

U.T. DALLAS STAFF COUNCIL MEETING MINUTES

July 14, 2004

Green Center Commons

9:00 a.m.

Members Present: Andy Aquaturo, Peggy Attari, James Barnes, Christy Baxter, Daniel Calhoun, Deborah Day, Mary-Margaret Echevarria, Lisa Garza, Sandee Goertzen, Gayle Holt, Darlene Johnson, Kent Mecklenburg, Betty Loy, Pat McEachern, Ramona Metcalf, Trudy Muller, Rochelle Pena, Karla Perez, Emebet Sahle, Tina Sharpling and Doug Vass.

Members Absent: Paul Bogan, Laurie Brown, Rickie Brown, April Gauer, Barbara Gordon, Roberta Green, Kathy Gribble, Mary Janes, Fatiah Lambert, Carol Lanham, Jacqueline Long, Keith Stelzenmuller, John Turner.

Ex Officio Present: Claire Occhipinti

Ex Officio Absent: David Maldonado and Robert Nelsen

Guests: Wendy. Newton, Kimberly Holmes, Janet Hudson and Julie Weekly

Ms. Goertzen welcomed the first of two guest speakers, Jody Nelsen, Associate VP for Business Affairs, who spoke about the UTD Compliance Hotline. To ensure anonymity, UTD contracts with an outside service provider to manage its compliance hotline. The company is The Network. Upon receipt of a call, The Network forwards the information provided to the University's Compliance Hotline Triage Team. The team consists of the Director of Internal Audits, Director of Human Resources, Executive Provost and Associate VP for Administration & Compliance. Once the team receives the information, they will determine the appropriate disposition of the issue. Employees who call the hotline are given a code number and are asked to call back in two weeks to receive an update on actions taken to date.

For more information about the Compliance Hotline, contact the Assistant Compliance Officer at ext. 2233 or visit the Compliance Hotline website. The UTD Compliance Hotline number is Toll Free 1-888-228-7707.

Ms. Nelsen also spoke about the Training Post. This is the web based, educational computer training program that is course developed for each employee. The current program did not meet ADA compliance, so a new program will be implemented in the next year. The new program will have smaller training modules for non-benefits-eligible employees. This will meet the state standards of training for all state employees. Benefits-eligible employees will have the expanded compliance training in this new program.

The second guest speaker for the meeting was Ron Biddle, Manager of Environmental Health and Safety. Mr. Biddle announced that his department is receiving a rebate from the Workers Compensation program. A total of \$ 50,000 will be coming back to the University to be used for initiative programs. This would be things the University would like to do. These funds cannot be spent on continuing existing programs. The challenge

for the Staff Council is to form an ad hoc committee that could write a proposal for the use of these funds. The deadline for presenting this proposal to Mr. Lovitt is August 1st. Wendy Newton agreed to chair this committee that would respond with suggestions for the use of these funds.

The Chair Sandra Goertzen moved on to the agenda and the approval of the minutes. The minutes were approved after correcting the spelling of Dr. Nelsen, and changing the word revised under proposal 2004-006 P to original. The motion was made to approve the minutes as amended; the motion was seconded and passed.

Committee Reports:

Executive Committee: Ms. Goertzen reported that we have some changes in memberships starting September 1st. Anastasia Lyden will be taking the position left vacant by Sally Zirkle. Sandra Mitchell will become a member at large and Alex Nestor has been invited to fill Sandra's spot in District 4.

The Employee Tuition Waiver Program has been approved by the President. Final details have not been worked out as of yet, formal announcement should be made soon.

Special Meeting of the EXCOM was held to discuss a suggestion about the 4th of July holiday. It was too late to take action beyond requesting HR to send out a reminder memo that time off on the 2nd or the 5th would be personal vacation time.

Treasurer's Report: Christy presented the Treasurer's report. The current balance in the State Fund account as of June 30th is \$ 915.87. The current Designated Funds account balance is \$ 607 and the Scholarship Account balance is \$ 6,218.92.

Benefits Committee: Rochelle Pena reported that three boxes of cartridges for the recycling program will bring over \$ 600.00 to the Staff Council. The committee will push to bring more exposure to this fund raising program. Scholarship application forms have been sent to Daniel to be posted on the Staff Council web site.

Communications Committee: Daniel Calhoun reported that there is now a link from the Staff Council web site to the Student Business Alliance web site. His committee will meet this month to work on the next newsletter.

Staff Development Committee: Laurie Brown was absent but Pat McEachern presented the committee report. The committee has determined that it has three objectives to accomplish and each objective will be overseen by a committee member. Karla Perez will oversee the continued work on the display case, Paul Bogan will organize the Callier School Supply drive, and Laurie will work on the A to Z guide. Pat also stated that a counter has been placed on the A to Z guide website for tracking participants viewing.

Staff Council Guidelines Review Subcommittee: Daniel Calhoun reported that the committee has met several times and plans to have their recommendations ready by the

August meeting.

