

Official and Approved Minutes

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U.T. DALLAS STAFF COUNCIL MEETING MINUTES

June 11, 2008

TI Auditorium ESCS 2.102

9:00 a.m.

PRESENT: Jacob Abraham, Patsy Aguilera, Metta Alsobrook, Ed Bennett, Kristen Blakley, Lynne Boyer, Laurie Brown, Daniel Calhoun, Corina Cantua, Darlene Coppage, Chris Dickson, Patrice Holt, Carolyn Ivey, Tommi Ivey, Jacqueline Long, Michelle Long, Tricia Losavio, Brenda Mahar, Irene Marroquin, Lin Maute, Ramona McLain, Roxanne Minnish, Rebecca Murry, Judith Patterson, Loreen Phillips, Tara Riall, Douglas Shedd, Holly Shumake, Lori Skillestad

ABSENT: James Barnes, Dina Caplinger, Caroline Crossley, Robert Hamilton, Tom Lee, Gaby Perkowski, Sandra Sawyer, Kathy White

GUESTS: Carole Abbott, Tysh Coleman, Chaney Edwards, Colter Fleming, Linda Gary, David Gleason, Sandee Goertzen, Murray Leaf, Randi Mogul, Andrea Moody, Rochelle Pena, Rena Read, Emebet Sahle, Tina Sharpling, Larry Wilson

1. CALL TO ORDER:

President Chris Dickson called the meeting to order.

2. PRESENTATIONS:

i. Staff Council Spring 2008 Scholarship Recipients Announced: Mr. Dickson presented scholarship awardees Metta Alsobrook, Corina Cantua, Richard Holland, Ana Johnson, Valerie Larsicy, Irene Marroquin, and Andrea Moody with their checks.

ii. Dr. Jamison started off with thanking Staff Council for all they do for the staff and university. Areas of discussion were:

Customer Service Initiative – Peg Zotter and Lynn Butler brought together a group of Administrative Assistants across campus to form a committee that split into subcommittees concentrating on guiding principles, phone/email etiquette, person-to-person etiquette, facilities, how to evaluate customer service, how to salute/recognize good customer service and how to implement

the program. This will be presented to President's Cabinet, once approved by the Cabinet it will be presented to the Academic Senate and the Staff Council.

Lean University Initiative – Other names are Mr. Lou or Dr. Lou the mission is that things that are done that could be done differently. For example: requisitions instead of paper and it taking two-six weeks for process, they will be online from beginning to approvals to buyer (click-click-click). Free up dollars that can be reinvested in UT Dallas. Find new productive ways to do things that will save time and money. Training. Dr. Jamison challenged everyone to go back look at what they do, see how things can be streamlined and take out things that don't add value. There are many things that are repetitive that can be reduced.

9/80 Pilot Program – The opposition is to work 80 hours in a two week period. Variations of this can be worked out with your supervisor as long as jobs are done and production doesn't go down. Administration wants to be flexible and they are looking at way to save energy too. If it is abused it will be stopped. All staff is eligible for this program, the reason that the policy referred to non-exempt staff was due to the upcoming holiday (July 4th) and how they would need to makeup their time needed to be addressed.

Campus Beautification – The proposal was approved by the Board of Regents work should start this Fall.

Customer Service – A student was hurt on campus and the Student Health Center would not help her. This is not customer service. This is a HIPPA/FERPA mandate not UT Dallas'. A student is not considered a student until they are attending classes, not just because they are enrolled in classes.

iii. Short Video: Mr. Dickson tabled this presentation until the July 9th meeting.

3. ROLL CALL:

There were nine members not in attendance, a quorum was established.

4. APPROVAL OF MINUTES:

Ms. Coppage made a motion to approve the minutes for the May 14th meeting as amended and Ms. Minnish seconded the motion. The motion carried.

5. COMMITTEE REPORTS:

a. Executive Committee: Mr. Dickson reported that the committee met June 4th and most everything that was discussed was on the Staff Council agenda. One very hot issue was discussed and that was the two time winners of the CARE

Award. The committee is recommending that no one be awarded more than one time. This is insulting to other staff members it is like saying that although there are many that are deserving of this award but these are the only ones that can win.

- b. Attendance Report: Mr. Calhoun reported that the report was in the packet and has been updated with the most current reports from the committee chairs. If anyone has any corrections or sees an issue please contact him so they can be taken care of.
- c. Secretary/Treasurer's Report: Ms. Kirkwood-Brown reported on the treasurer report below.

