

## **APPROVED & OFFICIAL MINUTES**

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

October 11, 2006

SOM Executive Education Wing

9:00 a.m.

PRESENT: Jacob Abraham, Patsy Aguilera, Marilyn Bechtol, Jessica Brown, Heather Burge, Dina Caplinger, Caroline Crossley, Chris Dickson, Raymond Dyson, Mary Felipe, Sandee Goertzen, Michael Griego, Rene Herrera, Gayle Holt, Kim Little, Jacqueline Long, Tricia Losavio, Brenda Mahar, Pat McEachern, Irene Marroquin, Remona McLain, Kent Mecklenburg, Trudy Muller, Cassini Nazir, Paul Oelkrug, Judy Patterson, Rochelle Pena, Cathie Ranta, Roger Stearns, Kayety Stringer, Helen van derWoude, Doug Vass, Beverly Young, Sandra Zemcik

ABSENT: Daniel Calhoun, Lynn Hovatter, Sue McInis, Jach Ross, Mary Spradlin, Nadira Zakhidova

GUESTS: Nancy Baumann, Cynthia Durbin, David Gleason, Murray Leaf, Dorothy Miller, Wendy Newton, Larry Wilson

Chair Chris Dickson called the meeting to order.

The representatives had their group photograph taken by Tom Koch.

#### GUEST SPEAKER:

Dr. John Siebert, the Chair of the Quality Enhance Program (QEP) for the SACS Reaccreditation, talked to the representatives about the UTD's QEP and the impact it will have on the accreditation process. Everyone is being asked for input into the QEP, faculty, staff and students. All input on ideas for the enhancement of UTD are requested. He asked if we would take his request back to the areas where we work and have small discussions about the direction UTD should go.

There are 300 staff and faculty working on this SACS reaccreditation process and they are putting in a lot of time and effort into this project. SACS would like to see every faculty, staff and student involved in this project in some way.

Dr. Siebert asked for everyone's input on the enhancement program for UTD by the end of the semester. The Committee will then meet to discuss all the inputs and they will ultimately come up with one topic which will be picked by mid Spring semester. Dr. Siebert then will write up the QEP based on input from everyone.

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The QEP is projected to take three – five years to implement and Dr. Siebert said he would feel that the QEP would have been a success if it lasts into years 6 and 7.

#### ROLL CALL:

The Roll Call was taken and a representative majority was established for the meeting.

#### MINUTES:

A motion was made and seconded to approve the minutes of the September 6<sup>th</sup> meeting as distributed.

#### EXECUTIVE COMMITTEE

Chris Dickson reported that Sandee Goertzen will be stepping down from the Employee Advisory Council at U. T. System and that he will be taking her place on the EAC for the term that expires August 31, 2007.

CARE Award: The signs will be ready to be put out soon. The nomination deadline is October 31<sup>st</sup>.

The Coffee with the President with district six will be coming up the first part of November.

#### BENEFITS COMMITTEE

The Benefits Committee met and Daniel Calhoun was elected Chair and Trudy Muller will be Secretary. The Benefits Committee is working on the survey on Daycare. They have received twelve applications for the Staff Council scholarship and three additional ones that were received late, but the Committee voted to not accept the late applications.

#### COMMUNICATIONS COMMITTEE

The Communications Committee met and elected Mike Griego as Chair and Lynn Hovatter as Secretary. They were discussing the plans for the first newsletter of the year to be handed out in time to advertise the Fall Forum.

#### STAFF DEVELOPMENT

The Staff Development committee elected Pat McEachern as Chair and Cathie Ranta as Secretary. Their agenda will include updating the display case, the mentoring program and the staff employee satisfaction survey.

#### FUND RAISING

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The fund raising committee voted Rochelle Pena as Chair. They will elect the Secretary at the next meeting. Their first fund raising plan is to sell Pansies with preorders only. There will be notices sent out soon to faculty and staff. They will start working on the poinsettia sales soon. Their other continuing efforts include the cookbook, recycling cartridges. They encouraged people to bring their ink jet cartridges from home also.

