

## 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.

December 12, 2007

IT Auditorium ECS 2.102

9:00 a.m.

### PRESENT:

Please refer to roll call.

### ABSENT:

Please refer to roll call.

### GUESTS:

Murray Leaf, David Gleason, Larry Wilson, Claire Occhipinti.

### 1. CALL TO ORDER:

Chair Chris Dickson called the meeting to order.

### **GUEST SPEAKER:** Ms. Dorothy Miller, UT Dallas Office of Emergency Management

Ms. Miller reported that 14 areas have been designated throughout the campus for emergency evacuation. These areas will be easily identifiable and soon available on the web. Professors will be given these plans to distribute to students at the beginning of each term. It is crucial that students report to their designated area before leaving campus in the event of an emergency.

Evacuation Duties and Responsibilities are needed for the following:

- Evacuation Director (1 per building)
- S.A.F.E. (Safety and Fire Evacuation) Leaders (1 per floor)
- Faculty/Lecturers/TA's

So far, the Building Participants for S.A.F.E. are as follows:

- AD/MP        2
- BE            1
- JO            2
- MC            2
- SOM          2
- SU            1

Emergency Management is calling on Staff Council for help in recruiting volunteers to fill these rolls.

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Emergency Management has researched placing signage for each building. The problem is finding funding to pay for the signs. Dr. Leaf suggested that Faculty Senate, Staff Council and the President's office help with these expenses. Ms. Miller stated that permanent signs can be done for under \$6,000. She will get a quote to Staff Council stating the cost for permanent versus temporary signage.

**2. ROLL CALL:** (taken by Chris Dickson) 21 present, 16 absent

**3. APPROVAL OF MINUTES:**

October 10, 2007 Minutes (Tabled last month): A motion to approve minutes as amended was made by Daniel Calhoun and seconded by Gayle Holt. Motion approved by all.

November 14, 2007 Minutes: A motion to approve minutes as amended was made by Daniel Calhoun and seconded by Judy Patterson. Motion approved by all.

**4. COMMITTEE REPORTS:**

a) Executive Committee:

Mr. Dickson stated that the Executive Committee met this morning. The committee discussed the progress of all committees.

b) Attendance Report:

Mr. Calhoun sent out an Attendance Report via email yesterday to Staff Council members. As a reminder, if you are a Staff Council member, you are obligated to attend designated committee meetings as well.

c) Secretary/Treasurer's Report:

Mr. Dickson gave report in Ms. Kirkwood-Brown's absence. Ms. Kirkwood-Brown is to correct the Treasurer's report before putting in this month's minutes.

## STAFF COUNCIL TREASURERY REPORT - December FY08

	EXPENSES	REVENUE	BALANCE
STATE FUNDS - <b>316142 Operating Account</b>			
Balance December 1, 2007			1,989.40
5-Nov-08 PCC Postage Stamps - UTD Info Depot	8.20		8.20
<b>Balance December 31, 2007</b>			<b>1,981.20</b>

### STATE FUNDS - **316405 Operating Account**

Balance December 1, 2007			3,000.00
New budget for FY08			0.00
<b>Balance December 31, 2007</b>			<b>3,000.00</b>

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**FUND RAISING - 317807**

Balance December 1, 2007		1,110.00
30-Nov-		
08 IDT #IIGP001 (credit)	(120.00)	120.00
30-Nov-		
08 IDT #IIGP001 (credit)	(360.00)	360.00
5-Dec-08 Fund Raising (credit)	(280.00)	280.00
5-Dec-08 Fund Raising (credit)	(320.00)	320.00
5-Dec-08 Fund Raising (credit)	(60.00)	60.00
<b>Balance December 31, 2007</b>		<b>2,250.00</b>

**UTD STAFF ENDOWED SCHOLARSHIP - 525521**

Balance December 1, 2007		830.36
No activity reported for December	0.00	0.00
<b>Balance December 31, 2007</b>		<b>830.36</b>

