

U.T. DALLAS STAFF COUNCIL MEETING MINUTES

February 21, 2007

ECS South 2.102

9:00 a.m.

PRESENT: Jacob Abraham, Patsy Aguilera, Marilyn Bechtol, Jessica Brown, Heather Burge, Dina Caplinger, Caroline Crossley, Chris Dickson, Carlton Eberhart, Sandee Goertzen, Michael Griego, Gayle Holt, Lynn Hovatter, Carolyn Ivey, Kim Little, Jacqueline Long, Tricia Losavio, Brenda Mahar, Irene Marroquin, Pat McEachern, Sue McInis, Remona McLain, Kent Mecklenburg, Trudy Muller, Cassini Nazir, Paul Oelkrug, Judy Patterson, Rochelle Pena, Cathie Ranta, Jach Ross, Mary Spradlin, Kayety Stringer, Doug Vass, Kathy White, Beverly Young, Nadira Zakhidova

ABSENT: Daniel Calhoun, Mary Felipe, Patrice Morman,

GUESTS: Claire Occhipinti, Jo Ellen Roach, Emebet Sahle, Larry Wilson

1.) CALL TO ORDER:

Chair Chris Dickson called the meeting to order.

2.) PRESENTATION OF SCHOLARSHIPS RECIPIENTS.

The scholarship recipients for Fall 2006 were at the meeting to be introduced to the Staff Council. The awardees are Leia Bell, Jessica Brown, Michelle Dunavin, Julie Evans, Valerie Lariscy, Cornelia McCowan, Elizabeth Samuel, and Sandra Wilson

3.) GUEST SPEAKERS:

- 1.) Morgan O'Donnell spoke about the Toastmaster's Club at UTD which meets monthly at noon in the Student Union. It is open to all who are interested.
- 2.) Alisha Richardson told the Staff Council about the Civic and Service Participation Program at UTD. It is a national program that U.T. System Chancellor Mark Yudof has established for U.T. System components. It allows participants to log their volunteer hours and be recognized for their efforts.
- 3.) Terry Hockenbrough spoke about the service opportunities available for anyone wanting to volunteer their time to a non-profit organization.
- 4.) Claire Occhipinti and Larry Wilson, Assistant Director and Director of HRM, reported on the UT System-wide Insurance Advisory Committee meeting they attended in January. They handed out information on the changes in medical benefits for employees in the 2008 fiscal year.

4.) ROLL CALL:

The Roll Call was taken and a representative majority was established.

5.) APPROVAL OF JANUARY MINUTES:

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A motion was made by Gayle Holt to approve the minutes with noted corrections. The motion was seconded by Rochelle Pena. The motion carried by majority vote.

6.) COMMITTEE REPORTS

a.) Executive Committee:

The Executive Committee met on February 7. 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 general and committees meetings each representative missed. He noted that Doug Vass is retiring from the university at the end of February. Rene Herrera and Sandra Zemcik, both in District 6, have resigned from the Staff Council.

c.) Secretary/Treasurer's Report:

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

STAFF COUNCIL TREASURER'S REPORT				
January 2007				
		expenses	revenue	TOTAL
STATE FUNDS - 316142				
Beginning balance as of January 1, 2007				\$3,736.70
	frames for display case	\$5.50		
	thank-you cards	7.67		
	name badges	25.00		
	tables for flu shots	21.06		
Ending balance as of January 31, 2007				\$3,677.47
S.C. FUND RAISING - 317807				
Beginning balance as of January 1, 2007				\$86.48
	No activity in January			
Ending balance as of January 31, 2007				\$86.48
S.C. SCHOLARSHIP - 525528				
Beginning balance as of January 1, 2007				\$5,157.64
	No activity in January			
Ending balance as of January 31, 2007				\$5,157.64

Coffee With the President: The February 22 'Coffee with the President' was cancelled because President Daniel was in Austin attending the Legislative session. The only 'Coffee' scheduled is on Thursday, March 22 at 8:30 am, for Districts 2 & 5.

d.) Benefits Committee:

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Trudy Muller gave the report. The committee worked on scholarship guidelines at their last meeting. Their next meeting is March 2. On behalf of the Benefits Committee, Trudy thanked Rene Herrera for his work on the committee.

e.) Communications Committee:

Mike Griego said his committee had discussed the next SUN newsletter and the Staff Council "Meet and Greet" in McDermott Suite on March 21, from 2:00 to 4:00.

f.) Staff Development Committee:

Pat McEachern reported that her committee discussed the mentoring program and their staff survey. She is talking with some of the staff who she thinks might be interested in serving on the Ad Hoc New Hire Orientation Advisory Committee. She has had some positive responses.

g.) Fund Raising Committee:

Rochelle Pena said the balloon sales had brought in \$1,350.45 and cookbook sales were \$170.00. She thanked everyone on her committee for their hard work.

h.) Wellness Committee:

Gayle Holt reported that the committee continued working on their involvement with the Relay for Life, which is a fund-raiser for the American Cancer Society. It takes place at UTD on April 13. Gayle has more information for anyone interested. They discussed a suggestion they received, #2007-017. It was agreed that the suggestions were a little too involved for their committee to work on.

i.) Staff Tuition Ad Hoc Committee:

Chris had nothing to report for this committee.

j.) Faculty Senate:

The Speaker of the Faculty, Dr. Murray Leaf, told the Staff Council reps that the Academic Senate had begun the election for the 2007-2008 Senate. He explained the second honors program the Senate approved. Undergraduate students now have two different options for earning the honors designation at graduation. A new compliance committee is being formed. He attended the UTD Retirees Association meeting and found support from them for the proposed Faculty/Staff Club.

k.) VP for Business Affairs and Finance Search:

Chris said the committee will be consulting with a professional search firm at their next meeting.