#### WELLNESS COMMITTEE

They are having a membership drive. They will hold the elections in October for their Chair and Secretary. They are finalizing the walking routes on campus, and working on the faculty/staff wellness programs.

#### AD HOC COMMITTEE ON TUITION WAIVERS

Chris gave a report on the presentation of the proposal on the tuition waivers for staff. It went very well. We will not get everything we asked for, but we will get some things. The ability for staff to register when other students are registering was already approved; unfortunately, the word didn't filter down, therefore, it wasn't official for the Fall semester. Dr. Daniel will take care of getting it officially handled before the Spring Semester. It doesn't look like we will get tuition waivers for dependants or spouses – at least not right away. We did enlighten Dr. Daniel on the actual costs of attending school at UTD. He thought the cost was less than it actually is. Dr. Daniel and Dr. Wildenthal both expressed their appreciation for all the information gathering that was done by the Committee and commended them on the presentation.

#### FACULTY SENATE

Dr. Leaf reported on the work of the Academic Senate. He talked about the Safety Council and the potential of Safety Liaisons for all the buildings. The initial thought was that the building liaisons would handle the safety aspect also, but that will not be the case. Safety Liaisons will be appointed soon.

They are working on an expanded grievance policy for Faculty to include the Senior Lecturers. He recommended the Staff Council review the staff grievance policy.

The Senate web site is being updated also. The web group will be working on that. They are also reconsidering the Intellectual Property Policy; i.e., who owns the results and who can publish the results.

#### VICE PRESIDENT FOR RESEARCH AND ECONOMIC DEVELOPMENT:

There are two candidates for the Vice President for Research Development that have been recommended by the search committee. Dr. Daniel will be making that announcement soon.

#### VICE PRESIDENT FOR BUSINESS AFFAIRS

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This committee has not met yet. We have recommended Kent Mecklenburg to serve on this committee when it does get started.

#### PARKING AND SECURITY

This committee met on October 12<sup>th</sup> and will be continuing to review the appeals every day.

#### CAMPUS FACILITES OVERSIGHT COMMITTEE

There hasn't been a meeting yet.

#### SAFETY & SECURITY COMMITTEE

The committee is working on lighting, building liaisons, evaluation plans, and talking about putting it on the web site. They are also working on a lab closing policy and signs to be put by the elevators.

#### WOMEN'S CENTER

They are participating in the Race for the Cure on October 21<sup>st</sup> at Northpark. A mammogram van will be on campus on October 24<sup>th</sup>.

#### OLD BUSINESS

- a) Ad hoc committee on tuition benefits

Chris has already given his report earlier in the agenda.

- b) Flu shots

We will be able to have the flu shots on campus through the Richardson Regional Medical Center. They will be available October 24 from 10 – 12 and on October 25<sup>th</sup> from 1 – 3 in the Conference Center. More information will be sent out to the campus as soon as it is available.

- c) Homecoming

The theme of the homecoming this year is Comet Victory Cruise. Tricia Losavio volunteered to plan the float, organize the tailgate party and take care of everything pertaining to Staff Council's involvement in the parade.

- d) Campus Enhancement Program Committee

Gayle Holt reported on attending this new committee as one of the appointees on behalf of the Staff Council. She reported that it was a great committee including community representatives, faculty, staff, and students. Cassini

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Nazir volunteered that he had been asked by Dr Wildenthal to maintain a web site on this committee, so we can access that web site to keep up to date with what's happening.

e) SACS WeaveOnline

Chris reported that he is working on meeting the deadlines established for the Staff Council's participation in the SACS process. We, as an organization will be a part of the SACS reaccreditation process

f) Suggestions:

2007-001 Recycle bin pickup and status of DART bus passes

A motion was made and seconded to send to the employee suggesting the recycle information and explain that the DART bus passes is still being worked on. The motion passed.

2007-002 Staff mentoring Program

A motion was made and seconded to respond to the employee suggesting that a program has already been proposed and is with the President. The motion passed.

2007-003 On-line bulletin board for surplus items

A motion was made and seconded to send the suggestion to the Property Administrator for review. After discussion, the motion was voted on and it passed.

2007-004 No flush/waterless urinals

A motion was made and seconded to refer the suggestion regarding the waterless urinals to the Associate Vice President for Facilities Management. The motion passed.