**Scholarship Staff Scholarship - 525528**

Balance December 1, 2007		3,042.56
No activity reported for December	0.00	0.00
<b>Balance December 31, 2007</b>		<b>3,042.56</b>

d) President's Coffee:

No report made due to Ms. Kirkwood-Brown's absence. Mr. Dickson announced the next coffee will be December 19<sup>th</sup>, from 9:00 to 10:30 a.m. for Districts 1 and 3 in the President's Conference Room. Please email Ms. Kirkwood-Brown if you are interested in attending.

e) Benefits Committee:

Ms. White was absent today. Doug Shedd reported that the committee met on November 26<sup>th</sup>. The committee is waiting for the names of the 8 individuals to be awarded scholarships. They will then notify those individuals.

f) Communications Committee:

Ms. Brown reported that there were not enough people in attendance to establish a quorum. Therefore, the meeting was cancelled. The next meeting will be in January.

g) Development Committee:

Ms. Patterson reported that the committee met on November 15<sup>th</sup>. They invited all members identified to serve on the Ad-hoc committee for the Employee to Employee Connection. They reviewed that program with that committee. The committee then broke off and met, appointing Sue McGinnis chairman and Kathy Ranta secretary. They have since met

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again with only 3 in attendance. They are trying to get other people and other areas involved that would represent all departments on campus.

Thanks goes to David Gleason for getting the Self-Evaluation tool up and running on the UT Dallas website. An article will be coming out soon as to how to retrieve and use this survey.

The Development Committee will meet again December 20<sup>th</sup>.

h) Fund Raising Committee:

Ms. Coppage reported that the committee met on December 6<sup>th</sup>. The Poinsettia Sale went well, selling 220 plants. There were 2 donations of \$20 each. Total sales \$2,240 with \$1,397 cost to the nursery. Total profit equaled \$840.

The Balloon Sale will be February 14<sup>th</sup>.

Ed Bennett has been working with **Texans Care** to pick up toner and print cartridges for recycling on an as needed basis. Please email Ed if you see an area that needs a recycling box. Help is needed to get the cartridges to the North Building, Room 2214. Ed has a key to the room that stores the cartridges.

The committee is discussing fundraising possibilities with local restaurants for UTD Fundraising Nights. The restaurant would partner with us and give back the college 15% of sales. Some interest lies with a few local vendors. Ms. Coppage will confer with Procurement to make sure procedures are properly followed.

Next meeting will be held in January.

i) Wellness Committee:

No meeting was held in November.

There was a Brown Bag Lunch on November 20<sup>th</sup>, "Making Difficult Healthcare Decisions and Advanced Directives," presented by the Medical Center of Plano.

There is an Open House at the Activity Center today from noon to 1:00 p.m. There will be tours every 15 minutes and those who attend will receive a coupon for a free class, group exercise or aquatics.

The next meeting is December 19<sup>th</sup>, 2:00 p.m., SOM 3.216.

j) VP for Enrollment Management:

Mr. Abraham was not present today. Mr. Dickson reported that the committee is meeting next week.

k) Faculty Senate:

Dr. Leaf reported that the Faculty Senate did not meet in November and will not meet in December. Of most interest is what is going on at the Faculty Advisory Council/UT System level.

1. This council is taking lead at trying to get state legislation to authorize faculty briefing. Dr. Leaf drafted the legislation for the Faculty Advisory Council and took it to the Texas Council of Faculty Senates which is all the systems in the state. Everyone there also wanted in on the program. Endorsements are needed from all over the state. In most cases, their Boards of Regents would support this legislation.
2. Federal Regulations threaten that if you do something wrong, you lose federal funds. The Faculty Advisory Council wants to call this to the attention of the Senate and House Education Committees at the federal level. It originates in Federal legislation. Dr. Leaf drafted a statement of the problem and suggested resolutions to circulate to other major systems such as The University of California that have comparable bodies to the system Faculty Advisory Council. The goal is to contact 6 to 8 really big systems in the United States to agree with them in sending a letter to the Senate and House Education Committees. This will need to be backed up over the years as legislation is followed. This is not a one shot campaign. It must be organized and maintained. We will probably be hearing about this process in the near future. The Federal level needs to hear from our level.

