

## U.T. DALLAS STAFF COUNCIL MEETING MINUTES

June 14, 2006

SOM Executive Education Wing

9:00 a.m.

**Members Present:** Jacob Abraham, Marilyn Bechtol, Jessica Brown, , Daniel Calhoun, Chris Dickson, , Sandee Goertzen, Gayle Holt, Lynn Hovatter, Pat McEachern, Sue McInis, Irene Marroquin, Remona McLain, Kent Mecklenburg, Kathy Meyer, Alex Nestor, Wendy Newton, Rochelle Pena, Cleon Ramey, Cathy Ranta, Jach Ross, Mary Ann Routzahn, Kayety Rowlett, Randy Sims, Doug Vass, Beverly Young, Nadira Zakhidova

**Members Absent:** Sandy Burdine, Raymond Dyson, Rene Herrera, Cassini Nazir, Judith Patterson, Margie Robbins, Roger Stearns, Kathy White

**EX OFFICIO:** Claire Occhipinti

Meeting called to order by Sandee Goertzen.

### **Guest Speaker:**

Dr. Robert Nelsen spoke to Staff Council on UTD Progress on SACS. There are three hundred people working on SACS. SACS is a self audit based upon description of yourself. There are seventy-three principles that are being looked at and we have to have student learning outcomes. Rice has been given a warning, Georgia Tech and Auburn have been placed on probation.

SACS is most interested in faculty credentialing in course being taught and the professor must have a minimum of eighteen hours in degree. If the professor does not have the eighteen hours needed, then proof is needed of articles in journals in that area, attend major conferences and given speeches in the area of the degree.

Everything must be done by March 2007. The information is then sent electronically and looked at by seven people. A report will be sent to UTD about where we need work. UTD will then have six weeks to make the corrections. SACS personnel will be here in March 2008 but will not physically be on campus until the Quality Enhancement Plan. The Quality Enhancement Plan is \$264,000/year for five years and is determined by faculty, staff, alumni and corporate individuals. SACS keep feds off campus and if we are successful, UTD can define itself. It allows us to clear up some mistakes that have taken place in the past.

**Scholarship Awardees:** Scholarships were given to the following:

Jessica Brown	School of Management
Tahmourses Elyasi	Computer Science/Engineering

Valerie Lariscy                      Payroll/Tax Compliance  
Jill Swayze                              School of General Studies  
Nadira Zakhidova                      Library

Michele Dunavin, Julie Evans and Kimberly Jones were awarded scholarships but were unable to attend meeting. Margaret Kilbourn took individual pictures and a group picture.

**Minutes:** A motion was made and seconded to approve the minutes of May 10 as amended. The motion passed.

**Reports:**

**Executive Committee:** The Executive Committee met on June 7 to establish the agenda that you have before you today.

**Membership Changes:** Sarah Hernandez has resigned from Staff Council. She was a member-at-large and will not be replaced.

**Coffee with the President:** Districts 1 and 7 coffee will be held June 15.

**CARE Award:** The CARE Awards were held May 30 and the following received awards:

Peggy Attari                      University Management Systems  
Suzanne Bonifort                      Callier – Dallas  
Deborah Chen                      Admissions  
Nicona Gamm                      School of Management  
Beatrice J. Green                      Student Health  
April Liang                      Engineering and Computer Sciences

**AVP Facilities Maintenance:** The Executive Committee was asked to interview candidates for the Associate Vice President of Facilities Maintenance. We met the last two candidates and gave our recommendation to Jody Nelsen who chairs the search committee.

**Orientation:** The AD Hoc Committee for orientation has been called together again. Daniel, Trudy and Rochelle are working on updating the orientation for the new reps who will be taking office September 1<sup>st</sup>. Orientation will be held August 9 before the Staff Council meeting.

**Staff Council Attendance:** Daniel handed out the attendance report.

**Treasurer's Report:** Gayle Holt reported there is \$2,530.17 in 317142; \$4,440.37 in the scholarship account and the fundraising account has \$4,732.13. These totals are as of April 30, 2006.

**Corresponding Secretary Report:** No report.

**Benefits Committee:** Rene was absent but Randy Sims reported final approval awarding of scholarships. The committee discussed process to speed up awarding of scholarships. They also discussed the day care proposal.