STAFF COUNCIL TREASURER REPORT - April FY08

	EXPENSES	REVENUE	BALANCE
STATE FUNDS - 316142 Operating Account			
Balance May 1, 2008			719.54
7-Apr-08	FastSigns (yard signs)	352.50	352.50
	Print Shop (nominations		
1-May-08	memo)	43.86	43.86
1-May-08	Print Shop (election petitions)	113.74	113.74
Balance May 31, 2008			209.44
 STATE FUNDS - 316405 Operating Account			
Balance May 1, 2008			3,000.00
	No activity reported for April		0.00
Balance May 31, 2008			3,000.00
 FUND RAISING - 317807			
Balance May 1, 2008			1,078.50
	No activity reported for April		0.00
Balance May 31, 2008			1,078.50
Total fund raising revenue to date			3,447.50
 UTD STAFF ENDOWED SCHOLARSHIP - 525521			
Balance May 1, 2008			785.28
	No activity reported for April		0.00

Staff Council Meeting
June 11, 2008

Balance May 31, 2008 785.28

Scholarship Staff Scholarship -
525528

Balance May 1, 2008 2,991.93
 2-May-08 CRS Printek (credit - recycle program) 178.00 178.00
Balance May 31, 2008 **(3,169.93)**

Ms. Kirkwood-Brown has updated the total fund raising revenue. She also explained that the negative \$3,169.93 in the scholarship account is actually a positive credit balance. According to the policy of the endowed scholarship account an additional \$282 needs to be moved to cover scholarship disbursements.

- i. 2008 – 2010 New Member Orientation Budget Request: Ms. Kirkwood-Brown the request for supplies for the new members to be presented at the September 3rd meeting.

3" EasyOpen ClearVue Binders Cardinal brand: White #491540 (19 at \$9.89 each)	\$187.91
Worksaver Big Tab Insertable Dividers Avery brand: Multicolor, 8-Tab #502344 (9 sets at \$2.08 each)	\$18.72
Name Tags Fast Signs: Black on Gold, 1.5 x 3 (19 at \$15.00 each)	\$285.00
Refreshments for New Member Orientation UTD Catering: Mini muffins, Danish & Croissants & Juice	\$335.00
Table setup & take down UTD Facilities Management: Tables, 6' (3-4)	\$85.00
TOTAL	\$911.63

Staff Council Meeting
June 11, 2008

- d. President's Coffee: Ms. Kirkwood-Brown reported that there was no coffee to report for this month. There is an article in the SUN on the May 21st coffee.
- e. Benefits Committee: Mr. Dickson reported that the committee met regarding the following:
 - i. Plaques: Mr. Dickson reported that the committee is recommending that certificates be given for recognition instead of buying plaques for several reasons the biggest one is a place to display the plaques where all staff would see. The committee also discussing the possibility of digital plaques/frames instead of wood, they would be easier to update and more information can be stored on them.
 - ii. Staff Council Guidelines: Mr. Dickson has completed changes to the guidelines and will forward them to the committee for review before submitting them to the Provost office to be sent to System.
- f. Communications Committee: Ms. Brown reported that the committee met on June 5th to discuss the following:
 - i. The SUN Newsletter – Will be distributed Thursday, June 12th.
 - ii. Staff Council Brochures – The committee is recommending that 500-1,000 be printed for the first go a round to see how will they are received. Ms. Michelle Long is research pricing.

The next meeting with be July 1st.
- g. Staff Development Committee: Ms. Patterson reported that the committee met but failed to a quorum. Although there was no quorum there was discussion on the following:
 - i. Employee-to-Employee Connection: Ms. McEachern gave a PowerPoint presentation updating committee members as to the status of the program. It should be ready to role out campus-wide very soon.
 - ii. Appreciation Lunch: The committee made plans to have a lunch for committee members to review all that they have accomplished and in appreciation of all their hard work.
 - iii. SUN: Ms. Patterson was to submit an article to year Ms. Brown by 5:00 p.m. June 11th to let staff members know what the committee has been working on this year.
- h. Fund Raising: Ms. Coppage reported that committee met on June 3rd and discussed the following:

Staff Council Meeting
June 11, 2008

- i. Recycle Program: Still having issues with the pick-up day but Ms. Coppage is working with Bron Clayton to rectify. The program has brought in \$957 in revenue and another check should be received soon.
- ii. Cookbooks: The committee submitted a recommendation to the Executive Committee that all the unsold cookbooks be donated to HRM for new hire orientation. They will be raffled off or used as a give away item. The committee feels that this will be a good way to get the Staff Council name out.
- iii. Jail 'n' Bail: The planning for this event is going strong is will be Wednesday August 27th in conjunction with the Comet Carnival. Ms. Riall is working on posters and flyers so be looking for them, they will be distributed all across campus as soon as they are approved. Mr. Rachavong is talking with Mr. Dempsey about getting a mock jail built. Mr. Dickson and Mr. Abraham are contacting possible volunteers to participate in the event. If anyone knows anyone that they would like to see participate let either of them know as soon as possible. Volunteers will be asked to commit to raising \$500 and if the commitment is not received then they will be arrested, jailed and have to appear in court. Mr. Dickson has obtained a retired judge that will arraign violators. The Development office will take care of all funds and pledges so we don't have to be responsible for contacting donators.

