

APPROVED & OFFICIAL MINUTES

U.T. DALLAS STAFF COUNCIL MEETING MINUTES

January 10, 2007

ECS South 2.102

9:00 a.m.

PRESENT: Jacob Abraham, Patsy Aguilera, Marilyn Bechtol, Jessica Brown, Heather Burge, Daniel Calhoun, Dina Caplinger, Caroline Crossley, Chris Dickson, Mary Felipe, Sandee Goertzen, Michael Griego, Gayle Holt, Lynn Hovatter, Kim Little, Jacqueline Long, Tricia Losavio, Brenda Mahar, Irene Marroquin, Pat McEachern, Sue McInis, Kent Mecklenburg, Trudy Muller, Paul Oelkrug, Judy Patterson, Rochelle Pena, Cathie Ranta, Mary Spradlin, Kayety Stringer, Beverly Young, Nadira Zakhidova, Sandra Zemcik

ABSENT: Raymond Dyson, Carlton Eberhart, Rene Herrera, Remona McLain, Cassini Nazir, Jach Ross, Helen van derWoude, Doug Vass,

GUESTS: Cynthia Durbin, Lynda Gary, Claire Occhipinti

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.) GUEST SPEAKERS:

1.) Jamie Sloan was the guest speaker for the American Cancer Society and the Relay for Life. Mr. Sloan spoke about the nationwide fundraiser that will take place, locally, on the UTD campus on April 13. He explained how the events began, and how the money that is raised is used to further research and provide resources for patients. To participate in the Relay, people volunteer in teams to compete in a twelve hour, continual walk. They take turns walking shifts with other participants on their team. It takes place at locations across the nation on April 13 from 7:00 p.m. until 7:00 a.m. on April 14.

2.) Deborah Marable , UTD Assistant Chief of Police

Ms. Marable gave the history of the U.T. System Police Department, and what roles the UTD Police play in keeping the campus safe for students and employees. The system police are not security guards, but fully trained and commissioned officers. At present, there are twenty commissioned officers on the UTD Police force. The goal is to have twenty-six officers. All U.T. System Police must go through a six month training course in Austin. Their jurisdiction is county-wide. Some of the services they provide are crime prevention and involvement with the community, criminal investigations, and telecommunications. U.T. System has the only system-wide police department in the state of Texas.

4.) APPROVAL OF MINUTES:

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A motion was made by Sandee Goertzen to approve the minutes with noted corrections. The motion was seconded and it carried.

5.) COMMITTEE REPORTS:

a.) Executive Committee:

The Executive Committee met on January 4. The issues they discussed are on this agenda for the general Staff Council meeting.

b.) Staff Council Attendance Report:

Kent Mecklenburg distributed an attendance chart which noted the meetings each representative missed. Attendance continues to be an issue, and will be discussed later in the agenda under 'New Business.'

c.) Secretary/Treasurer's Report:

Lynn Hovatter gave the treasurer's report, as shown below:

STAFF COUNCIL TREASURER'S REPORT				
December 31, 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
	Cartridge recycle profits		\$833.00	\$5,157.64
	Total revenue		\$930.00	
Ending balance as of 12/31/06				\$5,157.64

There are two 'Coffee with the President' get-togethers scheduled: one on February 22 and the other on March 22.

d.) Benefits Committee:

Daniel Calhoun reported that the committee would meet next on January 12. In December, they discussed the Day Care survey that has been in the works. They compared this survey with two previous surveys. The Benefits Committee will contact someone from these committees for their input and to prevent repetitions in

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this new survey. Regarding scholarships, Daniel said eight people have been awarded scholarships, and they have received transcripts from four of the eight. Transcripts must be provided to receive the scholarship money. The committee is receiving applications for the spring semester.

e.) Communications Committee:

Mike Griego said this committee has not met since last month, but will have a meeting sometime in the next two weeks.

f.) Staff Development Committee:

Pat McEachern reported that her committee had cleaned and updated the Staff Council Display case on the second floor of the Administration Building. They replaced some of the pictures, plaques, and awards from past years with pictures of the current Staff Council representatives, and some of the awards that UTD won in the Corporate Challenge competitions.

