

U.T. DALLAS STAFF COUNCIL MEETING MINUTES

October 13, 2004

Green Center Commons

9:00 a.m.

Members Present: Andy Aquatero, James Barnes, Donna Bomnskie, Sandy Burdine, Tina Butterfield, Daniel Calhoun, Deborah Day, Kris Faulk, Lisa Garza, April Gauer, Sandee Goertzen, Gayle Holt, Fatiah Lambert, Carol Lanham, Jacqueline Long, Betty Loy, David Maldonado, Kent Mecklenburg, Ramona Metcalf, Kathy Meyer, Sandra Mitchell, Trudy Muller, Alex Nestor, Wendy Newton, Donise Pearson, Rochelle Pena, Margie Robbins, Betty Roth, Mary Ann Routzahn, Randy Sims, Keith Stelzenmuller, John Terrell, John Turner, Doug Vass, Volya Wilds-Helm and Sandra Zencik

Members Absent: Karen Jarrell, Cleon Ramey

EX OFFICIO: Robert Nelsen

EX OFFICIO ABSENT: Claire Occhipinti

GUESTS: Alisha Richardson

Chair Sandee Goertzen called the meeting to order. A motion was made and seconded to approve the minutes of September 8 as corrected. The motion passed.

Reports

Executive Committee: Ms. Goertzen reported the Executive Committee met on October 6 and discussed all the items on the agenda today.

All committees have met.

SECC Fund Drive: Staff council was requested by Human Resources and Kerry Tate to act as liaison and answer questions regarding the fund drive. The Ex-Com met with Claire and unanimously voted against the request. The Ex Com felt this should be the responsibility of the HR department and if volunteers were needed, HR should request volunteers from various departments.

A thank you note was received from the Callier kids.

Fall Forum: Dr. Jenifer has consented to participate in the Fall Forum which will be held Wednesday, November 17.

CARE Award nominations: Flyers and signs are ready to put around campus. Deadline for nominations is October 31.

New member orientation and a refresher for older members: Staff Council meetings are held the 2nd Wednesday of the month and can last no more than two hours.

The first of the meeting is for committee reports since the majority of work done is in committees. Committee work is very important and this is why everyone is assigned to a committee. If required, the proposal being worked on in committee is then brought before the Staff Council meeting and then can be discussed during the meeting.

According to the guidelines all members are excused from their regular jobs up to six hours a month to devote to Staff Council work. If the Staff Council meeting takes two hours, this leaves four hours a month for committee work, fundraising, etc. This has been approved by the President and Cabinet.

All representatives are required to attend meetings and if the representative misses two consecutive staff council meetings or a total of four staff council meetings during the year that may be cause for dismissal from Staff Council depending on circumstances. If a representative is unable to attend, the Chair and Vice Chair should be notified if absence is unavoidable.

Tape Recorder: Minutes are taped. This is for secretary's use only and is for minutes only.

Treasurer's Report: Gayle Holt reported there has not been a lot of activity this year. In the state account we have \$3000.00 and the Scholarship account currently has \$7001.34 and designated funds is \$0. Gayle will find out how much interest has been earned on the accounts.

Benefits Committee: Doug Vass was elected chair and Sandra Mitchell was elected secretary. No meeting since election meeting and next meeting will be October 22.

Communications Committee: Ramona Metcalf was elected as chair with Lee Ann Fitussi elected as secretary. No meeting has been held since election of officers. There will be a newsletter sent out by end of November.

Staff Development: Kent Mecklenburg was elected chair and Wendy Newton was elected secretary. Met September 23 and meetings will be 3rd Thursday of the month. Kent was officially handed the trophy case key. Ordering of plaques is still going on. Wording has been selected and names of companies has been received. A-Z guide is an ongoing concern.

Fundraising Committee: Rochelle Pena was elected chair and Donna Bomnskie was elected secretary. Committee met on September 22 and are starting to organize sale of mums and poinsettias. The committee will meet on Monday after Staff Council meeting. New boxes for collection of ink jet cartridges will be put around campus soon. The committee is looking for someone from each school to get info regarding cartridge collection to faculty.

Presidential Search Committee: Betty Loy asked to delay her comments until later on in the meeting.

Faculty Senate: Indirect costs went up to 100% return rate with 50% returning to state. Further breakdown is 35% to dean, 5% to Vice President of Research and Graduate Education and 15% to PI. What PI does not spend is returned to VP Graduate Education.

Newest rules and regulations on internet use have been distributed and everything has been approved. Reminder to everyone there is no such thing as privacy.

Office of Sponsored Projects is supposed to be getting peer reviews across the system but has been delayed because the Executive Vice Chancellor of Research turned us down. It was decided to go ahead with OSP peer review so there will be team coming to UTD campus talk to staff, contract and grants, etc. There is no timeline for the visit.

Parking and Security Committee: Kent Mecklenburg reported meeting held September 9. New manuals passed out, explained duties of committee, visitor parking at Waterview Apts discussed. Evening orange tags working pretty well. There were a lot of e-mails regarding traffic appeals. Appeal forms are on line. Parking lots are checked at 10, 2, 7 and 9.