The next meeting will be June 17th to further discuss plans for the Jail 'n' Bail event.

- i. Wellness Committee: Ms. Minnish reported the committee met and discussed the following:
 - i. Brown Bag Lunch: There have been two since the May 14th meeting. The "Exercising while at your desk" was very successful about 25 people attended.
 - ii. Conference Call: May 21st the committee will have a conference call with Rolando Ramon of UT System regarding System's new Wellness initiative (Getting Fit). System allows 1½ hours a week for employees to workout. SMU has a great workout program to help employees be leaner.
 - iii. Corporate Challenge: The Wellness Committee has been asked to take this over. Planning, organizing and scheduling therefore the Spirit Committee has been formed (Ms. Jacqueline Long and Wendy Newton) if anyone is interested in joining this committee the first meeting will be June 24th at 2PM in the President's conference room to start planning.

The next meeting will be July 17th.

- j. UT System Employee Advisory Council: Mr. Dickson did not have anything to report. The next meeting will be July 30th – August 1st.
- k. Faculty Senate: Dr. Leaf reported that the final approval has been received from the OGC regarding disruptive students. This will help the Behavioral Assessment Intervention Team (BAIT) when they have issues reported. The Senate is currently reviewing the BAIT proposal and has some issues that will be addressed at the June 18th meeting. This proposal has been sent down from UT System in the aftermath of Virginia Tech incident. At this time the faculty is under the impression that once an incident is addressed and solved then those documents are being destroyed without sharing the information with faculty or staff. This is a real problem.
- l. Student Government: Mr. Dickson introduced Mr. Rosson the new President for Student Government. Mr. Rosson reported that he and the new Student Government body is very much looking forward to working with the Staff Council and appreciates the opportunity to participate in future endeavors. He also announced that on the Student Government website (<http://www.utdallas.edu/student/sg/sba/index.html>) there is a list of all the local businesses that give UT Dallas students/staff/faculty discounts with Comet Card ID.
- m. Retired Faculty/Staff Association: Ms. Goertzen reported that their next meeting will be June 24th in conjunction with the Benefits Fair. The group is planning a luncheon and a movie day in July
- n. University Committees:
 - i. Parking and Transportation Committee – no meeting to report
 - ii. Campus Facilities Committee – no meeting to report, but the Facilities Management Project Matrix will be released soon.
 - iii. University Safety & Security Committee – no meeting to report
 - iv. Women’s Center – Ms. Aguilera reported that there will be no meeting until September and at that time they will vote on Advisory Board Memberships.
 - v. Deans and Directors – Mr. Dickson reported there was a meeting on June 5th. There was only one subject that would be of interest to some staff. IR Security is working on a training program for some staff. This training will cost \$500 per person, if a staff member chooses to take this training they will have to pay fee themselves unless their department wants to pay for it for them.
 - vi. IR Security, Planning & Policy Committee – no meeting to report
 - vii. Auxiliary Services Advisory Committee – no meeting to report

6. OLD BUSINESS:

Staff Council Meeting
June 11, 2008

- a. Website: Mr. Dickson stated that the website looks great and that is being updated on a regular basis now. There is one month (May 2007) minutes that are missing but other than that it looks great.
- b. CARE Awards: Mr. Dickson reported that there was a ceremony on May 29th to recognize the Spring 2008 winners. They were Janet Carden, Serenity King, Jerri Lipple, David Maldonado, Leah Nall and Enedina Rodriguez.
- c. Child Care Proposal: Ms. Long nothing to report.
- d. Ombudsperson: Mr. Dickson reported that nothing has happened with this the committee is still waiting on Mr. Wilson's report. Ms. Pena is researching to get some volunteers until something more structured comes along.
- e. Committee on Committee Recommendations: Mr. Dickson tabled this until the July 9th meeting.
- f. UT System Insurance Advisory Council Representative: The Staff Council recommendations of Ms. Moldenhauer and Ms. Sharpling were submitted to HRM. Now it is time to vote Mr. Gleason asked that everyone vote for the person they would like to represent UT Dallas.
- g. Old Suggestions:
 - i. Suggestion 2008-017 (Staff Health Center): Response from Roxanne Minnish, Wellness Committee Chair. The Committee has reviewed this suggestion and since the Student Health Center is paid for by student fees and tuition it is not open to staff and faculty. It has been requested that UTD provide a Health Clinic for staff and faculty. At the minimum, a decision of this magnitude would require cabinet level approval. The committee doesn't support such an effort. The committee believes that there are plenty of walk-in health clinics close to campus.

