

Official and Approved Minutes

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U.T. DALLAS STAFF COUNCIL MEETING MINUTES

July 11, 2007

ECS South 2.102

9:00 a.m.

PRESENT: Jacob Abraham, Marilyn Bechtol, Jessica Brown, Heather Burge, Daniel Calhoun, Dina Caplinger, Caroline Crossley, Sandee Goertzen, Gayle Holt, Patrice Holt, Carolyn Ivey, Tricia Losavio, Brenda Mahar, Pat McEachern, Irene Marroquin, Kent Mecklenburg, Trudy Muller, Cassini Nazir, Paul Oelkrug, Rochelle Pena, Cathie Ranta, Joch Ross, Mary Spradlin, Beverly Young

ABSENT: Chris Dickson, Carlton Eberhart, Jacqueline Long, Sue McInnis, Remona McLain, Judy Patterson, Sandra Sawyer, Kathy White, Nadira Zakhidova

GUESTS: Lynda Gary, David Gleason, Shella Hayes, Lori Jacobsen, Karen Jarrell, Claire Occhipinti, Emebet Sahle, Julie Weekly

1.) **CALL TO ORDER:**

Vice Chair Kent Mecklenburg called the meeting to order.

2.) **PRESENTATION OF STAFF COUNCIL SCHOLARSHIP AWARDEES (Fall '06 and Spring '07):**

Mr. Calhoun introduced each of the awardees and the pictures were taken of each that were in attendance with the new big check. The awardees for Fall '06 were: Leia Bell, Michele Dunavin, Juile Evans, Ana Johnson, Valerie Lariscy, Cornelia McCowan, Elizabeth Samuel and Sandra Wilson. The awardees for Spring '07 were: Leia Bell, Michele Dunavin, Tahmoures Elyasi, Shella Hayes, Karen Jarrell, Esther Johnson, Chu-Hua Mou, Patrizia Nava, Judith Patterson, and Jill Swayze.

3.) **GUEST SPEAKER:**

Mr. David Gleason, spoke on the first Human Resources Management Customer Satisfaction Survey that was done in September 2006. The scores for this survey were combined in to Extremely Satisfied, Satisfied and Acceptable to produce a Favorable score. Scores of Dissatisfied and Extremely Dissatisfied were combined to produce an Unfavorable score. There were 472 responses out of 2,097 that were emailed out, that made it a 22.5% response rate. HRM is pleased with the favorable scores and they view this feedback as confirmation of the dedication of their staff. There are two areas for improvement.

The first relates to improving service levels so that the Acceptable rating is a smaller percent of their total Favorable score. The second is to reduce the percent of customers who gave HRM Dissatisfied and Extremely Dissatisfied scores.

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Actions they plan to take are: 1) HRM staff will participate in customer service training, 2) HRM staff will develop and implement a “Timely Response Plan” and 3) HRM will assist in revising the HRM website (which has been done and will launch Friday, July 13, 2007).

The results of the second survey should be coming out soon. It is in Jody Nelsen’s hands for approval.

4.) ROLL CALL:

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

5.) APPROVAL OF MAY 9, 2007 MINUTES:

Two changes needed to be made; one under Staff Council Committees, Wellness Committee, the next to the last sentence should be deleted. The other change was under New Business, iii. There should only be one “z” in Hazard.

A motion was made by Sandee Goertzen and seconded by Rochelle Pena to approve the amended minutes. The motion was approved.

6.) 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:

STAFF COUNCIL TREASURER'S REPORT				
June 1, 2007		expenses	revenue	TOTAL
STATE FUNDS 316142				
Beginning balance as of June 1, 2007				1531.62
Ending balance as of June 30, 2007				\$1,531.62
S.C. FUND RAISING 317807				
Beginning balance as of June 1, 2007				0
Ending balance as of June 30, 2007				\$0.00
S.C. SCHOLARSHIP 525528				
Beginning balance as of June 1, 2007				\$4,847.07

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				\$0.00
Ending balance as of June 30, 2007				\$4,847.07
STATE FUNDS 316142				
Beginning balance as of June 1, 2007				426.49
				\$0.00
Ending balance as of June 30, 2007				\$426.49

Coffee with the President:

Ms. Mahar and Ms. Bechtol reported that the coffee was very informative. Dr. Daniel introduced Dr. Megaly Spector the new Vice President for Diversity and Community Engagement. Her goal is to make UTD a model for diversity and thus provide UTD with a competitive advantage. Dr. Spector will be on board full-time in January.

