

APPROVED MINUTES

U.T. DALLAS STAFF COUNCIL MEETING MINUTES

November 8, 2006

ECS South 2.201

9:00 a.m.

PRESENT: Jacob Abraham, Patsy Aguilera, Jessica Brown, Heather Burge, Daniel Calhoun, Dina Caplinger, Caroline Crossley, Chris Dickson, Carlton Eberhart, Mary Felipe, Michael Griego, Gayle Holt, Lynn Hovatter, Tricia Losavio, Brenda Mahar, Pat McEachern, Irene Marroquin, Sue McInis, Remona McLain, Kent Mecklenburg, Trudy Muller, Paul Oelkrug, Judy Patterson, Rochelle Pena, Cathie Ranta, Jach Ross, Mary Spradlin, Kayety Stringer, Doug Vass, Beverly Young, Sandra Zemcik

ABSENT: Marilyn Bechtol, Raymond Dyson, Sandee Goertzen, Rene Herrera, Kim Little, Jacqueline Long, Cassini Nazir, Helen van derWoude, Nadira Zakhidova

GUESTS: J.B. Barnes, Lynda Gary, Nancy Baumann, Claire Occhipinti, Jo Ellen Roach

- 1.) CALL TO ORDER: Chair Chris Dickson called the meeting to order.
- 2.) GUEST SPEAKER: Shasta Buchanan, Associate Director for Recruiting, Enrollment Services Department

Ms. Buchanan spoke to the Staff Council in the place of Sheila Pineres, Associate Provost in Enrollment Services. Ms. Buchanan is on the recruiting side of Enrollment Services. She explained about the new recruiting program that her office has created to make high school students and counselors aware of what UTD has to offer them. She and her staff recruited a graduate of UTD to design a poster that would reflect the contemporary and modern feel that the university has taken on. The result is an eye-catching poster with a high-tech look and the phrase "UTD - Unlock the Future." The poster has been put on a large advertising board on the North Dallas Tollway.

The Recruiting office has several strategies they use to inform high schools and community colleges around the nation about UTD. Brochures are sent to the school and college counselors with updates on what new programs and services are offered to students on campus. The goal is to keep UTD fresh in the minds of the counselors, and it also helps pinpoint the students with the high grades and test scores that would meet the standards here. She and her staff travel to schools and colleges around the country to talk directly to students about UTD so they get to interact with one of the recruiters who reflects the excitement that draws students to our campus.

Her office has set up weekends they call "Preview Update." They send out holographic invitations that go along with the "high-tech" advertising design of the posters, to students and their parents to come and see what UTD has to offer, not just academically or socially, but also how we can keep their children safe and secure. Her staff helps prospective students through the entire enrollment process, and, after they have been accepted at UTD, her staff

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continues to guide them through the next steps. Ms. Buchanan and her staff are proactive when families come to visit. Scholar's Day is a chance to invite those prospective students who are in the very top of their class and who excel in other areas, such as community service, leadership and academic clubs. The push is on for them to recruit students who are also being sought out by other top tier universities, like MIT or Stanford.

With the push to increase enrollment, the Recruiting Office is a very busy area of the university. Ms. Buchanan's presentation was very informative, and with her enthusiasm and her energetic staff, UTD should see higher enrollment rates every year for quite awhile.

3.) ROLL CALL:

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

4.) APPROVAL OF MINUTES:

Several corrections were noted, among them Lynn's name was misspelled, poinsettia was spelled in the Fund Raising report, an "e" was missing from the word "WEAVE" in the WEAVE Online Report, and the wording in Suggestion 2007-008 will be changed to note that Kerry Tate is the person in charge of Disability Services on campus. No other corrections were noted. A motion was made by Daniel to accept the minutes as corrected. The motion was seconded by Rochelle to approve the minutes of the November 8th meeting as distributed. There were no opposing votes and the motion carried.

