

U.T. DALLAS STAFF COUNCIL MEETING MINUTES

August 11, 2004

Green Center Commons

9:00 a.m.

Members Present: Andy Aquatero, Peggy Attari, James Barnes, Laurel Brown, Rickie Brown, Daniel Calhoun, Deborah Day, Mary Margaret Echevarria, Lisa Garza, Sandee Goertzen, Roberta Green, Kathy Gribble, Gayle Holt, Mary Janes, Darlene Johnson, Fatiah Lambert, Carol Lanham, Jacqueline Long, Part McEachern, Kent Mecklenburg, Ramona Metcalf, Trudy Muller, Rochelle Pena, Karla Perez, Emebet Sahle, Tina Sharpling, Keith Stelzenmuller, Doug Vass.

Newly Elected Representatives Present- Donise Bomnskie, Tina Butterfield, Kris Faulk, Kathy Meyer, Alex Nestor, Wendy Newton Donna Pearson, Cleon Ramey, Margie Robbins, Betty Roth, Mary Ann Routzahn, Randy Sims, John Terrell, Volya Wilds-Helm

Ex Officio Present: David Maldonado

Ex-Officio Absent: Claire Occhipinti and Robert Nelsen

A reception was hosted by Michael Savoie, Director of E-Business Initiatives for the Center of information Technology & Management in the School of Management. The reception began at 9:00am.

Dr. Savoie presented a brief overview of the Center for Information Technology & Management. The CITM provides a channel for faculty and business research through publication outlets. The Center was given charge from Dr. Jenifer to develop a bridge between the academic community and the business community at large. They accomplish this mission in several ways; one such example is by doing projects for the business community centered on new and emerging technologies that are defined as products, services and business models. An example used by Dr. Savoie was the development of a new chip or product from the Telecommunications Industry and partnering this product with the small business owner. The Center also brings back to the University the specific need in the business community for research development.

Dr. Savoie encouraged students, faculty and staff to submit their written ideas, allowing his program to channel these ideas along for development.

The Chair, Sandee Goertzen called the meeting to order and welcomed all new Staff Council Representatives.

A motion was made to approve the minutes as submitted; the motion was seconded the motion passed.

Reports:

Executive Committee: Ms. Goertzen reported that the Executive Committee met August 4th and set the agenda for today. The committee decided to invite the new members to attend the August meeting and attend the reception. We hope this will help the new members get acquainted with the current members and to provide an opportunity to see how the Council functions.

Additional changes in membership include the replacement for Sally Zirkle with Lee Ann Fitussi. Margie Robbins will replace Kim Holmes who has resigned. The terms for these new members will start September 1st.

Tuition Waiver Announcement, President Jenifer and the Cabinet have approved and expanded Designated Tuition and Incidental Fee Waivers benefit for full-time employees beginning with the Fall 2004 semester. The Staff Council should be very proud of their work on this; it took seven years to get this benefit. The Employee Advisory Council is working on making this benefit a reimbursement program and not just a

tuition and incidental fee waiver program.

Ten additional signs were purchased for the use of CARE Award reminders, Fall Forum and Scholarship deadlines. A gavel was also purchased; it should be delivered by the next Staff Council meeting.

Treasurer's Report: Ms. Goertzen presented the report in Ms. Baxter's absence. The current balance in the State Fund account as of July 31st is \$ 879.68. The Designated funds account balance is \$ 607 and the Scholarship Account balance is \$ 6,218.92.

Benefits Committee: Rochelle Pena reported that a check has been received for \$ 631.25 for the first shipment of cartridges that were recycled. New collection places are being established in each building, hopefully by September these locations will be published. The committee is in contact with the representative for the cartridge recycling programs and is looking for local businesses that would be interested in contributing to our recycling program. Cookbooks are still available for sale, anyone interested in selling these may check out a quantity from Rochelle. Scholarship information and forms are available on the Staff Council web site; the deadline for the fall semester is September 15th.

Communications: Daniel Calhoun reported that the committee met August 7th to complete the distribution of the final newsletter for this year. Copies for each district can be picked up after the meeting. Mr. Calhoun thanked his committee for the hard work in getting 5 newsletters published this year and responding to the three suggestions from staff members. Special appreciation was extended to Roberta Green for her years of service in producing the newsletter for the staff.

Staff Development: Laurie Brown thanked the participants on her committee. The committee had three main focuses, the Display Case, the A-Z Guide and the Callier School Supply Drive. The Display Case was ordered and is now in place. The A-Z Guide has been updated; Vivian Rutledge, in HR has worked hard to assist with this project. The task of updating the guide will be turned over to Cary Delmark in the next few days. The Callier School Supply Drive will wrap up next week.