A child care facility on or near the campus for UTD staff, faculty and students was the first topic of discussion. Dr. Daniel is very much in favor of a having one near campus and looks forward to seeing the plan from the sub-committee.

The campus beautification project was another topic that was discussed. The master plan, presented by Peter Walker and Associates, is very complete and thorough. The routing of campus roads will be the first priority. Issues are being discussed with the City of Richardson regarding Campbell Road. Parking lots will be the second priority. Dr. Daniel is also encouraging suggestions on improving campus safety and lighting. There is a funding issue that is being addressed right now for this project it came in at way over the budgeted amount.

To assist staff, faculty and students in getting around campus a shuttle bus service will be implemented soon. It will make three runs from UTD to UTSW and the Callier Center as well as from campus housing to grocery stores and local malls. Free DART passes will be offered to staff, faculty and students upon presentation of a picture ID. More specific information will be issued soon.

The next coffee will be August 29th 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:

Mr. Calhoun reported that the Benefits Committee met on June 15th. The day care center is still an on going issue. They are waiting to see the plan from the outside consultant to see what would be the best way for UTD to go. The committee will meet again on July 20th.

f.) Communications Committee:

Ms. Goertzen has agreed to Chair this committee. She reported that the committee met on June 14th. The SUN is getting ready to be published and should go out to staff around August 8th. Discussion of the new Staff Council Representatives orientation is also being worked on. Ms. Goertzen is going to follow Mr. Calhoun's format since it

was so well done. A pledge for all Staff Council members is being worked on and should be ready by the next meeting.

g.) Staff Development Committee:

Ms. McEachern reported that they met on June 27th. In this meeting they split up into four groups and each group was given a task to work on. Ms. McEachern also reported that Mr. Gleason from Human Resources Management was at this meeting and that the result of the employee survey on Human Resources is ready to be rolled out the campus. New hire orientation was also discussed. There are reports that new employees feel that the History of UTD is too long, they feel that this could be put in a pamphlet or something and not have half of the session be devoted to this. In this month's orientation, they invited someone from the Toastmasters group to speak and push for members. Another thing that was suggested is that a UTD tour be included in the orientations, even if HRM has to ask for volunteers to help with them.

- i.) Team 1 - Marilyn Bechtol and Gayle Holt worked on the new self evaluation Tool for Employees. Ms. Holt gave the report for Team #1 and made the following recommendation to pear down and removes the redundancy of questions on the Self-Evaluation Tool for Employee form.
- ii.) Team 2 – Sue McInis and Remona McLain worked on getting the Mentoring Group off the ground. Ms. McInis gave the report for Team #2. She provided a report to the committee recommending the establishment of a Focus Group for the Employee to Employee Connection. The purpose of the focus group would be to formalize a mentoring program between established employees and new employees, which would be implemented as a pilot program. This idea will be propose to the Executive Committee in August.
- iii.) Team 3 – Judy Patterson, Cathie Ranta and Nadira Zakihdova worked looking for any training that is currently not listed under HR and create a list. Ms. Ranta gave the report for Team #3. She provided the committee with a spreadsheet of training available from HR and throughout the other departments of the university. It was noted that although HR's list does not contain all training opportunities, most were linked or all training opportunities, but this is a continuing and repetitive process, as many departments offer training but do not liaise with HR in the promotion or delivery of area-specific training. Part of the SDC concept for the mentoring program would be to utilize any and all training opportunities to resolve uncertainties and confusions in administrative processes; therefore the availability of a full and complete list of training is needed in one location.
- iv.) Team 4 – Ms. McEachern reported that she worked on a proposal for the New Employee website and setting up an on going class on Communication skills which she shared with Lauren DeCillis and David Gleason. She was also to look over the recommendation of the Staff Advisory Committee and reported their findings.

