

Official and Approved Minutes

These minutes are disseminated to provide information to the UTD Staff Council. They have been approved by the body in question and, therefore are the official minutes.

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

April 9, 2008

School of Management SM 1.502

9:00 a.m.

**PRESENT:** Edward Bennett, Kristen Blakely, Lynne Boyer, Laurie Brown, Daniel Calhoun, Corina Cantua, Darlene Coppage, Caroline Crossley, Chris Dickson, Patrice Holt, Carolyn Ivey, Tom Lee, Jacqueline Long, Tricia Losavio, Brenda Mahar, Irene Marroquin, Remona McLain, Roxanne Minnish, Rebecca Murry, Judith Patterson, Gaby Perkowski, Loreen Phillips, Tara Riall, Douglas Shedd, Kathy White

**ABSENT:** Jacob Abraham, Patsy Aguilera, Dina Caplinger, Robert Hamilton, Michelle Long, Lin Maute, Sandra Sawyer, Lori Skillestad

**GUESTS:** James Barnes, Sandee Goertzen, Andrew Janke, Paul Oelkrug, Claire Occhipinti. Larry Wilson

**1. CALL TO ORDER:**

President Chris Dickson called the meeting to order.

**2. SPECIAL PRESENTATIONS:**

- a. Doolittle Reunion on Saturday, April 19<sup>th</sup>: Mr. Oelkrug reported that this event has been held once a year since the war. There will be seven of the original Doolittle Raiders on campus. The event is free to the public.
- b. BlueCross BlueShield Blue Care Connection: Ms. Occhipinti handed out information regarding the blue care program. This is a health risk assessment program for UT System employees. Employee registered in the program will have the opportunity to win prizes. Ms. Occhipinti also stated that there will be no changes or premium increases in FY09.

**3. ROLL CALL:**

There were eight members not in attendance.

**3. APPROVAL OF MINUTES:**

Ms. Minnish made a motion to table the March meeting minutes due to excessive changes that should be made. Ms. Coppage seconded the motion. The motion carried.

**4. COMMITTEE REPORTS:**

- a. Executive Committee: Mr. Dickson reported that everything that was discussed at the April 2<sup>nd</sup> meeting was on the General Staff Council agenda.
- b. Attendance Report: Mr. Calhoun reported that the report was in the agenda packet that was distributed. Please let him know of any corrections that need to be made.
- c. Secretary/Treasurer's Report: Ms. Kirkwood-Brown reported that treasurer report was included in the agenda packet.

**STAFF COUNCIL TREASURER REPORT - March FY08**

	EXPENSES	REVENUE	BALANCE
<b>STATE FUNDS - 316142 Operating Account</b>			
Balance March 1, 2008			1,846.58
11-Mar-08 PP-WR#803470-08 (Meet-n-Greet)	30.60		30.60
15-Mar-08 Staples (CARE Award supplies)	41.64		41.64
31-Mar-08 Catering Charge (Meet-n-Greet)	525.00		525.00
<b>Balance March 31, 2008</b>			<b>1,249.34</b>
 <b>STATE FUNDS - 316405 Operating Account</b>			
Balance March 1, 2008			3,000.00
No activity reported for March			0.00
<b>Balance March 31, 2008</b>			<b>3,000.00</b>
 <b>FUND RAISING - 317807</b>			
Balance March 1, 2008			2,355.87
No activity reported for March			0.00
<b>Balance March 31, 2008</b>			<b>2,355.87</b>
 <b>UTD STAFF ENDOWED SCHOLARSHIP - 525521</b>			
Balance March 1, 2008			580.36
29-Feb Endow Qrt Int (credit)		(82.43)	(82.43)
29-Feb-08 Endow Qrt Int (credit)		(122.49)	(122.49)
<b>Balance March 31, 2008</b>			<b>785.28</b>

**Scholarship Staff Scholarship - 525528**

Balance March 1, 2008	1,778.06
No activity reported for March	0.00
<b>Balance March 31, 2008</b>	<b>1,778.06</b>

