

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

March 14, 2007

ECS South 2.102

9:00 a.m.

PRESENT: Jacob Abraham, Patsy Aguilera, Marilyn Bechtol, Jessica Brown, Daniel Calhoun, Dina Caplinger, Chris Dickson, Carlton Eberhart, Sandee Goertzen, Gayle Holt, Lynn Hovatter, Carolyn Ivey, Kim Little, Jacqueline Long, Brenda Mahar, Irene Marroquin, Pat McEachern, Sue McNis, Remona McLain, Kent Mecklenburg, Patrice Morman, Trudy Muller, Cassini Nazir, Paul Oelkrug, Judy Patterson, Rochelle Pena, Cathie Ranta, Mary Spradlin, Beverly Young, Nadira Zakhidova

ABSENT: Heather Burge, Caroline Crossley, Michael Griego, Tricia Losavio, Jach Ross, Kayety Stringer, Kathy White

GUESTS: Marilyn Kaplan, Murray Leaf, Claire Occhipinti, Jo Ellen Roach

1.) CALL TO ORDER:

Chair Chris Dickson called the meeting to order.

2.) GUEST SPEAKER: MARILYN KAPLAN

Dr. Marilyn Kaplan spoke to the Staff Council about the idea of a Staff/Faculty Club at UT D. Dr. Kaplan has visited the Faculty/Staff Club at UT Arlington and brought pictures of their club to show as she explained about how the UTA club operates. It serves light lunches, has a "happy hour" with beer and wine, and can sometimes be reserved for special events in the evenings. It has a comfortable dining room decorated with sculpture and art created by UTA faculty and staff. President Daniel is in favor of a club like this at UT D. Dr. Kaplan wants to get the Staff Council, and any other interested staff, involved in the club's inception.

3.) ROLL CALL:

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

4.) APPROVAL OF FEBRUARY 21, 2007 MINUTES:

Changes included:

- In the Guest Speaker section, changing the words spoken by Claire Occhipinti and Larry Wilson and using this paragraph:  
"Claire Occhipinti & Larry Wilson, Assistant Director and Asst VP for HRM, reported on the UT System-wide Insurance Advisory Committee meeting they attended in February. They handed out information on possible changes in medical benefits for employees in the 2008 fiscal year. Because of rising health care cost and level premium sharing amounts, we could see a 10% premium increase and co-pay changes. "
- Jessica Brown's name taken off of scholarship recipients list;
- Date of meeting the minutes report on should be "February 21, 2007," not January 10, 2007;
- Rene Herrera's name should be taken off the absent list as he had already resigned.

A motion was made by Kent Mecklenburg to accept the minutes as amended. Gayle Holt seconded the minutes and the motion carried.

5.) COMMITTEE REPORTS

a.) Executive Committee:

The Executive Committee met on March 7. The items they discussed are on this agenda. Chris announced that the permissions had been completed for all Staff Council members and everyone should have access to the main Staff Council folder and their committee folder on the "P" drive. The Executive Committee did discuss minor changes in the guidelines that pertain to district assignments.

b.) Staff Council Attendance Report:

Kent Mecklenburg distributed an attendance chart which noted the meetings, both committee and general, each representative missed. He reported that, in general, attendance had improved from last month.

c.) Secretary/Treasurer's Report:

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

STAFF COUNCIL TREASURER'S REPORT				
February 1, 2007				
		expenses	revenue	TOTAL
<b>STATE FUNDS - 316142</b>				
Beginning balance as of February 1, 2007				\$3,677.47
No activity in February				
Ending balance as of February 28, 2007				\$3,677.47
<b>S.C. FUND RAISING - 317807</b>				
Beginning balance as of February 1, 2007				\$86.48
	Balloon Sales		207.50	293.98
	Balloon Costs	294.00		-\$0.02
Ending balance as of February 28, 2007				-\$0.02
<b>S.C. SCHOLARSHIP - 525528</b>				
Beginning balance as of February 1, 2007				\$5,157.64
	Scholarships	2,000.00		3,157.64
	Balloon Sales		1,350.45	4,508.09
	Cookbook Sales		170.00	4,678.09
Ending balance as of February 28, 2007				\$4,678.09

Coffee With the President: The only 'Coffee' scheduled is on Thursday, March 22 at 8:30 am, for Districts 2 & 5.

d.) Benefits Committee:

The Benefits Committee will meet next on Friday, March 16. They have received twelve applications for scholarships, which they will review at the meeting.

e.) Communications Committee:

Staff Council Meeting  
March 14, 2007

Cassini Nazir gave this report. The next SUN will be mailed as an email attachment at the beginning of next week. The 1st Annual Staff Council Meet -N-Greet will be March 21 from 2:00 to 4:00 in the McDermott Suite. The Communications Committee is arranging for refreshments and table set-ups. All Staff Council reps should wear their name badges.

