

CORRECTED & APPROVED MINUTES

U.T. DALLAS STAFF COUNCIL MEETING MINUTES

December 13, 2006

ECS South 2.112

8:30 a.m.

PRESENT: Jacob Abraham, Patsy Aguilera, Jessica Brown, Heather Burge, Daniel Calhoun, Dina Caplinger, Caroline Crossley, Chris Dickson, Carlton Eberhart, Mary Felipe, Sandee Goertzen, Lynn Hovatter, Kim Little, Jacqueline Long, Tricia Losavio, Brenda Mahar, Irene Marroquin, Sue McInis, Kent Mecklenburg, Cassini Nazir, Paul Oelkrug, Judy Patterson, Rochelle Pena, Cathie Ranta, Jach Ross, Kayety Stringer, Doug Vass, Beverly Young, Sandra Zemcik

ABSENT: Marilyn Bechtol, Raymond Dyson, Michael Griego, Rene Herrera, Gayle Holt, Pat McEachern, Remona McLain, Trudy Muller, Mary Spradlin, Helen van derWoude, Nadira Zakhidova

GUESTS: Cynthia Durbin, Lynda Gary

1.) CALL TO ORDER:

Chair Chris Dickson called the meeting to order.

2.) ROLL CALL:

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

3.) ELECTRONIC W-2s

A motion was made and seconded to add Sandee Goertzen to the agenda so she could distribute information on how employees could register to receive their W-2s electronically.

4.) APPROVAL OF MINUTES:

A motion was made by Cathie Ranta to approve the minutes as distributed. Doug Vass seconded the motion, and it carried.

5.) COMMITTEE REPORTS:

a.) Executive Committee:

The Executive Committee met on December 6. Most of the items on this agenda were discussed in their meeting. The committee decided to forgo a speaker for the general assembly meeting since it would be short due to the Business Affairs Outstanding Employee Award Ceremony. Chris recognized Jody Nelsen for her generous donation of \$300 to the Staff Council Scholarship Fund. A thank-you card for Ms. Nelsen will be sent around at the next meeting for the Staff Council to sign. A thank-you card for Zeke Barrera, Director of the Environmental Health and Safety Department, for his financial contribution to the flu shots will also be signed by all representatives. Without his donation, the flu shots would not have been free of charge.

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b.) Staff Council Attendance Report:

Kent Mecklenburg reported that attendance has been an issue for a couple of Staff Council reps. These reps will be contacted about their absences. He is receiving most of the committee meeting minutes, but reminded all of the committee secretaries to send in their minutes.

c.) Secretary's Report:

i.) Treasurer's Report:

STAFF COUNCIL TREASURER'S REPORT				
November, 2006				
		expenses	revenue	TOTAL
STATE FUNDS - 316142				
Beginning balance as of 12/01/06				\$3,736.70
Ending balance as of 12/31/06				\$3,736.70
S.C. FUND RAISING - 317807				
Beginning balance as of 12/01/06				\$1,414.88
	Forest Grove Nursery	1,328.48		\$86.48
Ending balance as of 12/31/06				\$86.48
S.C. SCHOLARSHIP - 525528				
Beginning balance as of 12/01/06				\$4,224.64
	Poinsettia sales		\$40.00	\$4,264.64
	Cookbooks		\$60.00	\$4,324.64
Ending balance as of 12/31/06				\$4,324.64

ii.) Coffee with the President:

Dr. Daniel's Executive Associate has not forgotten about the Coffees. His schedule is very full early in the spring semester. I will continue to remind her that these events are important to the staff, and that we appreciate her help.

d.) Benefits Committee:

Daniel Calhoun reported the Benefits Committee met on December 10. They are continuing work on a survey to assess how many UTD employees would be interested in a daycare for their children. There have been two surveys sent out in the last seven years on the daycare issue. Benefits will try to meet with some of the Committee for the Support of Diversity and Equity, who sent out one of the surveys,

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to see if they can add anything to our survey. When the survey is ready to send out to the campus, they will bring it to the Executive Committee for approval, then to the full Staff Council for approval. The Benefits Committee has decided to award scholarships to eight of the twelve applicants who applied. Lastly, an old suggestion from 2005-2006 (2005-002) concerning retirees and flu shots has been finalized. Daniel made a motion to close out suggestion #2005-002, Kent seconded the motion and it carried.