Campus Facilities and Oversight: No meeting

Safety Committee: Met on September 29. Dr. Michael Biewer is chair of committee. There were accidents or emergency reports as of yet. Bio Safety report on way to committee for approval and/or changes and will be available on the web to departments. We are working under a bio level 3 now. There are mineral samples from the Zale Lipsky collection that have very small levels of naturally occurring radioactive materials but in the renovation of Founders there is some discussion where to store the collection.

There was some discussion of card access doors on campus. This gives the ability to track traffic of door use. There is currently tracking at Green Commons and Activity Center.

The rotation report was distributed.

Women's Center: There is a meeting scheduled for December but Lauren wanted to raise awareness of the Race for the Cure October 16. Yoplait yogurt lids are being collected. In October and November there are programs being held on relationships.

Old Business:

Homecoming Parade: Parade being held October 16 with a theme "Uniting Comets Under the Lone Star". Staff Council's participation in parade will be a hayride. Carol Lanham donated truck and hay for the hayride. Kent purchased longhorns to fit on front of truck. He also bought patriotic trim for truck and candy to be passed out. There is no budget available.

Fundraising: Mum order forms have been mailed. Packets were handed out regarding poinsettia sales. Orders will be taken until November 26. Orders can be made online. Betty Loy asked about a way of delivery to Callier South. Rochelle said there would be no problem in delivering to Callier South. Poinsettias will be delivered to Activity Center December 3. Our goal is 250 and 60 have been ordered by the President's office.

Gift for Dr. Jenifer: Handouts were given to Staff Council representatives of the two samples chosen by Ex-Com. Gift will be given to Dr. Jenifer November 17 at Fall Forum. Prices include wording. SoHo will allow us to put Staff Council logo on top with appreciation statement on front. Motion was made and seconded to approve SoHo. Motion passed.

Deborah was thanked for her efforts.

New Business:

Suggestion 2005-001S Hiring Process: Is this something Staff Council wants to address? Keith Stelzenmuller felt there needed to be some follow-up. Directions are not clear. Tina Butterfield stated she was told 95% of positions do not require cover letter or resume. She also said that once application is made there is a statement issued application has gone through.

Alicia Richardson of HR stated an e-mail confirmation is sent to each applicant if the application was filed properly, if directions were read correctly. If any step is missed an e-mail confirmation will not be sent. Once application goes through there is a statement at the very end thanking the applicant for applying at the University of Texas at Dallas.

Job description needs to be read entirely to see if resume and cover letter is required. If these are not attached a notice will be given. It is the applicant's responsibility to make sure all directions are followed before confirmation receipt is given. If a resume and cover letter is not required, it is the department's responsibility to contact applicant to send in resume if interested. Applications are reviewed by HR before being sent to department.

If anyone has any suggestions or questions, please contact Human Resources.

If a social security number is not available, Alicia will issue a temporary number.

A motion was made and seconded to forward Suggestion 2005-001S on behalf of suggestor to Human Resources. The motion passed.

Suggestion 2005-002S Flu Shots for Retirees: There is a Retiree Steering Committee that is getting started. There is a meeting October 18 that Betty Roth is sort of involved with. There are 365 retirees involved and we made need to charge a nominal fee for the shot. Since shots are paid from Workers Comp fund, is it legal to use this fund for retiree shots. There is also a question of eligibility. The motion was made and seconded to forward

this suggestion to the Benefits Committee. The motion passed.

A break was taken for Staff Council Group pictures.

Retirees Volunteer Center: Tina Butterfield is liaison between the University and retirees. Tina is requesting Staff Council serve as volunteer center for retirees. There needs to be a resource person or department on campus departments can go to for volunteers to work in offices, functions, etc. Deborah Day suggested the position stay with Tina since she is already liaison. Staff Council can help spread the word about retirees being available for volunteers. HR does not have anything regarding volunteer opportunities on their website. There are guidelines to be followed and monitoring may be needed.

Tina told Staff Council the President has agreed to have a luncheon with the retirees and hopefully officers will be elected.

Motion was made and seconded to have Tina continue as liaison. Motion passed.

Presidential Visits: The first presidential candidate will be John Baldwin. Interview is a two-day process with Staff Council meeting with the candidates on day 2.

Questions that officers of Ex-Com and Betty Loy came up with were handed out. These are questions that will be asked but Sandee welcomed questions from all Staff Council representatives. Feed back forms were also handed out; these forms need to be filled out before leaving meeting room.

There are no confines for questions but Dr. Jenifer wants us to sell university. No schedule has been given for remaining two candidates.

Dr. Nelsen and Betty gave a recap on candidates. Questions have been asked of Dr. Nelsen about the science background of each candidate. It has been made clear from the beginning that Science is not what it should be at UTD. That is why science is so strong in these candidates.

Dr. Nelsen thinks the start date will be June or July.

There being no other business, the meeting was adjourned.

Respectfully submitted,

Trudy Muller
Recording Secretary/Parliamentarian
November 8, 2004

