

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**

August 15, 2007

SOM 1.502

9:00 a.m.

PRESENT: Jacob Abraham, Patsy Aguilera, Marilyn Bechtol, Ed Bennett, Kristen Blakely, Lynne Boyer, Jessica Brown, Laurie Brown, Heather Burge, Daniel Calhoun, Dina Caplinger, Darlene Coppage, Sandee Goertzen, Patrice Holt, Carolyn Ivey, Lori Jacobsen, Jacqueline Long, Michelle Long, Brenda Mahar, Irene Marroquin, Lin Maute, Pat McEachern, Kent Mecklenburg, Roxanne Minnish, Trudy Muller, Rebecca Murry, Judy Patterson, Gaby Perkowski, Loreen Phillips, Paul Oelkrug, Rochelle Pena, Tara Riall, Doug Shedd, Lori Skillestad, Nadira Zakhidova

ABSENT: Caroline Crossley, Carlton Eberhart, Gayle Holt, Tricia Losavio, Sue McInis, Cassini Nazir, Cathie Ranta, Jach Ross, Mary Spradlin, Kathy White, Beverly Young

GUESTS: Peggy Attari, Lynda Gary, Murray Leaf, Jo Ellen Roach

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.

3.) APPROVAL OF JULY 11, 2007 MINUTES:

One change to be made on page one in section 2 in the first sentence; the "y" on they should be removed.

A motion was made by Dina Caplinger and seconded by Jacqueline Long to approve the amended minutes. The motion was approved.

4.) COMMITTEE REPORTS:

a.) Executive Committee:

Everything that that was discussed was on the agenda for the general meeting.

b.) Staff Council Attendance Report:

Mr. Mecklenburg reported on attendance.

c.) Secretary/Treasurer's Report:

Ms. Kirkwood-Brown gave the treasurer's report, as shown below:

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	EXPENSES	REVENUE	BALANCE
<b>STATE FUNDS - 316142*</b>			
Balance July 1, 2007			1,531.62
7-Jun-07	UTD Copy Center		
	67.65		1,463.97
5-Jun-07	Staples		
	98.39		1,365.58
<b>Balance July 31, 2007</b>			<b>1,365.58</b>

**FUND RAISING - 317807**

Balance July 1, 2007			0.00
	No activity		0.00
<b>Balance July 31, 2007</b>			<b>0.00</b>

**UTD STAFF ENDOWED SCHOLARSHIP -  
525521**

Balance July 1, 2007			426.49
	No activity		426.49
<b>Balance July 31, 2007</b>			<b>426.49</b>

**Scholarship Staff Scholarship -  
525528**

Balance July 1, 2007			4,847.07
10-Jul-07	BR Accting Fee (Scholarships)	1,000.00	
			3,847.07
11-Jul-07	Third Coast Tech		
		360.90	4,207.97
18-Jul-07	Michele Dunavin (Scholarship)	250.00	
			3,957.97
18-Jul-07	Esther Johnston (Scholarship)	250.00	
			3,707.97
20-Jul-07	BR Accting Fee (Scholarships)	750.00	
			2,957.97
<b>Balance July 31, 2007</b>			<b>2,957.97</b>

d.) Coffee with the President:

The next coffee will be August 29<sup>th</sup> for Districts 1, 6 and 7. It will be in the Lone Star room due to the size of the group. There will be six from each district invited to attend.

e.) Benefits Committee:

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Mr. Calhoun reported that the committee met on July 20<sup>th</sup>. They failed to have a quorum, so they had an informal meeting and discussed the disappointment of the scholarship awardees attendance at the July 11<sup>th</sup> meeting.

f.) Communications Committee:

Ms. Goertzen reported that the committee met on July 23<sup>rd</sup> and the approved copy of the SUN was sent out to the staff on Tuesday.

g.) Staff Development Committee:

Ms. McEachern reported the Staff Development Committee met on July 18<sup>th</sup>. The committee was finalizing the proposal outlining actions recommended to implement the Employee to Employee Connection in place of the "Mentoring program". Along with the proposal there are other forms and material that support the proposed EEC.

h.) Fund Raising Committee:

Ms. Pena reported that the committee met on July 20<sup>th</sup>. They failed to have quorum, so they had an informal meeting.

i.) Wellness Committee:

Mr. Dickson reported for Ms. Holt since she was unable to attend the meeting. The committee met July 19<sup>th</sup>. They failed to have a quorum but the following announcement was made:

- \* The next meeting will be Thursday, August 16<sup>th</sup> at 2pm in SM 4.418.
- \* Looking for new members to serve on the committee for FY08
- \* A lunch & learn will be held Thursday, August 23<sup>rd</sup> at noon in CN 1.202 (HR training room). Dr. Joylynn Reed (from UTD) will present a program on Motivation for Wellness. The session will cover the 6 dimensions of wellness, plus a self-assessment exercise.

j.) Faculty Senate:

Dr. Leaf reported that there was no meeting in July. He announced that the Committee on Committees will be meeting on Thursday, August 23<sup>rd</sup>, and much to his surprise UTD has 500+ faculty including senior lecturers. The issue of building signage was brought up and he explained that, the deans did not like the suggested signage that present several years ago, so it is still an issue.