l) UT System Employee Advisory Council:

Mr. Dickson reported that the council is moving right along with nothing new to report. The next meeting will be in March, 2008.

m) Retired Faculty/Staff Association:

Mr. Parr encouraged everyone to visit the website for retirees at  HYPERLINK "http://www.utdallas.edu/rfsa/perq.htm"

<http://www.utdallas.edu/rfsa/perq.htm>  Information can be found concerning perks for UT Dallas retirees. Many events are coming up. Please be sure to check dates on the website.

n) University Committees:

- i) Parking and Transportation Committee – committee met on November 29<sup>th</sup>. A trial run was conducted testing the new DART shuttle route. The committee will seek student input for possible changes. The shuttle will run every 45 minutes from 7:00 a.m. to 11:00 p.m. Monday through Friday and 9:00 a.m. to 12:00 noon on Saturdays.
- ii) Campus Facilities Committee – no meeting as of yet but Mr. Calhoun stated that an online matrix is being formulated by Resource Management. The committee hopes to meet in January.
- iii) University Safety & Security Committee –

Dr. Leaf reported the utility bills for the NSERL building are higher than previously estimated.

Emergency Planning is difficult. The question is whether or not you provide training to personnel or place signs throughout the campus. Training can be difficult due to frequent changes in personnel. Signage may be a better solution but the way our budgets are set up make that difficult. No department wants to pay for general university functions. This needs to be fixed at the university level.

- iv) Women's Center – Ms. Patterson mentioned that the academic calendar for 2007 have been successfully completed. January through April is ready for review.
- v) Dean & Directors Meeting – No meeting.
- vi) IR Security, Planning & Policy Committee – No meeting.
- vii) Auxiliary Services Advisory Committee – Ms. Aguilera is absent today.

#### **5. OLD BUSINESS:**

- a) Care Awards: Mr. Dickson reported that awards will be announced soon. Please return any Care Awards signage to Mr. Dickson or Ms. Tonja Kirkwood-Brown.
- b) Community Project: Mr. Dickson stated that this is an ongoing project. He is working with the Student Government president to work jointly with Staff Council. Three staff people are needed to serve on this committee. Students and faculty will meet once a month to clean up the campus. Please contact Mr. Dickson if you are interested in serving on this committee. The goal is to start this project in February.

Mr. Dickson meets with Student Government every other Tuesday at 5:00 p.m. Volunteers are needed to attend these meetings as a liaison. Please contact Mr. Dickson if you are interested or available.

- c) Ombudsperson: It was recommended that Chris Dickson and Rochelle Pena represent Staff Council for the Ombudsperson committee. The motion was carried by Judy Patterson and seconded by Laurie Brown. Recommendation approved by all. Dr. Leaf stated that Robert Nelson will call the committee together soon.
- d) Staff Council Suggestion Response:
  - i) 2007-047 (SOM walkways, driveways)

“Re-engineering area walkways, driveways and parking lot between School of Management and Lot M; so that employees don't have to

walk through streams of water ruining shoes. There currently is no way. Please give this suggestion serious consideration.”

Response from Facilities Management, Rick Dempsey: “Facilities Management is aware of the inadequate drainage issues in many of the campus parking lots. The costs to properly correct these long standing deficiencies is beyond the resources of the University’s O&M budget. Hopefully, these issues can be addressed as we upgrade the campus parking lots using capital project funding in the years to come.”

After hearing the response, Michelle Long suggested a solution to the problem. Install speed humps to divert the water into the water drain and to provide a walkway. It would also slow down excessive speeders. This is a relatively easy and inexpensive way to remedy the problem. Mr. Dickson will reply to Mr. Dempsey with Staff Council’s suggestion. Motion carried by Michelle Long and seconded by Darlene Coppage. Recommendation approved by all.

e) Staff Council Suggestions, Previously Tabled:

i) 2008-004 (University Fund Raising)

“The university should create a “Build a University Brick by Brick Campaign.” Faculty, staff and students as well as many organizations across the UTD campus could donate. The Brick campaign can be used to develop courtyards with possible attractive brick pavers, or a residential hall, or a Math and Science Building offering the donor an opportunity to make a real impression on the college’s future.