Presidential Search: Betty Loy reported that the committee has been reviewing applications and checking references. Ms. Loy shared with the council her commitment in selecting a candidate that realizes the importance of the staff.

Faculty Senate: No report

University Committees:

Parking and Security Committee: no meeting

Campus Facilities and Oversight Committee: no meeting

Safety Committee: Kent Mecklenburg reported that his committee did meet and participated in the walk thru with the Fire Department on a Walk and Swap of fire extinguishers.

Kent went on to state that Mr. Wilson responded to the ADA issues with the School of Management. Mr. Wilson stated that the SOM is in compliance with ADA issues. The chemical waste facility is currently shut down due to repairs and they are not accepting any chemical waste at this time.

Concerns were raised about The School of Management Building and compliance issues. A response will be read to the staff from Mr. Lovitt.

Women's Center: no report

Old Business: Ms. Goertzen stated that a roll call vote was required on each of these proposals in order to close the proposals.

Proposals:

2004-006P- Staff/Student Comet Card – passed by roll call vote to close.

2004-013-P- News Groups – passed by roll call vote to close.

2004-014P-Vendor/Discounts on Webpage – passed by roll call vote to close.

2004-017-P Management Building – Ms. Goertzen read the response from Mr. Lovitt. The Staff Council has concerns about Mr. Lovitt's response and would like to address specifically the issue of the doors. A motion was made to leave this suggestion open until specific concerns were address by Administration. The motion was seconded and passed.

New Business:

Suggestions:

2004-018-S Christmas Fund- payroll deduction. The current Payroll Authorization for Direct Deposit of Salary form will allow all employees's to make deposits to their checking account as well as a bank or credit union saving account. A motion was made to respond to the suggestor explaining the dual functions of the Direct Deposit Form. The motion was seconded and passed.

2004-019-S Annual Holidays –Rochelle Pena provided the council an overview of how the

holidays are selected. This information was provided by Larry Wilson, Director of Human Resources. Claire Occhipinti provided additional explanation that the Academic Calendar is what determines if the University will be open or closed after a holiday falls on a Sunday. If classes are scheduled on a Monday, such as was the case in July 5th the University is considered open. The DISD, RISD and PISD calendars are also checked as to dates of Spring Breaks and other holidays observed.

Questions were raised concerning the Library being open on Sunday July 4th, since this was not considered a holiday because it fell on Sunday, a day that State Agencies would ordinarily be closed.

A motion was made to draft a response and let Claire review the response for accuracy. The motion was seconded and passed with one vote opposing.

2004-020-S-Independence Day and 2004-021-S Holiday Schedules

The other two suggestions were in line with the discussion concerning Annual Holidays. A motion was made to draft a letter to send to the Chair of the Employee Advisory Council in Austin stating we have concerns about the selection and enforcement of state holidays. The motion was seconded and passed.

UTD Committee Appointments: The following recommendations were made for Staff Representation on University Wide Committees.

Campus Facilities Committee

David Maldonado

Donna Rogers

Core Committee for the Support of Women and Minorities

Peggy Attari

Kim Holmes

Student Fee Advisory Committee

Paul Bogan

Beverly Ballard

Parking and Security Committee

Kent Mecklenburg

Don Davis

Safety Council

WCI Rep. Sandra Mitchell

Callier/PP Rick Riddle

Sci. Lab Doug Vass

Stu. Life Kerry Tate

ADA Comp. Vivian Rutledge

Vice Chair Kent Mecklenburg

Women's Center Steering Committee

Barbara Gordon

A motion was made to accept the recommendations as written. The motion was seconded and passed.

District 2 Coffee Report:-Kent Mecklenburg presented a brief overview of the coffee with Dr. Jenifer. Dr. Jenifer raised concerns about funding and achieving Tier One status. Dr. Jenifer also addressed the growth of the University and that this is still pending

approval of the Coordinating Board.

Budget Expenditure Approval – Signs The EXCOM asked to approve the purchase of 10 more signs used for CARE Award reminders and for advertising the Staff Council Fall Forum. A motion was made to approve this purchase. The motion was seconded and passed.

Other Business

A motion was made to create an ad hoc committee to write the proposal for the expenditures of funds provided by Mr. Biddle. The motion was seconded and passed. This committee will have two weeks to develop a proposal and present it to the EXCOM.

Wendy Newton agreed to chair this committee that would respond with suggestions for the use of these funds. The staff members volunteering to serve on this committee are Pat McEachern, Mary-Margaret Echevarria, and Kim Holmes. The committee received the suggestion of a Wellness Fair for staff.

Insurance Advisory Committee Nominations- Larry Wilson asked for two names of staff members that would be willing to serve on the Insurance Advisory Committee. The names put forward from the EXCOM are Don Davis and Kent Mecklenburg.

There being no other business, the meeting was adjourned.

Respectfully submitted,

Deborah Day
Recording Secretary/Parliamentarian
August 6, 2004