Mr. Dickson does not agree with this response there are many universities that have health clinics on their campuses that deal with small medical issues (i.e. non-emergency injuries, colds, annual exams).

Mr. Calhoun made a motion to table this suggestion until more research can be done then bring it back to the Council for further discussion. Ms. Skillestad and Ms. Carolyn Ivey seconded the motion. The motion carried.
 - ii. Suggestion 2008-024 (Outdoor Walking Paths): Response from Roxanne Minnish, Wellness Committee Chair. The Committee has reviewed this suggestion. Although they are very proud of the indoor walking path, which was implemented last year, they do not feel there

is enough shade campus wide to install an outdoor track. There are only a few months of the year that would be ideal for walking outside. The committee does not support pursuing this suggestion any further.

Mr. Dickson does not agree with this response it doesn't necessarily mean that the walking paths need to be covered it is just asking that the paths currently on campus be marked so that one knows the distance they are walking. The path around the soccer fields could be marked for walkers (it is $\frac{3}{4}$ of a mile). Ms. Losavio has accepted the responsible for getting it marked.

Ms. Boyer made a motion to have Ms. Losavio get the path around the soccer fields marked for walkers and Ms. Maute seconded the motion.

7. NEW BUSINESS:

- a. New Suggestions: No new suggestions were addressed.
- b. Staff Council Elections: Mr. Dickson reported that the election results are very transparent that is why they were distributed to everyone. The new members for the 2008-2009 were announced. There were a couple of glitches but for the most part everyone seemed to like the online voting much better than the paper. Ms. Alsobrook has been appointed to District 1 to fill Ms. Blakley's term. Due to Ms. Blakley moving to Hoblitzelle Hall. There was an issue with District 2 Sydney Berg was appointed but she is not currently in the district and it is not known when she will be moving, so she was replaced with Chaney Edwards. The rest of the districts were as reported.
- c. VP of Development Search Committee: Mr. Dickson stated that there were three names submitted for this committee (Robert Hamilton, Douglas Shedd and Judy Patterson) and due to the deadline he made the executive decision to submit Ms. Patterson's name to represent the Staff Council on this committee.

Ms. Minnish made a motion to accept the Executive Committee's recommendation of Ms. Patterson to represent the Staff Council on this search committee and Ms. Brown seconded the motion. The motion carried.
- d. Staff Council Ad Hoc Committee on Committees: Mr. Dickson asked that everyone look at the complete committees list and think of whom they would like to recommend for these committees so that we can get the representation that is needed.
- e. Proposed Staff Council Guideline/Bylaw Changes: Mr. Dickson circulated the changes to the guidelines that he is proposing.
 - i. Change Guidelines to Bylaws

- ii. Mission statement should include the Staff Council is not a podium for addressing individual grievances.
 - iii. Take out the section regarding districts and move to standing rules so that if a change needs to be made to any district the bylaws do not have to be revised.
 - iv. Get rid of the lifetime member, once a Staff Council member leaves the university they are no longer a member of the Staff Council.
 - v. Delete the terms of service. There should not be a limit on how long someone can serve as a Staff Council representative. Terms of office should be revised to however long a person serves as an officer that is how long they have to sit out before they can serve another term.

Retirees, Austin, Permian Basin use the system of electing a “Chair Elect” this could be considered.
 - vi. Change Executive Committee to Executive Board.
- f. SACS Assessment Deadlines: Mr. Dickson reported that due to SACS these assessments have to be done each year and it usually is the responsibility of the Staff Council President to get them done. He has asked that the Executive Board have input in them this year or possibly requesting that Metta Alsbrook help since she is on Staff Council.

Ms. Minnish made a motion to extend the meeting and Ms. Coppage seconded the motion. The motion carried.

Mr. Dickson will request a special meeting to review all the changes to the guidelines for approval or there maybe an email approval vote.

8. OTHER BUSINESS

- a. Suggestions/Proposals from the floor: No new suggestions were brought
- b. Other: Ms. Sharpling announced that there would be a Benefits Fair on June 24th for UT Dallas and July 9th for Callier.

9. ADJOURNMENT:

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

Staff Council Meeting
June 11, 2008

Tonja Kirkwood-Brown
Staff Council
Administrative Assistant