**Communications Committee:** Cassini was absent but Kayety reported the committee discussed articles for the next issue of the SUN. The deadline for the articles is June 27.

**Staff Development:** Pat reported the committee met on May 17 and they discussed questions on the job satisfaction survey. They have organized the survey into three categories: (1) morale, (2) opportunities and (3) benefits. The committee wants the survey to be endorsed by Dr. Terry.

**Fundraising Committee:** Rochelle reported there was no meeting. She did report the search for a company to pick up the cartridges is being worked on.

**Wellness Committee:** Wendy reported the committee met May 18<sup>th</sup> and the next meeting is June 15. The committee is working on designing a walking program. They are also working on the possibility of a Corporate Wellness Program.

**Election Update:** Lynn reported the elections are over. Sandee and Lynn thanked everyone who helped stuff envelopes and count ballots.

**Ad Hoc Committee on Staff Tuition:** Chris Dickson reported the committee met May 18<sup>th</sup> and June 6<sup>th</sup>. The committee researched public and private universities and local businesses and found the majority of them offered tuition reimbursement or some sort of paid tuition fees for their employees.

The committee will send out a survey on July 1 and the answers will be presented to Dr. Daniel. The committee is also working on a powerpoint presentation for the August meeting and this presentation will also be given to Dr. Daniel and his cabinet.

**Faculty Senate:** Dr. Murray Leaf, the new speaker of the faculty, reported there will be a lot of work to be done for SACS. Several committees are operating and are having a positive effect. Facilities committee is now functioning chaired by Dr. Leaf. A website is being built for complaints and suggestions, building liaisons will be listed along with safety liaisons. Emergency numbers will also be listed. The master plan will be added with questions to the community being asked from time to time with feedback being used before project plans are finalized.

**University Committees:**

**Parking and Security Committee:** Kent reported the committee did not meet. He reported he get a lot of feedback on appeals. Students are having trouble translating evening orange and daytime orange.

**Campus Facilities and Oversight Committee:** Kent reported the committee met May 19<sup>th</sup>. A Staff Council suggestion was brought forward regarding a path from WSTC to the campus. Dr. Leaf reported the committee did not have enough information available. Kent also reported there will be a facilities hotline on the website.

**Safety Committee:** No report.

**Women's Center:** No report

**Corporate Challenge:** Kathy Meyer handed out flyers for Corporate Challenge. Opening ceremonies will be August 25<sup>th</sup> and all teams have been formed. July 21 is the deadline for rosters to be in.

**New Business:**

**Scholarship Endowment Fund:** Sandee and Gayle met with Barbara Seale about a Scholarship Endowment Fund. There is now a plan we can pledge that we will have \$10,000.00 in the future and put as much as possible in the endowment until we reach the \$10,000.00. If at a later time Staff Council would decide not to have an endowment anymore, there is a way to take money out. We would continue to have fundraisers and anything over awards would be put into the endowment account.

After much discussion, a motion was made and seconded to table this motion until the survey results are in which would be the August meeting. The motion passed.

**Budget Requests:** Budget requests for name badges for new reps, binders for new reps, 4 banners with Staff Council logo, plaque for CARE Awardees, and a digital camera were included in agenda packet. A motion was made and seconded to approve all budget expenditures. The motion passed.

**Suggestion 2006-014 Dart Passes:** Motion made and seconded to send letter to Pete Bond. The motion passed.

**Suggestion 2006-015 – Alumni Bricks:** A motion was made and seconded to send this suggestion to the Development Office for their comments. Motion passed.

**Old Business:**

**Suggestion 2006-013 Tuition Waiver Information:** HR website has been edited for clarity. This suggestion was closed by a roll call vote.

**Suggestion 2006-09 – Recycling Batteries:** Environmental Health and Safety picks up batteries and disposes of them properly. This suggestion was closed by a roll call vote.

**Agenda addition – EAC:** EAC is going out to component schools and asking them if

there are any items EAC could address on behalf of everybody. After discussion, Sandee will e-mail staff council representatives not at meeting asking for their input and discuss this further at the July Staff Council meeting.

There being no other business, the meeting was adjourned.

Respectfully submitted,

Trudy Muller  
Recording Secretary/Parliamentarian  
July 5, 2006