2007-005 Free activity center benefits: tuition waiver

The activity center is funded by student fees, so a motion was made and seconded to send the employee that suggested this a response to this effect and the portion of the suggestion that was about the tuition waiver should have the response made that there hasn't been a decision made about the increase of tuition waiver from the President. The motion was made and seconded to respond to the originator of this suggestion to this effect. The motion passed.

2007-006 More information – new hire orientation

A motion was made and seconded to send the suggestion to David Gleason in Human Resources for his review. The motion passed.

2007-007 Proper name of Waterview Science and Technology Center

Since there seems to be some confusion about the name of the Waterview Science and Technology Center building, a motion was made and seconded to send this question to the V. P. Business Affairs for clarification and then respond to the person that submitted this suggestion. The motion passed.

2007-008 Handicap access of Administration Building

After discussion, a motion was made to refer this suggestion to the Environmental Health and Safety Office with a copy to Kerry Tate, the person in charge of the Disability Services on campus.

According to the Guidelines, the meetings are not supposed to last more than two hours. Since we have a major portion of the agenda to go over, a motion was made and it was seconded to extend the meetings. The motion passed.

## NEW BUSINESS

### A. NEW SUGGESTIONS

2007-009 Request speed bumps on Drive M

A motion was made and seconded to send t his suggestion to the Chief of Police to respond to. The motion passed.

2007-010 Direction plaques to be placed outside elevators

A motion was made and seconded to refer this suggestion to the VP for Facilities Management for his input. The motion passed.

### A. Fall Forum

The Fall Forum was originally scheduled for October 26<sup>th</sup>, but due to a scheduling conflict, it will be moved to Wednesday, November 1<sup>st</sup> at 9:00 a.m. The Communications Committee will do the advertising and special seating arrangements for the representatives, CARE Awardees and the Scholarship Awardees. Mike Griego was also going to look into videoing the fall forum and put it on the website.

B. Staff Council Scholarship Endowment

Chris Dickson and Sandee Goertzen met with Barbara Seale once again about the endowment and discovered that with the endowment money, we will only be able to fund the scholarship for staff members that are taking classes at UTD. The endowment cannot be used for staff members taking classes at a school other than a U. T. System school. The possibility was brought up that we could use the

endowment money for scholarships for the staff going to UTD and then other money that is being raised could be used for staff taking classes elsewhere. A motion was made and seconded to continue with the endowment plans as originally approved.

C. Reimbursement for Wellness Conference – Wellness Committee

Wendy Newton and Gayle Holt contacted the Chair, Chris Dickson, about the possibility of paying for their attendance at the Wellness Conference sponsored by the School of Management. The Executive Committee tentatively approved the expenditure of \$30/each for their attendance until the matter could be brought forward to the Staff Council. A motion was made and seconded that the Staff Council approve the expenditure of \$60.00 to pay for two attendees at the Wellness Conference. The motion was approved.

D. Reimbursement for ad hoc Committee manuals

For the presentation on behalf of the ad hoc Tuition Waiver committee, Chris Dickson made up several copies of the research. A motion was made to approve the reimbursement of the cost of the copies to Chris Dickson. The motion was seconded and it passed.

E. Appointment for Auxiliary Services Advisory Committee

Chris noted that we have been asked for two staff members to be recommended for the Auxiliary Services Advisory Committee. The names of Kayety Stringer and Norma Richardson have been proposed and they have agreed to serve if appointed. A motion was made and seconded to forward those two names. The motion passed.

1) OTHER BUSINESS

A. Meeting Location

After discussion it was agreed that we would have the November meeting in the engineering Building since the Management School location would not be available in November.

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B. Web site

Cassini is working with the revision of the Staff Council web site to make it more uniform with the new UTD look. Lynn Hovatter is currently using old software for updating the web site, and with the proposed new site, it will be easier for her to update and easier for others to help her. A motion was made and seconded to allow the Executive Committee to make the decision on the website changes. The motion passed.

There being no further business, the meeting was adjourned.

Sandra K. Goertzen on behalf of  
Lynn Hovatter, Secretary