

Unofficial and Unapproved Minutes

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U.T. DALLAS STAFF COUNCIL MEETING MINUTES

June 13, 2007

ECS South 2.102

9:00 a.m.

PRESENT: Jacob Abraham, Marilyn Bechtol, Jessica Brown, Daniel Calhoun, Dina Caplinger, Chris Dickson, Sandee Goertzen, 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, Sandra Sawyer, Kathy White, Beverly Young

ABSENT: Pasty Aguilera, Heather Burge, Caroline Crossley, Mike Griego, Cathie Ranta, Jach Ross, Mary Spradlin, Kayety Stringer, Nadira Zakhidova

GUESTS: Michelle Long, Jennifer Nichols, Jodi Roberts, Sheila Rollerson, Doug Shedd

1.) CALL TO ORDER:

Chair Chris Dickson called the meeting to order.

2.) GUEST SPEAKER: Ms. Liza Garza, spoke about Corporate Challenge. This is for the Special Olympics. There has been a new division added this year "BB Division" which UTD is in. The Recruitment Fair is Thursday, June 28, 2007 in the Student Union Galaxy Room from 11:30 a.m. to 1:30 p.m. There will be hotdogs for everyone to enjoy. All employees, spouses and retirees are urged to sign up for an event. UTD won the Spirit sticks last year so let's try to win it again. Opening Ceremony is Friday, August 24, 2007 beginning at 6:00 p.m. The website is www.utdallas.edu/recsports for more information. The Spirit Committee is underway. Their meeting will be Friday, June 15, 2007 in the Career Center at 10:00 a.m. Trisha Losavio also noted that donations can be made through the Employee Charity Campaign. UTD was last in the Fund raising area in 2006. A suggestion was made that there should be a representative in every office or at least in every building selling raffle tickets to increase sales.

3.) ROLL CALL:

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

4.) APPROVAL OF MAY 9, 2007 MINUTES:

Three changes under Committee Reports; One under Staff Council Committees, Wellness Committee was requested. The last sentence should say: "UTD's Wellness Team was the top fund raiser." Two changes under University Committees, was requested, University Safety and Security Council: Dr. Leaf's report should have been there. Change under IR Security, Planning & Policy Committee. The last sentence should say: "We will be pooling the software licenses. A project management office has been established.

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

5.) COMMITTEE REPORTS:

a.) Executive Committee:

The Executive Committee met on June 6, 2007. Mr. Dickson reported on the secretary search and introduced Tonja Kirkwood-Brown as the one that has assumed those duties. Tonja has updated the suggestion chart. The elections for the 2007-2009 terms have been completed and the winners have been notified. Chris announced Mike Griego's resignation from the university. Since Mike's term expired 8/31/07, he will not be replaced. Heather Burge has moved districts due to a change in jobs, so she will be an "at large" representative. Her replacement in district 1 will be Sandra Sawyer.

b.) Staff Council Attendance Report:

Mr. Mecklenburg reported on attendance.

c.) Secretary/Treasurer's Report:

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

STAFF COUNCIL TREASURER'S REPORT				
May 1, 2007		expenses	revenue	TOTAL
STATE FUNDS 316142				
Beginning balance as of May 1, 2007				\$1,633.60
	Copy Center	67.65		\$1,565.95
	Staples credit	(31.93)		\$1,597.88
	UTD Technology Store	66.26		\$1,531.62
Ending balance as of May 31, 2007				\$1,531.62
S.C. FUND RAISING 317807				
Beginning balance as of May 1, 2007				\$288.00
	Forest Grove Nursery-Begonias	288.00		\$0.00
Ending balance as of March 31, 2007				\$0.00
S.C. SCHOLARSHIP 525528				
Beginning balance as of May 1, 2007				\$4,847.07
	No activity this month – correction was made to prior balance			
Ending balance as of May 31, 2007				\$4,847.07
STATE FUNDS 316142				
Beginning balance as of May 1, 2007				\$146.93
	Endow Quarterly Interest	55.10		\$201.94
	Endow Quarterly Interest	80.58		\$282.52

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	Endow Quarterly Interest	143.97		\$426.49
Ending balance as of May 31, 2007				\$426.49

NOTE: there was a print shop charge of \$7,233 that was charged to account 316142 by mistake but it has been addressed and the print shop will be making the correction.

Coffee with the President:

Ms. Kirkwood-Brown reported that Districts Three and Four will have their Coffee with the President on June 27th. Districts 1 and 7 will have theirs on July 25th. And District 6 will have theirs on August 29th.

d.) Benefits Committee:

Mr. Calhoun reported that the Benefits Committee met on May 11th. The day care center is still an on going issue. There is an outside consultant is being consulted on this issue. The ideas of a BIG check Made Payable to: STAFF COUNCIL SCHOLARSHIP RECEIPENTS is being proposed to have on hand when the recipients are given their scholarships. This would be used for pictures and a certificate would be given to them as well for their keepsake. This was added to new business. The committee will meet again on June 15th.

e.) Communications Committee:

Mr. Oelkrug reported in Mike's absence. An emergency meeting was called to elect a replacement for Mr. Griego. Heather Burge was elected and was checking to see if she was going to be able to accept the position because of her job change. If she can not then Sandee Goertzen will take on this chair position. The final proof of the "SUN" has been sent to the Executive Committee and will be distributed soon to staff.