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

Mr. Dickson report on the meeting August 1<sup>st</sup>-3<sup>rd</sup> it was a very productive meeting. Chris ran for the chair and lost by one vote. Ms. Pena is serving for another three year term as asked by the Executive Committee.

l.) Auxiliary Services Advisory Committee

There was no report at this meeting

m.) Retired Staff/Faculty Association:

Ms. Roach reported that they have been meeting in small groups. They would like to help with the Staff Council fund raising drives. The group has donated money to

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UTD. They would still like to serve the university. In the upcoming months they will be meeting and having speakers on State of the American People, Effect of Japan (Mark Hairston) and Aging & Memory. To contact the retirees: Jo Ellen 972-608-0082 or [watkins7@aol.com](mailto:watkins7@aol.com) or [www.utdallas.edu/rfsa](http://www.utdallas.edu/rfsa).

n.) University Committees:

- i.) Parking and Security Committee:  
Mr. Mecklenburg reported that there was no meeting but he thought the name of the committee was changed. There are 14 members on the committee of appeals. Chris Dickson clarified that UTD police do not boot cars for unpaid citations but they do tow. It takes three unpaid citations before it will be towed.
- ii.) Campus Facilities Committee: No meeting was held. Dr. Leaf reported that the project matrix has been sent to Rick Dempsey, Assistant Vice President of Business Affairs for him to update. The deal on the Peter Walker group is that the estimates came in to high, so the deal now is to either raise more money or change the plan.
- iii.) University Safety & Security Council: No meeting was held.
- iv.) Women's Center: No meeting was held.
- v.) Dean and Directors Meeting: No meeting was held.
- vi.) IR Security, Planning & Policy Committee: No meeting was held.

5.) OLD BUSINESS:

None to discuss

6.) NEW BUSINESS:

- a.) Committee Appointments for 07-08:  
Mr. Dickson went over the ExCom recommendations for university-wide committees.  
  
A motion to accept the recommendations as read was made by Rochelle Pena and seconded by Judy Patterson. The motion carried.
- b.) Plaques:  
Mr. Dickson would like to purchase a couple of plaques for Staff Council officers from the inception and all the scholarship awardees. Each plaque will be \$85-\$125 with a 15% discount.  
  
A motion to purchase the plaques was made by Rochelle Pena and seconded by Heather Burge. The motion carried.
- c.) Ombudsman:  
Mr. Dickson reported that the President has distributed the first draft of the job description for this position, there have been changes made to the original but

they have not been distributed at this time. This person will report to the President. Dr. Leaf stated that there needs to be a policy created for this position before anyone is hired.

- d.) Nominations:  
Chris Dickson was nominated for Chair and Daniel Calhoun was nominated for Vice Chair. Nominations will be reopened at the September meeting.

A motion was made by Kent Mecklenburg to accept these nominations and seconded by Sandee Goertzen. The motion carried.

7.) OTHER BUSINESS:

- a.) Suggestion/Proposals from the Floor:  
Suggestion 2007-046-S: Request modifications to the current eligibility requirement under the policy for Employee Tuition and Fee Wavier Benefit. Refer to the "eligibility" section in enclosure 1 (page 1 of 2), to review the current eligibility requirements.

A motion to forward this suggestion to the Benefits Committee to review and to make recommendations to the Staff Council was made by Rochelle Pena and seconded by Kent Mecklenburg. The motion carried.

It will also be forwarded to the Employee Advisory Council (EAC).

Suggestion 2007-047-S: Re-doing area walkways and driveways between School of Management building and Lot M. So that employees do not have to walk through streams of water. There is no current way to avoid this water.

A motion to forward this suggestion to Dr. Jamison, Vice President of Business Affairs and to Rick Dempsey, Assistant Vice President of Business Affairs was made by Rochelle Pena and seconded by Irene Marroquin. The motion carried.

- b.) Other:  
Peggy Attari did a presentation about Ms. Goertzen telling the history of her time with the Staff Council since its inception. Mr. Dickson presented Sandee with a plaque from the Staff Council for her years of service. Ms. Goertzen said that "she couldn't have done any of it without good friends and colleagues backing her".

Mr. Dickson recognized the members of the Executive Committee and told them how much he appreciated all their hard work throughout the year.

Mr. Dickson presented the certificates to all the Staff Council members whose terms expire August 31, 2007.

8.) ADJOURNMENT:

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As there was no further business to discuss, a motion was made by Sandee Goertzen and seconded by Rochelle Pena to adjourn the meeting. The motion carried.

Respectfully submitted,

Tonja Kirkwood-Brown