Regents are conducting a more active outreach to find applicants. The overall time table of conducting the on campus interview is still targeted for October and as late as November. They are still on task to have the appointment of the new president before January 1<sup>st</sup>. The actual start date would be determined by the candidate's availability.

**Faculty Senate:** Robert Nelsen reported on items of interest that took place at the faculty meeting at U.T. System. Topics of discussion ranged from the formation of a pornography taskforce that will be making recommendations. Each campus will then need to establish their own guidelines based on these recommendations. The next element that is under review is the Faculty and Staff web sites and the political content on those websites.

Dr. Nelsen also reported that the WAG (Washington Advisory Group) Report is posted on the U.T. System website. This report examines the research capacities and the potential for expansion at U.T. System academic institutions.

**Parking and Security Committee:** No meeting

**Campus Facilities and Oversight:** No meeting

**Safety Committee:** No meeting

**Women's Center:** No meeting

**Old Business:**

**Election Results:** Congratulations to all the newly elected representatives, they will take office September 1<sup>st</sup>. Thank you to Don Davis and his committee for the great job they did on the elections this year. A total of 560 ballots were returned which means about a 53% participation from the staff.

**Scholarship Application:** Ms. Pena presented the revised Staff Council Scholarship Application. A motion was made that the application be accepted. The motion was seconded and passed.

**Proposals:**

**2004-006-P-Staff/Student Comet Cards:** Ms. Pena reported that Comet Card application form on line has a box to check if the employee is currently enrolled in classes for the semester. Based upon that information a Staff /Student card would be issued. Only one card can be active in the system at a time. Should a staff member with Staff/Student card status not be taking classes the SIS system automatically removes their ability to access student privileges. As a staff member your department pays for your first staff comet card. As a student, your first student card is provided by student activities. However if you lose or wish to change your card after you have used both university options, you will have to pay a fee of \$ 25.00. Any questions regarding the administration of this policy or procedure should be directed to Paulina Schleppenbach. This information will also be printed in the next Staff Council newsletter. A motion was made to close this suggestion. The motion was seconded and passed.

**2004-013- P-News Groups:** Daniel Calhoun reported that the Communications Committee would like to send a letter of response to the initiator concerning the difficulty in using the information that was published about newsgroups access. The letter would explain that the directions in the newsletter were vague because of so many different operation systems on campus. The name and number for the Help Desk manager would also be furnished so this individual could contact him if any other problems were encountered. A motion was made to close this suggestion. The motion was seconded and passed.

**2004-014-P Vendors/Discounts Group:** Daniel Calhoun proposed to place a link on the Staff Council web site to the Student Business Alliance. This organization maintains the list of businesses that offers student/staff discounts. A letter of response will be sent back to the initiator informing them that this information is available through the link on the Staff Council web site. A motion was made to close this suggestion. The motion was seconded and passed.

**2004-015-P- Property SWAP Webpage:** Ms. Goertzen reported that this is still under development and more information will be presented at a later date.

### **New Business:**

**Staff Council Guidelines Review Subcommittee:** Daniel Calhoun has agreed to chair a committee to review the Staff Council Guidelines. The following Staff Council members volunteered to serve on the committee, Peggy Attari, Doug Vass, Trudy Muller, Carol Lanham and Jackie Long.

### **Other Business**

**Coffee District 2** is scheduled for June 10th at 9:00 am. This will be the last coffee for this year.

There being no other business, the meeting was adjourned,

Respectfully submitted,

Deborah Day  
Recording Secretary/Parliamentarian  
July 6, 2004