

U.T. DALLAS STAFF COUNCIL MEETING MINUTES

April 11, 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, Sandee Goertzen, Mike Griego, Gayle Holt, Carolyn Ivey, Kim Little, Jacqueline Long, Tricia Losavio, Brenda Mahar, Pat McEachern, Irene Marroquin, Remona McLain, Kent Mecklenburg, Patrice Morman, Trudy Muller, Cassini Nazir, Paul Oelkrug, Judy Patterson, Rochelle Pena, Cathie Ranta, Jach Ross, Mary Spradlin, Kayety Stringer, Kathy White, Beverly Young, Nadira Zakhidova

ABSENT: Carlton Eberhart, Sue McInis

GUESTS: Lynda Gary, Terry Hockenbrough, Murray Leaf, Sherry Marek, Dorothy Miller, Claire Occhipinti, Jo Ellen Roach, Jodi Roberts,

1.) CALL TO ORDER:

Chair Chris Dickson called the meeting to order.

2.) GUEST SPEAKER: Ms. Dorothy Miller, UTD Office of Emergency Management.

Ms. Miller gave a presentation and showed a video clip regarding UTD's Community Emergency Response Team (CERT). She asked that the Staff Council acknowledge the CERT Team and for the future, would like the CERT Team to become an official university committee. Ms. Miller distributed a list of CERT Emergency Supply items. She would like the Staff Council to assist in a donation drive to collect the needed items. CERT training classes will be held in the Fall.

3.) ROLL CALL:

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

4.) APPROVAL OF MARCH 14, 2007 MINUTES:

One change under Committee Reports; University Committees, Parking and Security was requested. The last sentence should say: "This is an effort to discourage the filing of frivolous appeals."

A motion was made by Daniel Calhoun and seconded by Cassini Nazir to approve the amended minutes.

5.) COMMITTEE REPORTS:

a.) Executive Committee:

The Executive Committee met on April 4, 2007. Mr. Dickson read a statement regarding Lynn Hovatter's resignation as secretary of the Staff Council. He thanked Ms. Hovatter for her work with both the Staff Council and the Executive Committee.

b.) Staff Council Attendance Report:
 Mr. Mecklenburg reported on attendance.

c.) Secretary/Treasurer's Report:
 Sandee Goertzen gave the treasurer's report, as shown below:

STAFF COUNCIL TREASURER'S REPORT				
March 1, 2007				
		expenses	revenue	TOTAL
STATE FUNDS - 316142				
Beginning balance as of March 1, 2007				\$3,677.47
	Staples-election supplies	449.96		\$3,227.51
	Postage	4.20		\$3,223.62
Ending balance as of March 31, 2007				\$3,223.31
S.C. FUND RAISING - 317807				
Beginning balance as of March 1, 2007				-\$0.02
	No activity in March			
Ending balance as of March 31, 2007				-\$0.02
S.C. SCHOLARSHIP - 525528				
Beginning balance as of March 1, 2007				\$4,678.09
	Only activity was budget revision of \$4,000.00			
Ending balance as of March 31, 2007				\$4,678.09

Coffee with the President:

Ms. Goertzen reported that Districts Two and Five had their Coffee with the President on March 22nd. They discussed campus signage, condition of the campus restrooms, water testing in the Waterview Science and Technology Center (WSTC), renovation of the Founder's Building, size and location of UTD's graduation ceremonies, the possible addition of a campus ombudsman position and safety awards.

Staff Council Meeting
April 11, 2007

Ms. Goertzen reported that the Staff Council has received 42 CARE award nominations for Spring 2007. The committee will be meeting to review the award nominations.

d.) Benefits Committee:

Mr. Calhoun reported that the Benefits Committee met on March 16th. The day care proposal is an on going issue. He reported that the committee received twelve scholarship nominations, eleven scholarships will be awarded. The next committee meeting will be on April 13th. The committee will be reviewing the scholarship application criteria.

e.) Communications Committee:

Mr. Griego reported the Communications Committee met on March 30th. The Staff Council Meet & Greet went well. The committee is considering having this event twice a year, and may vary the location. The most recent issue of the Staff Council "Sun" was sent electronically to all staff members. The Staff Council website is being updated regularly. Please let Mr. Griego know if you have any updates. He is working on creating a Staff Council history, a posterity document.

f.) Staff Development Committee:

The Staff Development Committee met on March 22nd. Ms. McEachern reported that the mentoring committee is working on a Mentoring program and they would like to see a concentration on employee orientation and training.

g.) Fund Raising Committee:

The next Staff Council fundraiser will be a Begonia Sale. Ms. Aguilera reported that the flats of Begonias (twenty plants per flat) will sell for \$18.00 a flat. The sale will close on April 18th with plants available for pick up on April 21st.

h.) Wellness Committee:

Ms. Holt reported the Wellness Committee met on March 15th. She discussed the American Heart Associations new walking program. The Relay for Life is Friday, April 13th. Ms. Holt reported that Suggestion 2007-017 was closed.

i.) Faculty Senate:

Dr. Leaf reported that there is interest by the faculty in an Ombudsman position. He also reported the he has drafted legislation regarding Student Misconduct. He has a policy for faculty to follow regarding student dishonesty. Dr. Leaf said this is basically setting administrative law.

a.) Vice President for Business Affairs Search:

The next meeting will be held in May.

k.) UT System Employee Advisory Council (EAC):

Ms. Pena discussed the EAC meeting. The UT System will hire a wellness director. The wellness director will contact each UT component checking the campus' wellness programs. The UT System is looking at a flu shot program for the employees and the employee's family. Ms. Pena reported that some schools have an ombudsman. A

Staff Council Meeting
April 11, 2007

questionnaire is being created to survey all staff councils regarding the ombudsman. Dr. Daniel is in favor of an ombudsman. Ms. Pena will keep Dr. Daniel informed.

The Finance Committee has recommended a 2% raise for higher education employees. This is before the legislature.

Mr. Dickson reported that the legislature is looking at student health insurance requirements; considering that students must show proof of health insurance before they enroll.

Ms. Pena discussed GASPE 45 and retirement benefits.

l.) Auxiliary Services Advisory Committee
No report.

m.) Retired Staff/Faculty Association:

Ms. Roach reported that the party for recent retirees will take place tomorrow, April 12th. There are various activities planned. The next general meeting will be in September. Ms Roach distributed an informational flyer regarding retiree benefits.

n.) University Committees:

i.) Parking and Security Committee: No meeting.

ii.) Campus Facilities Committee: Ms. Goertzen will attend in Ms. Hovatter's place.

iii.) University Safety & Security Council: Ms. Caplinger reported a meeting was held last month. Ms. White reported the Natural Sciences and Engineering Research Laboratory (NSERL) will have tighter controls on access, chemical deliveries and new equipment certification.

iv.) Women's Center: Ms. Patterson reported that the "Take Back the Night" event was April 10th. It was a very successful event with over 100 participants and several speakers.

v.) Dean and Directors Meeting: No meeting was held.

6.) OLD BUSINESS:

a.) Website:

Mr. Dickson reported that the Staff Council web site is looking great.

b.) Wellness Symposium:

On March 19th & 20th Ms. Holt attended the UT System Wellness Symposium held at UT Austin. The symposium was a fascinating cross section of health professionals. There were 35-40 health professionals in a panel discussion. This was a state of Texas entity with a wide representation. A Presentation was given by Chancellor Yudof and Lieutenant Governor Dewhurst. The symposium created a list of recommendations for the Chancellor.

Ms. Holt's goal is to put a Wellness policy in place.

c.) Suggestion 2007-028:

Ms. Occhipinti responded that Human Resources Management and Procurement provide training. This suggestion relates to training for Secretary's and Administrative Assistants.

A motion to send this suggestion back to the Executive Committee was made by Ms. Goertzen and seconded by Ms. Pena. The motion carried.

d.) Suggestion 2007-027:

This suggestion relates to cleanliness in the restrooms. Mr. Bron Clayton, Building Services Supervisor, responded to this suggestion and asked for more information. A motion was made by Ms. Goertzen and seconded by Ms. Pena. The motion was then withdrawn for further discussion. Ms. Pena suggests collecting locations of the problem restrooms and forwarding the information to Mr. Dickson. Ms. Ross suggested getting in touch with the building liaisons. Emails with the requested information will be sent to Mr. Dickson. A motion was made by Ms. Goertzen and seconded by Ms. Pena to contact the building liaisons. The motion carried.

a.) Suggestion 2007-22:

This suggestion relates to calendars produced by UTD's print shop and the suggestion to use campus photos in the calendar. Mr. Gary Haag, Printing Services Manager, responded to this suggestion. Mr. Haag prints 1,500-2000 calendars as a courtesy to the staff and faculty at UTD. A motion to close the suggestion was made by Ms. Goertzen and seconded by Ms. White. A discussion followed regarding the value of using photos of UTD on the calendar and what role the Staff Council plays in making recommendations to the print shop. It was also discussed whether there were enough requests to warrant the change. A motion was made to close this suggestion. A roll call vote was taken and the motion was approved.