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- h.) Fund Raising Committee:
Ms. Pena reported that the committee met on June 14th. Ms Pena received a check for \$360 for the last printer cartridge pickup. The committee is still working on setting up a central location for cartridge drop offs in each building.
- i.) Wellness Committee:
Ms. Holt reported the committee did not meet in June, but the next meeting will be July 19th.
- j.) Faculty Senate:
Dr. Leaf was not present to report.
- k.) Vice President for Business Affairs Search:
Mr. Mecklenburg reported that Dr. Calvin Jamison has been chosen for the position and accepted the offer. Dr. Jamison was the ExCom's choice. He will assume his position August 1st. The committee feels that this is a good choice for the Staff Council.
- l.) UT System Employee Advisory Council (EAC):
There was no report at this meeting. The next meeting is August 1st and 2nd in Austin. Mr. Dickson and Ms. Pena will be attending this meeting. Mr. Dickson is going to run for Chair of the EAC.
- m.) Auxiliary Services Advisory Committee
There was no report at this meeting
- n.) Retired Staff/Faculty Association:
Ms. Roach was not present because they were meeting today.
- o.) University Committees:
 - i.) Parking and Security Committee: No meeting was held but there is a proposal for lot Q.
 - ii.) Campus Facilities Committee: No meeting was held.
 - iii.) University Safety & Security Council: No meeting was held.
 - iv.) Women's Center: No meeting was held.
 - v.) Dean and Directors Meeting: The meeting was July 5th. Ms. Pena reported that there was a lot going on at this meeting. The announcement of Dr. Calvin Jamison accepting the Vice President for Business Affairs position. The Texas Schools Project will be moving to WTEC soon, they have received a new grant for the K-12 program. When they move, the Undergraduate Education office will move to the Green Center. State funding UTD did very well this year. There has been a change in the research appropriations tier groups. UTD received the largest funding amount. Enrollment is down, new students' applications up but enrollment is flat. Retention and new students are the area of concern and where most of the attention needs to be focused. UTD is losing money on undergraduates and PhD students. Master student funding is running the university. The deans have been challenged to come up with a plan to bring in new students. The new NSM, Student Services building and

the renovations of Founders are scheduled to be complete by 2010, as well as the new student system (PeopleSoft) is scheduled to be rolled out by then too.

- vi.) IR Security, Planning & Policy Committee: No meeting was held.

7.) OLD BUSINESS:

a.) Suggestion 2007-33:

Pot Hole Repair – response from Rick Dempsey, Assistant Vice President for Facilities Management states that these types of issues should be treated as trouble calls and they could be handled in a quicker manner if they were submitted by a work request.

A motion was made by Sandee Goertzen and seconded by Daniel Calhoun to close this suggestion. There was a roll call vote taken and the motion carried.

b.) Suggestion 2007-041:

Bridge Repair – response from Rick Dempsey, Assistant Vice President for Facilities Management states that these types of issues should be treated as trouble calls and they could be handled in a quicker manner if they were submitted by a work request.

A motion was made by Gayle Holt and seconded by Rochelle Pena to close this suggestion. There was a roll call vote taken and the motion carried.

8.) NEW BUSINESS:

a.) New Suggestions:

- i.) **2007-040**: Sandee Goertzen made a motion to change the number on this suggestion to 2007-045 due to there already being a number 40.
2007-045: UTD has a policy to not reimburse per diem for employees on official business who's travel did not include an overnight stay. This is not a state rule but a UTD rule. This leads to employees having out of pocket expenses that are not reimbursed and may even lead to a waste of money as employees will book hotel rooms in order not to have these out of pocket expenses. Employees are reimbursed for mileage but not food for these types of travel. This will be sent to Jody Nelsen, Interim Vice President for Business Affairs for clarification, Pete Bond, Assistant Vice President for Business Affairs will be copied too.
- ii.) **2007-043**: Was sent out in the packet by mistake, it is still tabled.
- iii.) **2007-044**: E-Forms will be going away as they are currently known. Mr. Nazir reported that they would still be available in the current location but if each department doesn't update them then they will not be the most current. These forms will be the responsibility of each individual department from now on. This will be sent to Cary Delmark, Director of Web Services for clarification.

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b.) Resignations:

Colter Fleming has resigned position for 2007-2009. He has left the university. A replacement will be notified this week to be effective 09/01/2007 to fill Mr. Fleming's term.

Katie Stringer has resigned her position for 2006-2008. Her position will be left vacant for the remainder of the term.

c.) Possible August General Meeting Date Change:

Mr. Dickson would like to change the August meeting due to a conflict in his schedule he will not be able to attend on the 8th. There was a motion made to move the meeting to August 15th but no second was made to confirm. There were several that stated that they would be unable to attend due to that being the day before classes start.

d.) Standing Order Proposal #15:

The distribution of the Staff Council Endowment Scholarship funds will be determined by the Staff Council Executive Committee and will be reviewed every three years.

A motion was made by Cathie Ranta to accept this recommendation and seconded by Rochelle Pena. The motion carried.

9.) NEW BUSINESS:

a.) Suggestion/Proposals from the Floor:

A new form was distributed. There were no new suggestions presented.

b.) Other:

No other business was discussed.

10.) ADJOURNMENT:

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

Respectfully submitted,

Tonja Kirkwood-Brown