The donor could feasibly choose different sizes/styles of brick (developed from the base model the university chooses) to be engraved with their name or the name of someone that they would like to honor. Bricks are a great opportunity to congratulate a recent graduate, to honor a family member or loved one, to pay tribute to a favorite professor or staff member, or to celebrate the UTD experience.

We wouldn’t be the first university to start such a program and with PUF funds at their limit it would be an inventive idea to raise funds to enhance the University’s image. Please give this suggestion serious consideration.”

Mr. Dickson recommends that this suggestion be sent to Margie French, VP for Development for consideration. Recommendation to send letter to Development motioned by Daniel Calhoun and seconded by Gayle Holt. Recommendation approved by all.

ii) 2008-005 (Fall Forum)

“My suggestion is that meetings such as the Fall Forum start at 9:30 a.m. instead of 9:00 a.m. Many library staff has various work schedules. This is probably true of all campus staff but library staff often will not attend campus meetings which begin at 9:00 a.m. because so much schedule juggling is involved. They would like to participate but often do not because of the start time of these meetings. Please give this suggestion serious consideration.”

The Executive Committee suggests that these type meetings start at 10:00 a.m. rather than 9:00 a.m. Staff Council will try to get on the President’s calendar by summer, early enough to find a date that best fits the needs of staff on campus. They will try to be more aware of conflicts.

Dr. Leaf suggested that we check with the calendar committee prior to scheduling next year’s Fall Forum. Mr. Dickson will check with the academic calendar chairman, as well as with the President’s office, to avoid any conflicts.

Judy Patterson motioned that this suggestion be closed with a letter going to the suggestor as to the plan the Staff Council intends to take. Motion seconded by Darlene Coppage. A roll call vote was made with all members approving.

iii) 2008-006 (Fund Raising Calendar)

“Calendar with Staff birthdates: For a nominal amount each staff person can have their name of the date of the month. Then sell the calendars to all employees and retirees. Aside each name put the district number. On the back have coupons from campus locations for free items. Have a picture campaign and select calendar pictures from those submitted. Offer coupons for campus locations for selected pictures [12]. Proceeds should go to staff scholarships. Please give this suggestion serious consideration.”

Executive Committee recommends that this suggestion be forwarded to the Fundraising Committee for review. Motion to send to Fundraising Committee made by Lynne Boyer and seconded by Tricia Losavio. Recommendation approved by all.

**6. NEW BUSINESS:**

No new business to report.

**7. OTHER BUSINESS:**

- a) District Group Discussions: Each District broke into small groups to discuss suggestions that might need to be brought before Staff Council.

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District 1: There have been some concerns as to getting the word out to other staff as to what the Staff Council is doing. We should all make more of an effort to spread the news.

District 2: No suggestions.

District 3: The group talked more about the recycling program.

District 4: School of Management will make an effort to assure that all copy rooms have a recycling receptacle.

District 5: No suggestions.

District 6: No suggestions.

District 7: The group talked more about the Emergency Evacuation Plan and how to get the word out.

b) Suggestions/Proposals from the Floor:

Jackie Long suggested that information concerning Staff Council be given in New Employee packets. It would also be beneficial to invite new employees to a Staff Council meeting, just to let them know what we are about. Each District could also be responsible for making a new employee aware of Staff Council. Mr. Dickson will bring these suggestions up to the Executive Committee at their next meeting. He will also talk to Human Resources to find out what is covered in new employee orientation.

**8. ADJOURNMENT:**

Judy Patterson motioned to adjourn the meeting. Darlene Coppage seconded the motion. The meeting was adjourned.

Respectfully Submitted

Roxanne Minnish  
Staff Council  
Representative, District 6

AND

Tonja Kirkwood-Brown  
Staff Council  
Administrative Assistant