5.) COMMITTEE REPORTS:

a.) Executive Committee:

Chris Dickson reported that the Executive Committee had met two days earlier than the regular meeting time due to the Fall Forum taking place at that time. He thanked everyone for their hard work that helped make the event a success. He also thanked Tricia Losavio and Megan Greene for their hard work in the Corporate Challenge games. UTD won a gold medal, and several bronze medals in several of the games. This year is the 10th anniversary of the UTD Staff Council and Chris asked for everyone to think about what might be a good way to celebrate that milestone. He has asked each committee chair to talk with their committees about ideas and goals for themselves this year. The Executive Committee will also set some goals. The Executive Committee talked about procedural issues, changing some of the old procedures and who should have access to files in the Staff Council folder on the "P" drive. Nothing has been decided or changed, yet, but they will continue discussion about these subjects.

b.) Staff Council Attendance Report:

Kent handed out the Attendance Report before the meeting. He is still waiting for attendance reports from the committee secretaries, and asks that they please try to

remember he needs their minutes. He has added Carlton Eberhart to the attendance chart. Carlton is the District 5 replacement for Roger Stearns, who is leaving UTD. He will also take Roger's place on the Communications Committee.

c.) Secretary's Report:

i.) Treasurer's Report:

Account #	Item	Expense	Revenue	Balance	Date
316142				\$4,554.79	10/01/06
	Fall Forum	16.86		4,537.93	
	Ad Hoc Print.	61.18		4,476.75	
	CARE prntng	6.60		4,470.15	
	SUN Newsltr	640.93		\$3,829.22	10/31/06
317807				-\$267.12	10/01/06
	Pansy Sales		\$792.00	524.88	
	Pansy Sales	\$600.00		-\$75.12	10/31/06
525528				\$10,206.64	10/01/06
	Alumni gift		\$300.00	10,506.64	
	Flu shot donat.		880.00	11,386.64	
	Ckbk Sale		10.00	11,394.64	
	Pansy Sales		108.00	11,504.64	10/30/06
			\$1,298.00		

ii.) Coffee with the President: The last Coffee was November 2. As usual, Dr. Daniel gave an update on events and improvements on campus. Several questions were asked, including the status of the DART rail passes for UTD employees, the DART rail station north of the campus, tuition benefits for employees and some safety concerns, such as the slickness of the walkways when they are wet. The next "Coffee" will be sometime in January, when Dr. Daniel's schedule permits. Lynn will send out emails to each district when their turn is next.

d.) Benefits Committee:

Daniel gave the report for his committee. They are working on a survey for UTD employees to assess how many people would be interested in a daycare for employee's children. When the survey is ready to send out to the campus, they will bring back to the Staff Council for approval. There is an old suggestion (2005-007) concerning retirees and flu shots. The suggestion asked if the retirees could be included. Since they were included this year, the point is mute, but the suggestion needs to be closed out. Last, the Benefits Committee will be reviewing the twelve applications for scholarships and should have the names of the awardees for the December meeting.

e.) Communications Committee:

Mike Griego said his committee met on Oct. 30 to bundle the SUN for mailing. They discussed articles for the next SUN newsletter, which would probably be ready in February. They also talked about the format of the SUNs, whether they should be delivered by email or paper copy. No decision was made.

f.) Staff Development Committee:

Chair Pat McEachern reported her committee had discussed the staff mentoring program and investigating how it might work at UTD. They agreed that the mentoring program should be their main focus. They are completing the Staff Survey and will bring it to the Staff Council for review soon. This survey will be on staff satisfaction regarding working conditions and other opportunities while employed at UTD. Who on the Staff Council should have access to the "P" drive. Her committee discovered in their bylaws that a representative from HRM is supposed to attend their monthly meetings, so they will look into this further. They discussed the Staff Council display case and the items from the fall events that could be placed in the case, such as Homecoming pictures, trophies from Corporate Challenge and the recent Staff Council picture. They also want to look at the lack of standardization on some of the procedures that staff are supposed to follow.

g.) Fund Raising Committee:

Chair Rochelle Pena gave the Fund Raising report. Donations at the flu shots event totaled \$880, which will go to staff scholarship funds. There was a great response to the pansy sales; it was very successful. Today starts poinsettia sales. They will begin handing out flyers; there are some for each rep at today's meeting. Rochelle asked for the representatives to push the Staff Council cookbooks right now, as they make nice gifts or stocking stuffers.

h.) Wellness Committee:

Chair Gayle Holt gave this report, as Wendy Newton is no longer working at UTD. Gayle is the new chair and Roxanne Minnish is the secretary. They met on October 19. They have a membership of 24. The walking program is mostly completed; Cassini Nazir will publish the route on the Staff Council website for all of UTD to utilize. They are finalizing a report to Dr. Daniel on a fitness program for UTD staff and faculty. They have been researching other colleges and universities in Texas, as well as Texas legislation that might be helpful in mandating this program.