g.) Fund Raising Committee:

Rochelle Pena said the Fund Raising Committee was finalizing plans for balloon sales on Valentine's Day. A sign-up sheet for volunteers to man tables to sell balloons was passed around, and an advertising flyer was given to each representative. The committee is also trying to sell cookbooks along with the balloons. Rochelle said she received a check for the empty ink cartridges for \$833 and it was deposited into the Scholarship account. She also deposited \$40 from poinsettia sales and \$60 from cookbook sales. Rochelle encouraged everyone to bring empty cartridges from home as well as just the ones at work.

The Staff Council voted to postpone the February meeting one week to February 21 so the representatives would have more time to focus on selling balloons.

h.) Wellness Committee:

Gayle Holt reported that this committee did not meet in December because of the holiday break. They will start working on their involvement with the Relay for Life, and they will begin writing a wellness policy for UTD.

i.) Staff Tuition Ad Hoc Committee:

Chris had nothing new to report on this committee.

j.) Faculty Senate:

The Speaker of the Faculty, Dr. Murray Leaf, was at the meeting. He said the Academic Senate did not meet in December and there was nothing to report

k.) VP for Business Affairs and Finance Search:

Chris is on this committee and said the search has begun. He added that the name had been changed to 'Vice President for Business Affairs **and Finance**'.

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

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Chris is also on this search committee. He said the committee had chosen someone and the announcement would be made soon.

m.) Service and Civic Participation Steering Committee:

This is a national program that encourages people to participate in volunteer efforts in their communities by posting the hours they contribute in a database that keeps the time spent by other employees in their workplace. The U.T. System Chancellor, Mark Yudof, is asking all U.T. System components to list their hours of public service, and to lend their time to not-for-profit organizations that are important to the employee. A Steering Committee will be formed to develop the program at U.T. Dallas.

n.) Employee Advisory Council:

Neither Chris nor Rochelle had anything to report from EAC.

o.) Auxiliary Services Advisory Committee:

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

p.) Retired Faculty/Staff Association:

Jo Ellen Roach was at the meeting to report on the activities of the UTD retirees. On February 13, they will have a general membership and elect officers. On February 15, they will have a games day at their President's home. They are planning to attend the 1st Larry D. Terry Blues and Jazz Festival, an event that supports the Larry D. Terry Emerging Leaders Scholarship Endowment.

n.) University Committees:

i) Parking and Security Committee:

Kent reported that the committee had not met recently, but they continue to receive appeals.

ii.) Campus Facilities Committee:

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

iii.) University Safety & Security Committee:

Dina Caplinger said the committee had not met.

iv.) Women's Center:

The Women's Center did not have a report.

v.) Dean & Directors Meeting:

Chris said the meeting had been cancelled.

6.) OLD BUSINESS

a.) Campus Beautification Project Committee:

Gayle Holt said they had not met recently.

b.) SACS Weave Online:

Chris had nothing new to report on this.

d.) Website

Chris said the new Staff Council website was up. He asked the representatives to look at the site and let him know what problems need to be corrected.

- e.) Suggestion 2007-006: New Employee Orientation Revamp -
Chris read some of the reply from David Gleason regarding the letter that was sent to him by the Staff Council. In summary, David said he felt the orientation was adequate, and shortage of time and staff prevented any more in-depth training. The Executive Committee (ExCom) decided that forming an ad hoc Advisory Council to attend some New Hire Orientations would help pinpoint which areas need changing. Chris asked the representatives to think about whom in their district would be good to serve on this committee and let them know about the committee.
- f.) Suggestion 2007-007: WSTC Title and Abbreviation
The suggestor expressed concerned over the lack of consistency in reference to the name for the Waterview Science and Technology Center when correspondence is sent from the university to the public. The concern was forwarded to Jody Nelsen, the Interim V.P. for Business Affairs. Chris read her reply to the representatives, in which she said she would try to ensure that either the correct name or correct abbreviation was used when referring to that building. A motion was made by Rochelle Pena to vote on sending Ms. Nelsen's reply to the suggestor and, then, closing the suggestion. The motion was seconded by Sandee Goertzen. A roll call vote was taken and the motion passed.
- g.) Employee Child Care Questionnaire:
Cathie Ranta made a motion to vote on tabling the child care questionnaire that was in the creation stage by the Benefit's Committee, until more information could be gathered from other organizations on campus about their questionnaires. Dina Caplinger seconded the motion. The motion passed.

