

**U.T. DALLAS STAFF COUNCIL MEETING MINUTES**

September 8, 2004

Green Center Commons

9:00 a.m.

**Members Present:** Andy Aquatero, James Barnes, Donna Bomnskie, Tina Butterfield, Daniel Calhoun, Deborah Day, Kris Faulk, Sandee Goertzen, Gayle Holt, Karen Jarrell, Fatiah Lambert, Carol Lanham, Betty Loy, David Maldonado, Kent Mecklenburg, Ramona Metcalf, Kathy Meyer, Trudy Muller, Alex Nestor, Wendy Newton, Donise Pearson, Rochelle Pena, Cleon Ramey, Margie Robbins, Mary Ann Routzahn, Randy Sims, Keith Stelzenmuller, John Terrell, John Turner, Doug Vass, Volya Wilds-Helm and Sandra Zemcik

Janet Cox attended for Jacqueline Long

**Members Absent:** Sandy Burdine, Lee Ann Fitussi, Lisa Garza, April Gauer, Sandra Mitchell, Betty Roth, Jacqueline Long.

**EX OFFICIO:** Robert Nelsen

**EX OFFICIO ABSENT:** Claire Occhipinti

**GUESTS:** Peggy Attari, Christy Baxter

Chair Sandee Goertzen called the meeting to order. A motion was made and seconded to approve the minutes of August 2004 as corrected. The motion passed.

**Elections:** The elections for executive officers for the 2004-2005 terms were conducted Don Davis, chair of the ad hoc Nominations and Elections Committee. The results are as follows:

Sandee Goertzen – Chair  
Daniel Calhoun – Vice Chair  
Trudy Muller – Recording Secretary/Parliamentarian  
David Maldonado – Corresponding Secretary/Historian  
Gayle Holt – Treasurer

**Reports**

**Executive Committee:** Ms. Goertzen reported the Executive Committee met on September 1st and discussed all the items on the agenda today.

The group photo will be taken October 13. Consent forms must be signed and will be dsent out with the agenda packet.

CORE Committee on Women & Minorities: Beverly Ballard declined nomination to be on CORE Committee. Sarah Spreda was nominated to fill this slot.

**Treasurer's Report:** Before Ms. Baxter presented the treasurer's report, Ms. Goertzen presented Christy with her Certification of Appreciation for her service on the Staff Council. The balance in the State Fund account as of August 31<sup>st</sup> is \$ .07 which was returned to the state. The Designated Funds account balance is \$ 4,560.25 and the Scholarship Account balance is \$ 7,001.34.

**Benefits Committee:** Rochelle Pena reported Student Staff Comet Card on the web. Flower and Balloon sales successful. There are cookbooks available for sale. Fundraisers will now be handled by the Fundraising Committee.

**Communications Committee:** Daniel Calhoun reported that his committee has not met since last newsletter was distributed.

**Staff Development:** Keith Stelzenmuller reported in Laurie Brown's absence. Keith reported year end wrap-up. Photographs from the Callier school supply drive will be on the web soon.

**Presidential Search Committee:** Betty Loy reported regular meetings for the Presidential search committee are over effective September 1. Eight candidates will be invited to be interviewed over one weekend at the airport. From that meeting names will be sent to the Regents. The finalists will come to campus for interviews with various groups including the Staff Council.

**Faculty Senate:** Dr. Nelsen mentioned the Regents wanted five names but the committee was negotiating to turn in four names instead. Dr. Nelsen felt confident four names would be okay. The four candidates are well qualified.

The Faculty are also working on a Strategic Planning Committee. There is a push on to double size of university over the next 10 years. Each school has a plan for this. He hopes to have data for the WAG Report by September 15. UT System wants the hiring of faculty more efficient. Dr. Nelsen is co-chairing this committee with Dr. Wildenthal.

There is also a change in conforming to the common course numbers. This will enable transferring credits easier.

**Parking and Security Committee:** No meeting

**Campus Facilities and Oversight:** No meeting

**Safety Committee:** Kent Mecklenburg reported fire extinguisher inspection is continuing.

Decals have been placed on door in Management building that a person slammed into.

Bio-Safety Manual still with Deans.

The Chemical Waste facility had been shut down for repairs and is now reopened.

Michael Brewer will be the next chair for Chemistry with Kent serving as vice chair.

**Women's Center:** They met in September.

**Old Business:**

Suggestion 2004-022-P: Dr. Karen Clarke responded regarding Callier Pre School Program. A suggestion that the pre-school present a program at a Staff Council meeting was deeply appreciated but Dr. Clarke declined.

The motion was made to close the proposal. The motion was seconded and it passed.

Guidelines (By-Laws): Ms. Goertzen reported that By-Laws require approval by UT System. However, Standing Rules are approved within Council. The Executive Committee proposed to change By-Laws to Standing Rules. A motion was made and seconded to make the change. The motion passed.

**New Business:**

The Executive-Committee recommended that the Staff Council continue to meet the 2<sup>nd</sup> Wednesday of the month in Green Commons at 9:00 am. A motion was made and seconded to continue the meetings as recommended. The motion passed.

Homecoming: The Homecoming Parade will be held October 16, 2004. The theme for this year's parade is "Uniting Comets Under the Lone Star". A motion was made and seconded to participate in the parade with Kent Mecklenburg as chairman and \$150 budgeted for supplies. The motion passed.

Flu shots will be given October 27 from 1-3 and October 28 from 10-12 in the "FishBowl" of the Multipurpose Building. The shots are available to staff and faculty but is not known at this time if there will be a charge.

Blood oxygen tests: The Wellness Committee is looking into offering these tests at the same time.

Suggestion 2004-023-2 – Staff Benevolent Fund: There were suggestions of small remembrances and because of the verbalized interests in the fund a motion was made to send this suggestion to the Benefits Committee. The motion was seconded and it passed.

Fall Forum: The forum has not yet been set for this year.

Standing Committee Appointments: The representatives completed the forms and they were given to Daniel Calhoun for assignment.

Other Business:

We have been discussing a retirement gift for Dr. Jenifer. The display case will be dedicated to Dr. Jenifer. It was also suggested Staff Council give Dr. Jenifer a cut glass crystal sculpture. Deborah Day will look into the crystal sculpture. A motion was made and seconded to set aside \$150.00 for this gift. The motion was seconded and it passed.

There being no other business, the meeting was adjourned,

Respectfully submitted,

Trudy Muller  
Recording Secretary/Parliamentarian  
October 4, 2004