i.) Staff Tuition Ad Hoc Committee:

Chris reported that they have not met since their presentation to President Daniel and Provost Wildenthal. He announced that two of the items they had lobbied for had been put in place. One was a change in the period of time an employee had to work at UTD to receive any tuition benefit. It is now six months, the same as the six month probationary period for all employees. The second concession made is for staff to be able to register for classes at the same time that regular students do, and not have to

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wait until late registration when many of the classes they need are closed or cancelled. Chris reported that he had checked with Dr. Daniel's office to be sure these benefits had actually been initiated.

j.) Faculty Senate:

The Speaker of the Faculty Senate was not present, so Kent Mecklenburg gave a report from the last Senate meeting. He said that Dr. Daniel talked about the five million dollar budget deficit and the resulting "hiring chill." The Beautification Committee meeting had met and was reviewing suggestions with Peter Walker and Partners. The Senators voted on policies that would limit how many times an undergraduate student could withdraw from a class and then repeat it, and at what point an undergraduate should declare a major. They voted on a grading system policy for graduate students.

k.) VP for Research and Economic Development Search:

Dina Caplinger was the Staff Council rep on this committee for the VP of Research and Development Search. She reported that Dr. Bruce Gnade, a professor in Engineering and Computer Science, had been named to this position and would begin next month.

l.) VP for Business Affairs:

Kent is the Staff Council rep on this committee. He said they have not yet met, and will probably not meet until at least January.

m.) Auxiliary Services Advisory Committee:

Kayety Stringer is the staff representative for this committee and said they have not met yet.

n.) University Committees:

i) Parking and Security Committee:

Kent reported that the name of the committee will be changed to "Parking and Transportation Committee" since a DART rail station is planned north of the campus. The parking lot between ECS & SU will not be a parking lot, but will be used for the contractors who will work on the Founder's renovation. They discussed the lack of parking spaces for the people with purple parking decals. They discussed the DART rail passes. They will try to meet once a month.

ii.) Campus Facilities Committee:

Lynn Hovatter said the Campus Facilities Committee had not met yet.

iii.) University Safety & Security Committee:

Dina Caplinger said this committee had not met yet.

vi.) Women's Center:

Judy Patterson reported that flyers had gone out to the UTD employees with the fall events sponsored by the Women's Center.

6.) OLD BUSINESS

a.) Flu shots:

Chris thanked Zeke Barrera and his department, Environmental Health & Safety, for his contribution of \$7,000 toward the costs of the shots. He wanted to be sure they are recognized in the minutes. He wanted to thank all of the faculty and staff who donated to the scholarship as they received their shots. He announced the flu shots as closed for this year.

b.) Homecoming:

Chris thanked Tricia Losavio for her time, effort and food provisions toward the Staff Council's involvement in the Homecoming Parade. Tricia let us decorate one of the Rec Sports golf carts, and then drove it in the parade with Mike Griego, Carloline Crossley and Patsy Aguilera. Rec Sports supplied those Staff Council members who came out in the cold to cheer on Tricia & Co., with pizza and drinks (non-alcoholic!).

c.) 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 Nazir said 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.

d.) SACS WEAVE Online

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

e.) Staff Council Scholarship Endowment:

Chris said the Endowment papers had come back for some minor changes. The changes had been made and they would be sent off again soon.

f.) Fall Forum:

Chris said he thought the Fall Forum had gone very well, and that he had received a number of emails complementing the event. He apologized for pronouncing some names incorrectly. Mike said the Communications Committee had counted around 300 people in attendance.

g.) EAC:

Rochelle Pena gave the report on the Employee Advisory Committee meeting that she and Chris attended in October. She said the EAC is being totally reorganized. There were several issues discussed, including the employee tuition benefit being consistently offered across the UT System campuses; an ombudsman to handle conflicts, suggestions, complaints; and the Strategic Plan for the UT System. She reported that the next meeting will be in March and they will take the new suggestions, on the proper forms, to that meeting for review by EAC.

She also added that Chris was quite proactive at the meeting and she believes he will be a good advocate for U.T. System employees.

h.) Website:

The Executive Committee voted to approve the website design that Cassini has put together. He has been extremely busy this semester and has not had time to complete the set-up. He hopes to have it finished by the end of December. Chris told the reps that our website can be accessed through UT System by several groups who are monitoring the information on it, so it is a high priority to have the website changed.