Presidential Search: Betty Loy reported that the last meeting was on July 29th. The committee has eleven candidates that they are continuing to check on their references. At the September 1st meeting the committee will be recommending the number of candidates that they will commit to interview in one weekend. This would probably be 5 to 8 candidates. These interviews will take place at an undisclosed location and will start on a Friday and continue into Saturday evening. The Search Committee will at the end of this process submit the names of the candidates they are recommending to the Board of Regents, this would be no later than the first of October. Ms. Loy did state that the committee was still on track to have a candidate named by the end of the year. Ms. Goertzen added that once the Regents decided on the candidates, the on campus meeting will be scheduled. The exciting news is that the Staff Council will have a one hour session with each candidate. This will be a big honor for the Staff Council to have this time with each candidate.

Parking and Security – No meeting

Faculty Senate – Dr. Nelsen was not present.

Campus Facilities – No Meeting

Safety Committee – No meeting

Women's Center – No meeting

New Business: 2004-022S: Callier Preschool: The suggestion was to explore the possibilities of having the Callier Preschool kids present a show on campus to raise support for the school supply drive. A motion

was made to send this to Karen Clarke at Callier; the motion was seconded and passed.

Guideline Revisions: Daniel Calhoun presented the recommendations from the Ad Hoc Committee. The recommendations are as follows:

I. Guideline Changes and Amendments

The existing Operating Guidelines do not contain any provision for amending or modifying the guidelines themselves. The Review Committee recommends adding Article IX, describing the amendment and procedures. In summary, changes to the Operating Guidelines will require a two-thirds vote of all Staff Council members.

II. Membership For Life (Article III, Section C, Clause 1)

The existing Operating Guidelines do not contain any provision for lifetime membership, even though the Staff Council bestowed Sandee Goertzen with Membership for Life status several years ago. Believing that such an honor should be fairly exclusive, a new Lifetime Member must be nominated by the Executive Committee and approved by two-thirds vote of all Staff Council members. Lifetime members will have all the rights of elected members (including the right to vote, serve on committees, and run for office).

III. Term Limits on Members (Article III, Section C, Clause 4)

While new ideas and new voices are important to the Staff Council, the Review Committee also values the stability and continuity offered by having members continue to serve when they are willing. To that end, the committee is recommending that we increase the current two-term (four year) limit on Staff Council members to a three-term (six year) limit.

IV. Term Limits on Officers (Article IV, Section D)

To help give the Staff Council fresh ideas and voices in its leadership roles, the Review Committee is recommending that Staff Council officers be limited to, at most, two consecutive terms (two years). A representative could be an officer every year she is on the Council, but she could not serve more than two consecutive years in any one office.

V. Callier Liaison Clause (formerly Article III, Section C, Clause 9)

The Review Committee is recommending the removal of this clause from our Operating Guidelines document. Now that Callier Center is included with other buildings in District 7, this clause no longer serves a useful purpose.

VI. Attendance Options (Article VII, Section B)

The Review Committee addressed several issues regarding meeting attendance. First, the committee recommends adding a new section (Article VII, Section B) to handle these issues. Clause 1 confirms that all university staff are welcome to attend our regular meetings. Clause 2 restates that the President (or someone he designates) may attend our meetings; this provision was moved from Article III. Clause 3 requires newly elected Staff Council representatives to attend the August meeting prior to their term to see a Staff Council meeting in person and observe the officer nomination process.

VII. Separate Bylaws from Operating Guidelines

In addition to the Operating Guidelines document, the Staff Council operation has been governed by a running list of "Rules of Order." The Review Committee believes many of these rules have merit but do not deserve inclusion in the Operating Guidelines. Therefore, the committee is recommending a separate list of Staff Council Bylaws. A new section (Article IX, Section C) would be added to the Operating Guidelines allowing the Staff Council to create and edit its own bylaws. Bylaws may not contradict the Operating Guidelines and must be approved by a majority vote of the Staff Council. Two of the original "Rules Of Order" have been added to the Operating Guidelines, three were historical notes and not operational procedures, one was eliminated entirely, and the other fourteen have become the Staff Council bylaws.

The recommendation was made to have the Chair, Sandee Goertzen step out of the meeting if there is to be any discussion concerning Lifetime members. Ms. Goertzen cordially removed herself from the meeting and the Vice Chair, Kent Mecklenburg conducted this portion of the meeting. The discussion was centered around defining the Lifetime members function on the Staff Council. Daniel stated that originally the Lifetime Member was to be an honorarium, allowing them to be involved, attend the meeting but with no voting privileges. The EXCOM felt differently about this definition of the Lifetime Members award because that's not what the Staff Council did originally when awarding this honor to Sandee Goertzen. Ms. Goertzen was allowed to run for office, the office that she currently is in now. The development of the Lifetime Member award was done by a past Staff Council Committee and there is no written record of this provision, but in historical application what was said and what was done are not in agreement.