e.) Communications Committee:

Chair Mike Griego was not at the meeting, but Lynn Hovatter and Sandee Goertzen gave some brief information on the committee's last meeting. Communications is discussing how often to publish the SUN newsletter and how the format should look. They voted on sending out the next SUN via email and ask for feedback. This will give a better view of how many of the staff would read the newsletter if sent electronically. The emailed SUN should be ready to send the first or second week of February.

f.) Staff Development Committee:

Chair Pat McEachern was not at the meeting, but Cathie Ranta gave the committee report. They again discussed the staff mentoring program and how it might work at UTD. They have sent a letter to President Daniel with their outline of the program, but it was not in the proper form to implement. It was sent back to their committee for more refinement, so it is on hold for the moment. The staff survey has also been put on hold, since several surveys have been sent out recently and they would like their survey to cover other issues. They still have awards and pictures to put in the Staff Council display case and hope to do that soon. They also want to look at the lack of standardization on some of the procedures that staff is supposed to follow.

g.) Fund Raising Committee:

Chair Rochelle Pena reported that the Fund Raising Committee had raised \$720.25 from the poinsettia and cookbook sales. They want to push up sales on the cookbooks. They discussed the balloon sales for Valentine's Day. They are not sure if they will sell the bouquets this year. It required more time to prepare and organize than the balloons alone. She said she has not received a check from the vendor for the empty ink cartridges, nor has she heard from him. She is looking for another vendor.

h.) Wellness Committee:

Chair Gayle Holt was not present and no one was able to give a report.

i.) Staff Tuition Ad Hoc Committee:

Chris had nothing new to report on this committee.

j.) Faculty Senate:

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Dr. Murray Leaf, the current Speaker of the Faculty, was at the meeting and shared what the Academic Senate has been discussing recently.

- 1.) They are considering different ways of remembering distinguished faculty with things like sculptures, gardens, brick walkways, and benches.
- 2.) Evaluations are continuing for some upper level administrators. Dr. Bert Moore in Behavioral and Brain Sciences, and Dr. Larry Sall, the Director of the Library, are the current Deans being evaluated.
- 3.) The U.T. System Board of Regents has approved a change in the policy on searches to fill open positions of upper-level administrators. *Regent's Rules* will state that faculty will have more involvement and input in these searches. Dr. Leaf would also like to have staff and students involved.
- 4.) Finally, Dr. Leaf made some suggestions on how to improve the organizational structure and efficiency of the Employee Advisory Council for the U.T. System-wide staff members. He thought the EAC might look at some of the changes the Faculty Advisory Council has made, and some of the steps they took to achieve those changes.

k.) VP for Business Affairs Search:

Chris is on this search committee. He said the committee has not met yet.

l.) Assoc. V.P. for Budget and Resource Planning Search:

Chris is also on this search committee. He reported that interviews are in progress and they hope to have a decision made by the end of January as the current Assoc. V.P. for Budget and Resource Planning, Mitzi Money, is retiring on January 31.

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 there had not been much happening with the holiday and classes ending. They continue to get interesting appeals with creative reasons for why a ticket should be excused.

ii.) Campus Facilities Committee:

Lynn Hovatter said the Campus Facilities Committee had not met yet. Dr. Leaf, who is the Chair of this committee, said one of the reasons they have not met is he has been waiting to fill the safety liaison positions in all the buildings on campus. Not all of the building liaisons wanted to be safety liaisons also. However, there are many problems that need to be resolved around campus, so they will need to meet soon, probably in February.

iii.) University Safety & Security Committee:

Dina Caplinger was not at the meeting, but she had reported to Chris that the Safety and Security Committee had discussed the Laboratory Close-Out Policy and Procedures.

iv.) Women's Center:

v.) Dean & Directors Meeting:

Kent attended this meeting. He reported that Dr. Wildenthal discussed formula funding. He said there would be a 7.8% increase in income from the Board of Regents. There will be a Chancellor's meeting in February. The Vice Presidents have updated their departments. The Enrollment Services department has had a large turnover in employees. There has been a small change made in the inclement weather policy. There are some calendar issues that need to be addressed. There has been some discussion about adopting U.T. Austin's calendar, especially their graduation one.