- d. President's Coffee: Ms. Kirkwood-Brown reported that the coffee for districts 2, 4, & 7 went on as scheduled on April 2<sup>nd</sup>. Mr. Eley, VP for Enrollment Services met with the group but Dr. Daniel was unable to attend. A make-up coffee for those that attended is scheduled for May 21<sup>st</sup>.
- e. Benefits Committee: Ms. White reported that the committee is reviewing the scholarship applications. There were a total of 14 applications received and out of those, 12 scholarships will be awarded. The committee will finalize the process by April 11<sup>th</sup>.
- f. Communications Committee: Ms. Brown reported that the committee met Thursday, April 3<sup>rd</sup>. There was discussion of the meet-n-greet. They developed a survey that was passed out in the General Council meeting for comments. Access to the P:drive and the next issue of the SUN were also discussed. The next issue of the SUN will go out in May.
- g. Staff Development Committee: Ms. Patterson reported that the committee met on March 20<sup>th</sup>. Rochelle Pena was a guest speaker at that meeting to report on the EAC meeting. They started going through the staff survey but didn't get very far. The results of the staff survey have been shared with HRM. The next meeting is April 2<sup>nd</sup>. Mr. Dickson urged everyone to take the HRM survey.
- h. Fund Raising: Ms. Coppage reported that the committee met on April 3<sup>rd</sup> and that Mr. Dickson made a presentation regarding his idea of a "Jail n' Bail." A check for \$242 was received for printer cartridges. April 10<sup>th</sup> was supposed to be the trial run for the cartridge pick-up program but there was some confusion with the workers and it was done Tuesday, April 9<sup>th</sup>. The cartridges were delivered to ECS. Next meeting will be Thursday, May 1<sup>st</sup>.
- Wellness Committee: Ms. Minnish reported there was no meeting. Next meeting is scheduled for Wednesday, April 16<sup>th</sup>. Approximately 25 people attended the brown bag lunch lecture of *Balancing Time & Energy; Work and Life*, presented by Dr. Rolando Ramán, U.T. System on March 17<sup>th</sup>.
- j. UT System Employee Advisory Council: Mr. Dickson reported that he had sent out his minutes from this meeting and that there is nothing new to report on.
- k. Faculty Senate: Dr. Leaf was not present to report.

- l. Student Government: Ms. Malone was not present to report.
- m. Retired Faculty/Staff Association: Ms. Goertzen reported that there were a couple of election positions that were left out of the last minutes. Those positions were Jean Stuart, Retiree Newsletter and Myrna Tureff, Membership. There was a New Retirees Reception in the McDermott Suite. Trips coming up in April are going to the Fort Worth Bureau of Engraving and Printing and to the Fort Worth Civil War Museum.
- n. University Committees:
  - i. Parking and Transportation Committee – no meeting to report on.
  - ii. Campus Facilities Committee – no meeting to report on.
  - iii. University Safety & Security Committee – Ms. Boyer reported that lighting is still being worked on and a program for safety area monitors is being organized.
  - iv. Women’s Center – no meeting to report on
  - v. Deans and Directors – no meeting to report on
  - vi. IR Security, Planning & Policy Committee – meeting is scheduled for Thursday, April 24<sup>th</sup>.
  - vii. Auxiliary Services Advisory Committee – no meeting

**5. OLD BUSINESS:**

- a. CARE Awards: Mr. Dickson reported that 27 nominations have been received with several nominees receiving multiple nominations. Ms. Kirkwood-Brown is getting the packets ready for the committee.  
  
Ms. Losavio made a motion to send a letter of recognition to the nominees letting them know that they have been nominated. Ms. Minnish seconded the motion. The motion carried.
- b. Child Care Proposal: No meeting to report on.
- c. Ombudsperson: Mr. Dickson reported that the committee is working on the ombudsman position. There has been a little snag due to the way that Dr. Leaf reported the type of person the staff would like to have in this position. Staff does not want a faculty member. They would prefer to have an independent person, possibly a retired judge or someone along those lines. Budget is another issue that is being worked on. Another option that has been discussed is to form a peer mentor panel, which UTD would fund training for the group that is chosen so that each person is a certified mentor. It was agreed that HRM employees will not be on this panel. Mr. Wilson is working on the policy that will explain how the peer panel will function. This position will not include students.
- d. Old Suggestions:

- i. Suggestion 2007-045 (Per Diem w/o overnight stay): Mr. Dickson received a response from Mr. Bond, Assistant VP of Business Affairs:

I have discussed this matter several times with Vice President Dr. Calvin Jamison. At this time, he felt the policy (restricting reimbursement for individual meals if no overnight travel occurs) should remain in place. The primary reasons are the additional costs to the University primarily because of the additional administrative burden that would be required to comply with IRS regulations. The IRS requires that these reimbursements, if allowed, be classified as a “benefit” to the employee and therefore taxable. We’d have to report all such meal reimbursement to the IRS via the individual’s W-2.

It was noted that UT System and UT Austin and most other higher educational entities continue to require an overnight stay before meal reimbursement is allowable.

Thank you for your patience. I’m sorry we couldn’t have provided a more favorable response.

Mr. Shedd made a motion to send this to the Benefits Committee and Ms. Losavio seconded the motion. The motion carried.

- ii. Suggestion 2008-004 (Build a Building Brick by Brick): Mr. Dickson received a response from Erin Dougherty, Director of Alumni Relations and Annual Giving:

Thank you for forwarding the Staff Council suggestion #2008-004-S, “Build a University Brick by Brick,” to Laura Beall. Laura and I discussed this suggestion this morning.

