

U.T. DALLAS STAFF COUNCIL MEETING MINUTES

September 14, 2005

Green Center Commons

9:00 a.m.

Members Present: Jacob Abraham, Marilyn Bechtol, Jessica Brown, Daniel Calhoun,, Kris Faulk, Sandee Goertzen, Sarah Hernandez, Rene Herrera, Gayle Holt, Lynn Hovatter, Pat McEachern, David Maldonado, Irene Marroquin, Sue McInis, Richard McMillan, Kent Mecklenburg, Kathy, Meyer, Trudy Muller, Alex Nestor, Wendy Newton, Judy Patterson, Rochelle Pena, Cleon Ramey, Margie Robbins, Jach Ross, Mary Ann Routzahn, Kayety Rowlett, Roger Stearns, Doug Vass, Nadira Zakhidova

Members Absent: Donna Bomnskie, Christina Braxton, Sandy Burdine, Tina Butterfield, Carol Lanham, Sandra Mitchell, Randy Sims, Volya Wilds-Helm, Beverly Young

EX OFFICIO: Robert Nelsen

Visitors: Jacqueline Long

Chair Sandee Goertzen called the meeting to order. Ms. Goertzen had each representative introduce themselves.

Officer Elections: Don Davis conducted elections and the following were elected as officers for this year:

Chair:	Sandee Goertzen
Vice Chair:	Daniel Calhoun
Recording Secretary and Parliamentarian:	Trudy Muller
Corresponding Secretary and Historian:	Alex Nestor
Treasurer:	Gayle Holt

Minutes: A motion was made and seconded to approve the minutes of August 10th. The motion passed.

Reports:

Executive Committee: Ms. Goertzen reported the Executive Committee met on September 7th and discussed all items on the agenda.

Membership Changes: Karla Perez is no longer with the University and will be replaced by Roger Stearns.

WSTC Building: The Executive Committee is recommending this building be included

in District 2 for the present.

UTD/UT Arlington Presidential Swap: There will be a Presidential swap between Dr. Daniel and Mr. Spanola of UT Arlington on September 20th.

Town Hall Meeting: Dr. Daniel will hold a town hall meeting on October 6th in the Conference Center. The fall forum which is usually held in November will be combined with the town hall meeting. The Annual Report will be given along with the introduction of the Representatives, CARE Awardees and Scholarship recipients. Dr. Daniel will speak for 10-15 minutes and he will also be available to answer questions from the audience.

Ms. Goertzen has been requested by Dr. Terry to chair a Recycling Committee. The Physical Plant is currently reviewing their departmental recycling and also the university recycling program. They are also looking at the recycling program at other schools.

Vice President of Business Affairs Search Committee: The committee met the first time last week. Eighty-five applications have been received. The goal is to have someone by the end of this calendar year.

Treasurer's Report: Gayle Holt reported there is \$697.82 in our state fund, \$1,760.20 in the scholarship account and the designated account has \$3,064.35

Benefits Committee: Doug reported there was no meeting

Communications Committee: Alex reported there was no meeting. He also thanked Jackie Long for her work on the newsletter.

Staff Development: Kent reported the Callier School supply drive is over and even though there was not as much physical supplies collected, \$651.00 in cash was donated which Kent will deposit in Callier's account.

The Peer Mentoring suggestion was distributed in Staff Council packet. The suggestion will be handled under new business.

Kent thanked the committee for their work.

Fundraising Committee: Rochelle Pena reported a check for \$162.00 for small cartridges was received. Fifteen boxes of large cartridges were shipped.

Wellness Committee: Wendy Newton reported there was no quorum at the July meeting and there is concern about committee involvement in the coming year without a chair as Wendy is stepping down. It is uncertain if there will be an October meeting.

The committee donated the remaining \$1200 in their budget to Staff Council for flu shots.

Faculty Senate: Dr. Nelsen reported he is on the SACS committee which is Southern Accreditation of Colleges and Schools which is the beginning of the reaccreditation. The committee is auditing all departments and needs to be done by September 2007. The SACS Guidelines are now based on individual university and based on student outcomes.

The Coordinating Board will not be looking at all doctoral programs.

There will be a Retention Rate Conference on campus September 30th.

All scholarships will now be electronic rather than being on fifty-one different web sites. This will make it easier to trace all UTD scholarships and the process will be clearer and simplified.

Strategic Planning is on going. Dr. Daniel has asked for it by the end of September.

University Committees:

Parking and Security Committee: Kent reported e-mail appeals are being received on a regular basis. The committee did not meet but corresponded by e-mail.

Campus Facilities and Oversight: No meeting.

Safety Committee: Kent reported the committee did not meet.

Women's Center: The quarterly meeting is September 26th.

Old Business:

Committee appointments: Since Karla Perez is no longer with the University; a slot in the Safety Council exists for the next year. The Executive Committee recommends Judy Patterson to fill the slot in the committee. Richard McMillan would like to be on this committee and feels the appointment would be beneficial to him. A motion was made and seconded to recommend Sgt McMillan be appointed to the Safety Council. The motion passed.

New Business:

Suggestion 2005-017-S Class Registration for Staff at UTD: The Executive Committee recommends this suggestion be sent to Dr. Daniel. A motion was made and seconded to send this suggestion to the President. The motion passed.

Suggestion 2005-018-S Daycare: The Executive Committee recommends this suggestion be sent to the Benefits Committee. A motion was made and seconded to forward this suggestion to the Benefits Committee. The motion passed.

Peer Mentoring Program: Kent reported this was a suggestion by a staff member on campus. Kent's Staff Development Committee has spent several months looking at different programs. The committee's suggestion is as follows:

We as the Staff Development committee would like to recommend that the University of Texas at Dallas adopt a Staff Peer Mentoring Program. A Mentoring Program would provide a way for seasoned staff members to share their knowledge and experience with recently hired staff, still in training staff, or staff needing a little extra assistance with university procedures. This program should be designed to assist employees where orientation and training frequently leaves off.

A motion was made and seconded that this suggestion be sent to Dr. Daniel and Human Resources. The motion passed.

Wellness Committee: The Executive Committee has discussed this committee and since Wendy is stepping down as chair and several people have dropped out of the committee, the Executive Committee thought Staff Council would go staff campus wide for volunteers to serve on this AD Hoc Committee. Jach Ross and Marilyn Bechtol volunteered to serve on committee.

Committee Choices: Daniel Calhoun asked the members to complete the form and that all committees be ranked by choice.

Flu Shots: David Maldonado reported a tentative schedule for flu shots is November 8 from 10:00-12:00 and November 9 from 1:00-3:00 in Green Commons. The cost of the shots is \$15.00 but the actual cost to staff and faculty is still being worked out. The shots will be given by Baylor Regional Hospital.

There being no other business, the meeting was adjourned.

Respectfully submitted,

Trudy Muller
Recording Secretary/Parliamentarian
October 7, 2005