7.) NEW BUSINESS:

a.) New Suggestions:

Mr. Dickson discussed the following new suggestions:

i.) **2007-034:** Several of the staff members at the Office of the Registrar advocate one of UT Arlington's employee health benefits (copied from the UTA website <http://policy.uta.edu/index.php?navid=10389&resid=10558>) "Upon supervisory approval, full-time employees are eligible for up to 1 & 1/2 hours of release time per week to participate in the University's physical fitness program if the individual contributes an equal amount of personal time."

Mr. Griego made a motion to refer this suggestion to the Benefits Committee Ms. Holt seconded the motion. The motion was carried.

ii.) **2007-035:** It has been widely reported UT Dallas has a five million dollar deficit. Wouldn't it be possible for the university to put out bids for the naming of Waterview Park Apartment buildings (i.e. For example, instead of the building name being "Building 67", the building name could be "Williams Hall" for the donor who puts forth the money. Or the university could ask the name created by the donor be kept within the mission or spirit of the university; for example, "Temoc Hall" or "Dr. Alan G. MacDiarmid Living Center").

There are a total of 57 buildings, which residents live in on campus, which could be named. If each building were named by a donor for a generous donation to the university of \$100,000; the university would raise \$5,700,000. Most philanthropists would consider leaving their name or legacy for \$100,000 a valuable investment, since most oftentimes the naming of a building would cost them far more. We would overcome the shortfall, and net an additional \$700,000. I think this would help the university, and also limit funds from being taken from budgets affecting staff that really are in need of the additional funding. The university is always asking departments to give back money to fix mistakes or deficits, but I would like them to consider this unique way to raise money and overcome the deficit.

The university would not have to change the name of the apartment complex from Waterview Park Apartments to something else; although, the university should be able to reserve the right to be able to do so (if approved by UT System). The housing management firm, University House, would not have to change unless the university deems a change is necessary. By changing the names of the individual buildings, it would give students an ability to have a closer connection to their neighbors and the university, it would improve school spirit, and best of all it would remove the UT Dallas deficit. Not to mention, the university would be able to sound like most other like universities who have attached names or put naming rights out to bid for campus buildings. This is not a foreign concept to UT Dallas or other UT components that have used or are using names associated with buildings that were given or named after the philanthropists who donated money to build them (for example, The UT Dallas Center for Brain Health, The Frances and Mildred Goad Building). Its acquisition was made possible by a \$5 million gift from Dallas community leader Dianne Cash, whose mother had been helped by the staff and management of the center. The building is named the Frances and Mildred Goad Building in honor of Ms. Cash's mother, Frances Goad Cecil, and grandmother, Mildred Crews Goad. You see naming rights are important to philanthropists and those individuals seeking to leave a legacy at the university. It seems like a logical suggestion to me.

Ms. Bechtol made a motion to refer this suggestion to the President, Ms. Holt seconded the motion and it was carried.

- iii.) **2007-036:** When the Police Dept. moves to the PP building relocate the 3 flag poles from Lookout Dr. & Drive G to the new police station. The flagpoles will make a good reference point for the northeast sector of campus. Mr. Mecklenburg made the motion to refer this suggestion to the Interim Vice President for Business Affairs. Ms. White seconded that motion. The motion was carried
- iv.) **2007-037:** This suggestion refers to the direction of the parking lot aisles. The suggestion requests that the parking lot be made one-way, in order to prevent collisions. Ms. Ranta made the motion to refer this suggestion to the Parking and Security Committee. Ms. Caplinger seconded the motion. The motion carried.

b.) 2007 Elections-Election Committee:

The Elections Committee will conduct the upcoming Staff Council Nomination and Election process. Don Davis will chair the Election Committee; Peggy Attari will be vice chair. On April 11th a meeting will be held to prepare the mailing of the nomination petitions. Mr. Dickson asked for volunteers to help prepare the mailing.

c.) Purchase Contribute software for website:

A licensed version of Contribute is needed for the Staff Council website. The cost is approximately \$90.00. The software will be purchased from the UTD Bookstore. Ms. Pena made the motion to purchase the software. Ms. Burge seconded the motion. A roll call vote was taken, the motion was approved.

d.) Operational Guidelines:

The guidelines were revised to add NSERL to District Two
A minor addition in wording to change the districts periodically, will allow for maximum flexibility and will not require System's approval for every district change.

Ms. Pena made the motion to accept the changes, Mr. Griego seconded the motion. A roll call vote was taken, all were in agreement.

8) ADJOURNMENT:

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

Julie Allen