7) NEW BUSINESS

- a.) New Suggestions:
- i) 2007-020: Staff Council Sponsored Blood Drive
The suggestor asked the Staff Council to consider sponsoring a blood drive similar to the drive sponsored by the Student Government Association. Kent Mecklenburg made a motion to forward the suggestion to the Ad Hoc Wellness Committee. Rochelle Pena seconded the motion, and it carried.
- ii) 2007-021: Campus Drainage/Healthy Employees
The suggestor expressed concern over the lack of drainage in the parking lots when it rains, which results in large pools of water that hard to avoid when walking from car to campus. Sandee Goertzen made a motion to send this suggestion to the Environmental Health & Safety Committee, and also to the V.P. of Facilities Management. Cathie Ranta seconded the motion and it carried.
- b) Constitution/By-Laws Review:
Chris asked the representatives to review the Staff Council Bylaws for changes that might need to be made. He would like to form an ad

hoc committee to consider writing a Staff Council Constitution, with the Staff Council's approval.

- c.) District Placement: Change from Operations to Standing Rules
Chair Dickson explained that currently, any changes to the Guidelines of the Staff Council regarding new buildings must be sent to the U.T. System Board of Regents for the approval. By changing the Standing Rules to include District placements, no approval would be needed from the Board of Regents. Sandee Goertzen moved to table the issue to a future time. Kent Mecklenburg seconded the motion, and it carried.
- d.) Committee minutes:
Chris told the representatives that it is very important that he receive minutes of committee meetings within a few days after they meet. He has not been getting minutes, and needs to have that changed. He stressed again how urgent it is.
- e.) Staff Council Absenteeism:
Staff Council attendance has become a problem. Several people have not attended the majority of the meetings this year. Chair Dickson told everyone that after three unexcused absences, they would be contacted to see if there was a problem. If they were absent one more time afterward, they would be asked to consider resigning, rather than having it taken before the Staff Council for a vote. He added that this is not meant to offend anyone, but attendance has become a big problem and it needs to be addressed. Chris informed everyone that Raymond Dyson, from District 5, had resigned.
- f.) New Procedure: Suggestions from the floor:
Chair Dickson will design a form for suggestions from staff members that can be relayed through their Staff Council representative, rather than emailed through the suggestion inbox.
- g.) Absenteeism:
Chair Dickson said this had been covered in item "e" above.
- h.) Call to Vote: Changes to Staff Council Scholarship Requirements:
Daniel Calhoun, the Benefits Committee Chair, brought Suggestion 2007-016 from his committee for approval to change the requirement for the Staff Council scholarships from 2 years to 6 months. The representatives voted to put the change in effect. A motion was made by Daniel to close this suggestion, Trudy Muller seconded, and it carried.

8) OTHER BUSINESS:

- a.) District Break Out Sessions:
The reps broke into district groups to discuss issues they felt are important to their constituents. These were some issues discussed:

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District 2: Old, unattractive restrooms in Johnson, the university is not ADA friendly with few signs for help, and general lack of security on campus

District 3: Ways of making reps more efficient & available, possibly through district "Meet & Greets."

District 4: Uncleanliness of buildings, incentives for Wellness, such as water aerobics classes that have been added

District 5: Filling vacant Staff Council rep seats

District 6: Replacement for Helen van der Woude, training for all AA's and managers, posting the campus walking route on the UTD website.

District 7: Lack of restroom cleanliness, safety issues, increased police patrols in Green Hall

9) ADJOURNMENT:

As there was no further business to discuss, a motion was made, seconded and carried to adjourn the meeting. The meeting was adjourned at 9:52 a.m.

Respectfully submitted,

Lynn Hovatter
Staff Council Secretary