7) NEW BUSINESS

a.) V.P. for Budget and Resource Planning:

Chris informed the reps that he had met with Jodi Nelsen to discuss whether Rochelle should be on the committee as a financial officer in ECS, or as the Staff Council rep on the committee. The Staff Council felt that Rochelle should not be counted as a representative from two different groups. Jodi agreed with Chris and said someone representing the Staff Council would be added to the committee. The Staff Council had previously recommended either Chris or Sandee Goertzen to be appointed. It was put to a vote by the Staff Council reps, and Chris won. Rochelle made a motion to recommend Chris to the Provost. Sandie Zencik seconded the motion. No one asked for discussion. There was no opposition when Chris called for a vote, so it carried.

b.) SUN Pricing:

Chris asked for a motion to vote on approval of the cost of the SUN newsletter printing. Before a motion was made, Mike Griego, the chair of the Communications Committee, said his committee had been discussing various ways to print and distribute the SUN. One of the ways they talked about is to continue to print four newsletters a year, with two of those printed in two-color format. They also discussed sending them via email, or some by email and some as paper copy. His committee tabled the discussion until their next meeting. Mike made a motion to table that day's discussion until the next meeting, and Rochelle seconded it. There was no discussion and the motion carried.

Doug Vass made a motion for the Staff Council to cover the costs of the last SUN printing and Paul Oelkrug seconded. There was no discussion and the motion carried.

c.) New Rep. - District 5

Chris told the representatives that Roger Stearns will be resigning from the UTD Police Department, effective January 1, 2007. He has accepted a position with Vanderbilt University in Tennessee. Carlton Eberhart, who works in Facilities Management as a Maintenance Worker III, was the next alternate, and has agreed to serve as a representative from District 5.

d.) December Meeting Location:

Chris told everyone that the next meeting would be in the TI Auditorium in EC South, room 1.201. At that meeting, the Staff Council reps would vote on whether the TI Auditorium should be the regular meeting location.

e.) Issues / Goal Setting / Suggestions:

Chris asked for the reps to separate into groups with the other members from their districts for ten minutes. He would like for each district to think about and discuss issues that might be good to set as goals, or think of some suggestions that might be helpful. The Staff Council did separate into groups for ten minutes and reported some of their ideas:

District 1: Having an ombudsman at UTD.

District 2: Since all reps from this district are in Jonsson, their ideas were about that building: the west drive next to JO that people drive too fast and

park in the wrong places; the bathrooms are old and battered; the cleaning crew at night does not always close and lock the doors to the rooms with expensive equipment and this is a security issue.

District 3: They thought it was be good to send out notices and have a tea or coffee "meet and greet" with the staff; and they need more trash cans

and some recycle boxes for empty soda cans.

District 4: Reps feel more education is needed on the parking lots, namely where each color hand tag is allowed to park. Also a shelter for the DART

bus stops. And they added that Aztec cleaning is not very good.

District 5: It was mentioned that the Staff Council meetings are scheduled on the days that time sheets are due in Payroll, and so make it hard for some reps to be at the meeting. If any changes could be made, it would be helpful.

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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, Judy Patterson made a motion and Rochelle Pena seconded the motion to extend the meeting. The motion passed.

District 6: They suggested that the Staff Council should be more interested in participating in the blood drives that come to campus periodically.

District 7: Since this district also takes in Callier Dallas as well the Green building on the main campus, these reps felt that this geographic challenge should be addressed. Also the bathrooms in Green are "gross."

1) OTHER BUSINESS:

Rochelle made a motion to add the Retiree Representative, Jo Ellen Roach to the Agenda. Kent seconded the motion and it carried. Jo Ellen updated the reps on issues that the Retiree Association was interested in working on. One was a free parking pass for retirees; another suggestion for President Daniel is an email address for each retiree. Dr. Daniel will be hosting receptions for the retirees in the spring. He would like to meet them in small groups to make it easier to interact with them.

2) ADJOURNMENT:

As there was no further business to discuss, Chris asked for a motion to adjourn the meeting. Rochelle made a motion to adjourn, Kent seconded the motion, and it carried. The meeting was adjourned at 11:03 a.m.

Respectfully submitted,

Lynn Hovatter
Staff Council Secretary