UT Dallas Alumni Relations has, since 2001, offered the opportunity to UT Dallas alumni to purchase an engraved brick on Legacy Lane, which is located behind McDermott Library along the creek. We would definitely welcome UT Dallas staff members to purchase a brick as well. Money from those bricks is donated to the Loyalty Fund, which is UT Dallas’ annual fund, and is used to meet the University’s area of greatest need as designated by President Daniel.

Bricks can be ordered using the [Legacy Lane order form](#).

We haven’t solicited UT Dallas staff or faculty to order bricks or otherwise donate to the university in the past, but we are hoping to offer some opportunities for staff and faculty to donate to UT Dallas, if they so choose, in the next year. It’s great to know, from this suggestion, that some staff is interested in doing so!

Please feel free to contact me or to pass my contact information on to anyone from the staff council, if you've got additional questions about Legacy Lane.

Ms. Losavio made a motion to close this suggestion. Ms. Long seconded the motion. It was a unanimous vote to close this suggestion. The motion carried.

- iii. Suggestion 2008-010 (WSTC Dart Routes): Mr. Dickson received a response from Nancy Branch, Transportation Manager:

The informal and unofficial response is that adding service to Westec has been given to me to investigate route planning with UTD's Dart project manager. This change, if effected, will be implemented Fall 2008. This suggestion has been put on Dr. Jamison's calendar for an official response at a later time.

## 7. NEW BUSINESS:

- a. New Suggestions:

- i. 2008-024-S (Health & Wellness): There are walking paths for inside of various buildings. Can we get some shaded walking paths through the campus to enjoy on nice sunny days?

The Executive Committee made a recommendation that this be sent to the Wellness Committee for review and action.

Ms. Patterson made a motion to send this to the Wellness Committee and Ms. Coppage seconded the motion. The motion carried.

- ii. 2008-025-S (Vendor Advertisement): This is actually a complaint/question/suggestion. Occasionally I find advertising placed under my wiper blade. I find this unacceptable. The possibility exists of damage to the wiper and scratches to fenders. Are these people required to get permission to do this? I suggest that this practice be stopped.

The Executive Committee made a recommendation to send this to Dr. Jamison, VP for Business Affairs for an official response.

Ms. Minnish made a motion to send this suggestion to the Police Department and Ms. White seconded the motion. The motion carried.

- iii. 2008-026-S (Facilities Management Gas Usage): I park in Lot C every morning. Monday or Tuesday morning as I walked from my car to the Library, I observed a Facilities Management van parked against the curb. There were two men in the parked van. The motor was

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running because it was cold and I could see the exhaust. I don't know what they were doing. Perhaps waiting for another worker to join them, although I didn't see anyone else in the vicinity but it was cold and they were sitting in the parked van with the motor running. Gas is now \$3.14/gallon. Is this the way we should be spending our money?

The Executive Committee made a recommendation that this be sent to Rick Dempsey, Assistant VP for Business Affairs for an official response.

Ms. White made a motion to send this to Rick Dempsey and Ms. Boyer seconded the motion. The motion carried.

- b. Staff Council Elections Budget: Mr. Dickson called for a vote to approve the budget as circulated below.

Nomination Forms & Cover Letter (2 originals, 1300 each) Paper, copy charges, collating and stapling	\$157.60
Envelopes for Mailing B allots (1300 each size)  Staples Brand: Clasp Envelopes, 9 x 12 #187021	\$82.29
Labels (1300 each) Avery 5160 Easy Peel (2 boxes) #6029 Sign Here Return to MP10 Staff Mailing Labels – nominations Staff Mailing Labels - ballots  * each box contains 3000 labels	\$45.08
<b>TOTAL</b>	<b>\$284.97</b>

Mr. Calhoun made a motion to approve the election budget as circulated and Ms. Brown seconded the motion. The motion carried.

Ms. Kirkwood-Brown will send out an email requesting volunteers to help get the nomination forms out next week.

- c. Floor nominations for open Staff Council positions:

- i. District 3 – Holly Shumake
- ii. District 5 – James Barnes

iii. District 7 – Tommi Ivey

Mr. Lee made a motion to take a collective vote for the nominee and Ms. White seconded the motion. A unanimous vote was taken to appoint those nominated to the Staff Council. The motion carried.

iv. Holly Shumake was appointed to the Communications Committee

v. James (JB) Barnes was appointed to the Development Committee

vi. Tommi Ivey was appointed to the Communications Committee

**8. OTHER BUSINESS**

a. Suggestions/Proposals from the floor: Mr. Dickson opened the floor for any new suggestions. None were brought forward.

b. Other: Mr. Janke asked for volunteers to sign-up for the June 1<sup>st</sup> event. Any and all are welcome.

**9. ADJOURNMENT:**

Ms. Minnish made a motion to adjourn the meeting and Ms. White seconded the motion. The meeting was adjourned.

Respectfully Submitted

Tonja Kirkwood-Brown  
Staff Council  
Administrative Assistant