f.) Staff Development Committee:

The Staff Development Committee met on May 3rd. Ms. McEachern reported that the mentoring committee would like to see a concentration on employee orientation and training. The name recommended for the mentoring program will be "Employee-to-Employee Connection". Employee self evaluation forms are still being worked on for employees to see where they stand on their jobs and to see what additional training would be helpful. Contact Judy Patterson for training not offered that you would like to see offered.

g.) Fund Raising Committee:

There was no meeting in May. Next meeting is scheduled June 14th. There will be two cartridge pick-ups a month. There needs to be a central location in each building for these to be dropped off and picked up.

h.) Wellness Committee:

Ms. Holt reported the Wellness Committee met on May 17th. She reported that the new walking program is under way and the building walking map has been put on the website. There are some new Activity Center activities coming up, they are looking at offering Personnel Trainers, Scuba, Belly dancing, etc. They are having a belly dancer out to give a demonstration on June 21st at 2:00 p.m. Ms. Holt also reported

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that the committee would not sponsor a blood drive at this time; this is in response to suggestion #2007-020-S.

i.) Faculty Senate:

Dr. Leaf was not present to report.

j.) Vice President for Business Affairs Search:

Mr. Dickson report on the candidate visits to the campus for interviews with several different hand picked groups. The Staff Council Executive Committee was one of these groups. There were three finalists (Andrew Harris, Joel Hercik and Calvin Jamison). They were all good and very capable of filling the position but the committee's recommendation was for Dr. Jamison. We have not heard whether an offer has been made.

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

There was no report at this meeting. The next meeting is August 1st and 2nd in Austin.

l.) Auxiliary Services Advisory Committee

There was no report at this meeting

m.) Retired Staff/Faculty Association:

Ms. Roach was not present to report.

n.) University Committees:

i.) Parking and Security Committee: No meeting was held

ii.) Campus Facilities Committee: Daniel Calhoun reported that there was a meeting was May 17th. Dr. Leaf has established a website called "planning central" this is where the status of all campus projects will be updated. There is a plan for three new building that has been approved but no locations have been permanently selected. The buildings are Student Services, Student Housing/Dining and Math Science.

iii.) University Safety & Security Council: No meeting was held.

iv.) Women's Center: No report

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

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

6.) OLD BUSINESS:

a.) 2007 Election Report:

The elections have been finalized. The letters to the new members will go out the week of June 18th-22nd from Chris. This letter will welcome them to the Staff Council, invite them to the orientation in August and give them general information they need to know.

b.) Suggestion 2007-014:

This suggestion was requesting selling pecans for fund raising at the holiday season. The committee recommended that this not be done due to all the work that has to go into it. It takes a lot of man hours to make this happen. In addition, we already sell poinsettias at this time.

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

c.) Suggestion 2007-020:

The Wellness Committee reported that we won't be able to actually sponsor a blood drive: however, we will to assist in publizing such an event, assuming we would be notified in ample time to announce it at the monthly Staff Council meeting.

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.

d.) SACS Assessment:

Mr. Dickson has completed and submitted the assessment. He has not heard from anyone as to the status of his assessment.

7.) NEW BUSINESS:

a.) There was continued discussion about the purchase of a BIG check for scholarship recipients' pictures. Daniel Calhoun recommended that the Staff Council pay for this in an amount not to exceed \$200.00

A motion was made by Rochelle Pena and seconded by Kathy White to approve this budget request. The motion carried.

8.) NEW BUSINESS:

a.) District breakout sessions:

Mr. Dickson gave all districts about 10-15 minutes for discussions.

b.) New Suggestions:

The following new suggestions came out of the district discussions:

i.) **2007-033:** Parking lot west of temporary Classroom Building is old and needs to be repaved. This suggestion had been made in an earlier suggestion (2007-033), so a motion was made and seconded to add this to the original suggestion, which was to be sent to Jody Nelsen, Interim VPBA and Rick Dempsey, Assistant VP for Facilities Management. This motion was approved.

ii.) **2007-040:** Carpooling system or Dart Carpool RideMatch: A motion was made and seconded to table this until next month's EXECOM meeting. The motion passed

iii.) **2007-041:** Safety Hazard on bridge by lots C & D: A motion was made and seconded to send this suggestion to Jody Nelsen, Interim VPBA and Rick Dempsey, Assistant VP for Facilities Management. The motion was approved.

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iv.) **2007-042**: Better instructions on tickets for visitors: A motion was made by Jacqueline Long to forward this to Chief Ridge. It was seconded by Gayle Holt and the motion carried.

iv.) **2007-043**: Smoking area, McDermott Library covered patio: There was a suggestion made that the police can be called to have people move. A motion was made by Sue McInis to table this and seconded by Paul Oelkraug. The motion carried.

b.) Internal Suggestion:

When there are new members or visitors at the meetings it would be nice to have them introduce themselves so everyone can see them and know who they are. Chris indicated that he would be glad to do that in the future.

9.) ADJOURNMENT:

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

Respectfully submitted,

Tonja Kirkwood-Brown