f.) Staff Development Committee:

Pat reported that her committee met on the fourth Wednesday in February, which the seven members on the new Ad Hoc Advisory Committee for HR Orientation attended. The Staff Development Committee members are each going to draw up their ideas for the mentoring program.

g.) Fund Raising Committee:

The Fund Raising Committee is discussing possible begonia sales this spring.

h.) Wellness Committee:

The Wellness Committee continued work 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 that is interested.

i.) Faculty Senate:

Dr. Murray Leaf, the Speaker of the Faculty, reported that the Academic Senate had approved changes in the faculty review process. He also said the graduate students were not too happy with the new +/- grading system the Senate recently approved. He is drafting a letter for the Mercury newspaper to explain how the change will benefit the students, hoping that will clear up some confusion on the issue.

j.) VP for Business Affairs and Finance Search:

Chris said the committee met with the professional recruiting company. He said there will not be much to report until summertime or later.

k.) UT System Employee Advisory Council:

Rochelle reported that the next EAC meeting is March 22 & 23 at UT Southwestern Medical School. They will discuss the ombudsman idea. Rochelle met with Dr. Daniel and said he was very receptive to the position. He would like to hear more about the outcome of the EAC meeting when it is over. Marilyn Bechtol suggested that Rochelle coordinate with the Support for Equity and Diversity Committee on the idea.

l.) Auxiliary Services Advisory Committee

No report.

m.) Retired Staff/Faculty Association:

Jo Ellen Roach was at the meeting and reported that the retirees were having a "Greet, Meet & Eat."

n.) University Committees:

i.) Parking and Security Committee: An appeal bond has been approved for parking tickets written on the campus. The recipient of the ticket will post a bond of \$10 if

they choose to appeal the ticket. If the appeal is denied, the \$10 will be applied to the cost of the fine. This is an effort to discourage people from filing an appeal.

ii.) Campus Facilities Committee: No report

iii.) University Safety & Security Council: The council is working with the people in the NSERL building on handling of the chemicals they use.

iv.) Women's Center: The Center is celebrating its tenth anniversary and, also, the opening of the new lactation facility, the Lily Pad.

v.) Dean and Directors Meeting: Rochelle attended the meeting. The +/- grading for the graduate students was discussed.

## 6.) OLD BUSINESS

a.) Website:

It is still being updated. The minutes for the last year need to be posted. Mike Griego is helping with it.

b.) Staff Council Directory Permissions:

Chris asked for the representatives to use the "P" drive for posting committee minutes and other information they need to share with their committee members. All reps now have access to the main Staff Council folder on the "P" drive, as well as their committee folders.

c.) Wellness Symposium/Budget Request:

A motion to approve the budget request for an amount up to \$500 for Gayle's trip to Austin for the UT System Wellness Symposium, and it is was seconded. The motion carried.

d.) Suggestion 2007-017:

The suggestion is to install hand dryers, microbial facial tissue and automatic doors in the restrooms so people who don't wash their hands when they leave the restroom don't endanger those who do. Gayle said the Wellness Committee felt this was out their realm and should be sent to the Assistant V.P. for Facilities Management. They did recommend waste receptacles at the doors for use when people exit the restroom. A motion was made by Kent and seconded by Gayle to forward this suggestion to Rick Dempsey, the Assist. VP for Facilities Management. The motion carried.

## 7.) NEW BUSINESS

a.) Meet -N- Greet/Budget Request:

A motion was made by Judy Patterson and seconded by Paul Oelkrug to approve the budget request for \$700 for the Staff Council Meet-N-Greet on March 21.  
The motion carried.

## 8.) OTHER BUSINESS

- a.) District Break Out Sessions:  
The representatives gathered into district groups for discussion.
- b.) The following suggestions came from the district Break Out sessions.
- i.) 2007-030: 25 foot smoking ban near entrances to buildings is not being followed. Rochelle made a motion to send this suggestion to the Interim V.P. of Business Affairs and the U.T.D. Chief of Police. Daniel seconded the motion and it carried.
  - ii.) 2007-031: Ground erosion is very bad at the Waterview Science & Technology Center. When it rains, parking lots fill with mud. Rochelle made a motion to send this suggestion to the Assistant V.P. of Facilities Management. Daniel seconded the motion and it carried.
  - iii.) 2007-032: Better signage for visitors on campus that a visitor's pass is required to park in any of the parking lots. A motion was made to forward this suggestion to President Daniel for his review. Paul Oelkrug seconded the motion and it carried.
  - iv.) 2007-033: The parking lot directly across from the temporary classroom building is old, uneven, looks bad; needs to be repaved. A motion was made to forward this suggestion to Facilities Management for their review, and it was seconded.

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