6.) OLD BUSINESS

a.) Campus Beautification Project:

Cassini Nazir reported that there had not been a meeting since October.

b.) SACS Weave Online:

Chris reported that the required documents for the Weave Online project had been completed and submitted to the SACS team.

c.) Staff Council Scholarship Endowment Fund:

Chris reported that \$8,000 had been transferred to this fund from the Staff Council Scholarship Account Fund (525528).

d.) Website

Cassini said he was working hard to complete the website by the end of December.

e.) Suggestion 2005-002:

This was a suggestion from 2005 stating that retirees should be included on the flu shots for staff and faculty. A motion was made by Doug Vass to close out the suggestion. Heather Burge seconded. A roll call voted was taken, and the motion carried.

7) NEW BUSINESS

a.) New Suggestions:

i) 2007-011: 2 stop signs on driveway along Callier Richardson.

Staff Council voted to refer this suggestion to the Safety and Security Committee for their review. A reply will be sent to the suggestor with that information.

ii) 2007-012: Training on computer software (MS Office, etc.)

It was voted to send this to the Provost for his review, since UTD is currently under a 'hiring chill.'

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- iii) 2007-013: Suggested a link on Galaxy & HRM websites to Staff Council suggestion box:
Staff Council voted to send a response to suggestor to inform them that a link already exists.
 - iv) 2007-014: Pecan sales as a fund-raiser.
Voted to send this suggestion to the Fund-Raising Committee.
 - v) 2007-015: Permit price reduction for hybrid cars.
Voted to send this to the Business Affairs office for review.
 - iv) 2007-016: Change in employment criteria for Staff Council Scholarship.
Voted to send this to Benefits Committee for their review.
- b) CARE Awards:
Santee Goertzen announced the CARE Award recipients: Mickey Choate in the Career Services Center, Megan Greene in Recreational Sports, Beverly Young in School of Management, Thi Nguyen in Financial Services, and Deborah Marable, Assistant Police Chief in the UTD Police Department. The recipients were presented with their awards by President Daniel in a ceremony on December 6.
- c.) Employee Child Care Questionnaire:
Daniel made a motion to table this item until the next meeting to allow more time for discussion. Cathie Ranta seconded the motion and it carried.
- d.) UT Dallas Service and Civic Participation Steering Committee:
U.T. System Chancellor Mark Yudoff was appointed by President Bush to be on his Service and Civic Participation Board. Subsequently, all of U.T. System will be involved in the program. The program will be an incentive for volunteering on the on non-profit and service organizations. Employees will be on an "honor system" to keep up with the number of hours they give.
- e.) Vote on Staff Council Meeting Location:
The Staff Council voted to meet in ECS South TI Auditorium, room 1.212, for future meetings.
- 8) OTHER BUSINESS:
- a.) New Suggestions:
Chris asked for a motion to add three suggestions to the agenda. Santee made the motion and Doug Vass seconded. The motion carried.
 - i) 2007-017: For all restrooms on campus: on/off sensors for basins, air-blown hand dryers, and automatic door openers. Voted to forward to Jody Nelsen, Interim V.P. for Business Affairs, Rick Dempsey, Assoc. V.P. for Facilities Management, and the Wellness Committee.
 - ii) 2007-018: Why is UTD taxing the benefits on eligible employees when the benefit should be tax-free according to the IRS tax code? Voted to send a letter with this suggestion to Larry Wilson, with a copy to President Daniel for their response.

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iii) 2007-019: Convert all rooms on campus from manual electrical switches to timed motion sensing activators. Voted to forward this to Rick Dempsey, Assoc. V.P. for Facilities Management for his review.

9) ADJOURNMENT:

As there was no further business to discuss, Chris asked for a motion to adjourn the meeting. Doug Vass made a motion to adjourn, Rochelle seconded the motion, and it carried. The meeting was adjourned at 9:52 a.m.

Respectfully submitted,

Lynn Hovatter
Staff Council Secretary