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

A new Associate V.P. for Budget and Resource Planning has been hired. Marty Bailey accepted the position. He has worked at UTD before, and is leaving U.T. San Antonio to take this position.

m.) Service and Civic Participation Steering Committee:

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A Steering Committee will be formed to develop the program at U.T. Dallas. The guest speakers gave a lot of information on the program at the beginning of this Staff Council meeting.

n.) Employee Advisory Council:

Rochelle reported that the EAC is investigating all avenues for employee grievances. The next EAC meeting is in March. Rochelle and Chris have a meeting tomorrow, February 22, with Dr. Daniel about an ombudsman position for UTD.

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. They elected new officers and will have a reception on April 19 for new retirees. They are interested in supporting the proposed Faculty and Staff Club. They have a new website at www.utdallas.edu/rfsa.

n.) University Committees:

i) Parking and Security Committee:

Kent reported that the committee continues to receive appeals, many of them with very interesting excuses. Other topics included separate parking lots for faculty/staff versus students, DART raising fees

ii.) Campus Facilities Committee:

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

iii.) University Safety & Security Committee:

Dina Caplinger said the Council would be meeting he next Friday

iv.) Women's Center:

The Women's Center will be celebrating their 10 year anniversary.

v.) Dean & Directors Meeting:

Bids are being taken for a central dining facility for faculty, staff and students. The students would like to have beer served in the Pub. A housing facility is being designed on the golf driving range across Rutford.

7.) OLD BUSINESS

a.) Campus Beautification/Landscape Improvement Project

Proposed plans from the campus landscape designer, Peter Walker and Partners, have been posted on the university website. It is hoped that trees will start being planted before summer.

b.) Website

Reports on the new website design included a mistake in Pat McEachern's name, the scholarship winners for 2006 are missing, the history of the Staff Council needs to be posted, minutes of meetings since September are missing, a link to the Fall Forum needs to be put in, and an updated representative list needs to be posted.

c.) Staff Directory Permissions:

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All representatives have access to the main Staff Council folder, and then whichever committee folder they need to work in.

d.) Employee Child Care Questionnaire

Daniel Calhoun said the survey has been tabled until further information can be gathered.

e.) Constitution/Bylaws Review

Chris is asking for feedback from the reps on what changes could be made to the Staff Council Bylaws, and for suggestions for a Constitution.

f.) New Procedure from the floor

Nothing in my notes and the recording was not clear.

8.) NEW BUSINESS

a.) New Suggestions:

- i) 2007-022: Using Campus pictures in Printing Services Calendar
Suggests that Printing Services use pictures of the UTD campus in their calendar. Sandee Goertzen made a motion to forward these to the Business Affairs office and Printing Services for their review. Patsy Aguilera seconded the motion, and it carried.
- ii) 2007-023: In Jonsson, the bathrooms look awful. The plumbing and drainage pipes flood and are damaging the carpet. This suggestion will be sent to the Assistant VP for Facilities Management.
- iii) 2007-024: In Jonsson, more ADA signs needed to locate assessable ramps, exits, etc. This will be forwarded to the Assistant VP for Facilities Management and the Director of Disability Services, Kerry Tate.
- iv) 2007-025: In Jonsson, need better security in the evenings for people who need to work at that time, or are attending class. This will be forwarded to the Safety and Security Council.
- v) 2007-026: For future consideration, combine offices into suites so that one door opens from the hallway. This way, people in the office have more privacy and it prevents visitors from just walking in. This will be forwarded to the Assistant VP for Facilities Management and the Campus Facilities Oversight Committee.
- vi) 2007-027: In all buildings, the lack of cleanliness has increased, especially in the bathrooms, which old and rundown. This will be forwarded to Bron Clayton, Custodial Supervisor in Facilities Management and Aztec Custodial Services.
- vii) 2007-028: There should be better training for secretaries and AAs on how to complete university forms correctly. This will be forwarded to Claire Occhipinti in Human Resource Management.

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- viii) 2007-029: The university should mandate training for supervisors on how to conduct reviews. This will be forwarded to Provost Wildenthal and Larry Wilson, V.P. for HRM.

Rochelle Pena made a motion to accept the routing of all suggestions, Jackie Long seconded the motion, and it carried.

- b.) Wellness Symposium:
Gayle Holt would like to attend the Wellness Symposium being sponsored by U.T. System. The cost is approximately \$467.00, which Business Affairs will finance.
- c.) Staff/Faculty Club:
Dr. Marilyn Kaplan spoke to the Executive Committee about this proposed club. Dr. Daniel is supportive of the idea. Locations are being investigated. ExCom gave it's support.
- d.) Spring 2007 Elections:
Kent Mecklenburg made a motion to accept the budget for the cost of supplies for this upcoming Staff Council election. Trudy Muller seconded the motion. It carried.
- e.) Welcome New Members
Chris introduced the new members, Carolyn Ivey in District 6, Patrice Morman in District 5, and Kathy White, who will replace Doug Vass in District 2.

9.) OTHER BUSINESS

- a.) No district break-out sessions due to meeting running over time.
b.) No suggestions/proposals from the floor due to meeting running over time.

9) ADJOURNMENT:

As there was no further business to discuss, a motion was made, seconded and carried to adjourn the meeting.

Respectfully submitted,
Lynn Hovatter
Staff Council Secretary