A motion was made to accept the guidelines as recommended by the Ad Hoc committee, the motion was seconded and a roll call vote was made. The motion passed with a total of 18 votes in favor of accepting the recommendations and 11 opposed.

After this vote, the Chair Sandee Goertzen was asked to re-join the meeting and took her place officiating the meeting.

The Bylaws were presented by Daniel as part of the recommendations from the Ad Hoc Committee. A motion was made to approve the Bylaws as recommended, the motion was seconded and the motion passed.

Committee Appointments:

Core Committee for Women and Minorities - this committee appointment must be individuals in A&P positions. The two new names that were put forward to serve on this committee are Beverly Ballard and Toni Messer.

University Information Resources Security Planning and Policy Committee – This a new committee formed from two other committees. The committee structure requires a representative from the following areas, Internal Audit, the recommendation is Rene Herrera. Academic Affairs and the recommendations is Rafael Martin. Two names were put forward for service on this committee from Business Affairs, Mitzi Money and Barbara Seale. A vote was called and Mitzi Money was the recommendation from Business Affairs. The Staff Council had three names put forward for representation on this committee; they were Daniel Calhoun, Karen Jarrell and Kent Mecklenburg. A vote was called and Daniel Calhoun will be the recommendation as the representative for Staff Council.

An overall vote was made for accepting the recommendations for all the names for the Committee Appoints for 2004-2005. The vote passed.

Display Case History Plaque-

Staff Council History

- A Steering Committee was convened in 1995 to begin the process of forming a Staff Council.
- The Steering Committee developed the mission statement:
“The Council will be an advisory body through which staff members may make recommendations to the President relative to interest, concerns, and issues that affect the staff of The University of Texas at Dallas. The Council may make recommendations on general policies, but will not act on individual issues. The Council may advise on specific institutional issues and otherwise act at the request of the President. The Council shall endeavor to keep staff members informed and in turn keep the President and the administrative staff advised of needs and interest of the staff on issues and activities affecting them.
- September, 1996-U.T. System approved the U.T. Dallas Staff Council Operating Guidelines
- November, 1996 – The first meeting of the Staff Council was held.
- February, 1997 – The Staff Council was asked to appoint a Staff Council representative to the Women’s Center Steering Committee for a 2 year term
- February, 1997 – Staff Council letterhead was approved by the Staff Council.
- September, 1997 - SC Logo was approved by the Steering Committee.

A motion was made to accept the Staff Council History as presented, the motion was seconded and the motion passed.

After reviewing the recommendation of the Staff Development Committee for the dedication plaque for the Display case, the EXCOM recommends the dedication plaque read as follows:

STAFF COUNCIL DISPLAY CASE

Dedicated to President Franklyn Jenifer for his vision and support of the Staff Council.

A motion was made to accept the wording on the dedication plaque, the motion was seconded and the motion passed.

Wellness Proposal: Wendy Newton chaired the committee that submitted the proposal to Ron Biddle for support of programs on campus for staff. Some of the suggestions were the continuation of the sponsoring of Flu Shots and sponsoring a Health/Wellness Fair in spring 2005. The entire list of suggestions was

presented to the Staff Council. The total dollar amount that this proposal would represent is 13K.

Nominations for Officers for 04-05:- The preliminary nomination for Officers was made during the August meeting. Ms. Goertzen stressed that further nominations can be made from the floor during the September meeting.

The Offices and nominees for these positions were as follows:

Chairperson

Daniel Calhoun
Santee Goertzen

A recommendation was made to close the nominations for Chair.

Vice Chair

Kent Mecklenburg
Doug Vass

A recommendation was made to close the nominations for Vice Chair.

Recording Secretary and Parliamentarian

Carol Lanham

A recommendation was made to close the nominations.

Corresponding Secretary and Historian

Trudy Muller
David Maldonado

A recommendation was made to close the nominations.

Treasurer

Gayle Holt
Donna Bomnskie
Carol Lanham

A recommendation was made to close the nominations.

EAC Report: David Maldonado reported that the committee met on July 22nd and 23rd in Austin. Santee Goertzen was elected to Chair the Employee Advisory Council for next year.

Ms. Goertzen informed the new council members that next month they must be ready determine the standing committee they will serve on for the coming year.

The last item on the agenda is the presenting the outgoing Staff Council members with a certificate of appreciation of service.

The members receiving the recognition were: Peggy Attari, Christy Baxter, Laurie Brown, Rickie Brown, Mary Margaret Echevarria, Roberta Green, Cathy Gribble, Darlene Johnson, Pat McEachern, Karla Perez, Emebet Sahle, and Tina Sharpling. Ms. Goertzen thanked the recipients for their time and service to the Staff Council.

There being no other business, the agenda was set for the Staff Council meeting and the meeting was adjourned.

Respectfully submitted,

Deborah Day
Recording Secretary/ Parliamentarian
September 2, 2004

