

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

May 9, 2007

ECS South 2.102

9:00 a.m.

PRESENT: Patsy Aguilera, Marilyn Bechtol, Jessica Brown, Heather Burge, Daniel Calhoun, Dina Caplinger, Caroline Crossley, Chris Dickson, Carlton Eberhart, Sandee Goertzen, Mike Griego, Gayle Holt, Jacqueline Long, Tricia Losavio, Brenda Mahar, Pat McEachern, Sue McInis, Irene Marroquin, Paul Oelkrug, Judy Patterson, Rochelle Pena, Cathie Ranta, Jach Ross, Kayety Stringer, Beverly Young, Nadira Zakhidova

ABSENT: Jacob Abraham, Carolyn Ivey, Remona McLain, Kent Mecklenburg, Patrice Morman, Trudy Muller, Cassini Nazir, Mary Spradlin, Kathy White

GUESTS: Marty Baylor, Lynda Gary, Murray Leaf, Sherry Marek, Dorothy Miller, Claire Occhipinti, Jo Ellen Roach

1.) **CALL TO ORDER:**

Chair Chris Dickson called the meeting to order.

2.) **GUEST SPEAKER:**

Mr. Marty Baylor, the Associate Vice President for Budget and Planning spoke to the group. He talked about the budget process and the status of the budget preparation. He also spoke about the Legislative session. There were 6,300 bills filed and 1900 of those were of interest to the U. T. System. Those of very high interest totaled 366. The first draft of the budget is due 6/25. Although called the first draft, it will be the only budget submitted by UTD.

The Legislative session ends 5/31, so hopefully they will approve the budget prior to adjourning.

3.) **ROLL CALL:**

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

4.) **APPROVAL OF APRIL 11, 2007 MINUTES:**

A couple of editorial changes and typos were recommended. A motion was made by Daniel Calhoun and seconded by Gayle Holt to approve the amended minutes. The motion passed.

5.) COMMITTEE REPORTS:

a.) Executive Committee:

The Executive Committee met on April 4, 2007. Mr. Dickson gave a brief report of the Executive Committee saying that the majority of the discussion was about the agenda today.

b.) Staff Council Attendance Report:

Mr. Mecklenburg was not in attendance to give a report on attendance.

c.) Secretary/Treasurer's Report:

Rochelle Pena gave the treasurer's report which indicated a balance in 316142 of \$1,633.60 and in 317807, a balance of \$288 and a balance in the scholarship account 525528 of \$4,847.07. The new endowment account was credited with \$146.93 which is our first interest payment.

Coffee with the President:

The next coffee will be June 22nd with Districts 3 and 4.

d.) Benefits Committee:

Daniel Calhoun reported that the Benefits Committee had met and they discussed the committee that is working on a joint day care proposal for UTD. This report is due by September. There are basically two options that are being discussed; one is that it be operated by the University, the other option is that it would be operated by some outside source.

The scholarship application has been revised and it's on the agenda for discussion.

e.) Communications Committee:

Mike Griego reported that Paul Oelkrug was elected secretary. Mike has put contribute on his computer, and he has made minor updates to the web site. The next issue of the SUN will be out the first part of June and will have the election results in it.

f.) Staff Development Committee:

Pat McEachern reported that her committee had met and discussed the mentoring program. They are focusing on two functions: training and support & help. They have researched web sites and the U. T. Austin's web page has a page for new employees, a one stop shopping that is very helpful.

They also discussed a self evaluation form, possibly quarterly, so the staff member can be proactive in their once a year review.

The ad hoc committee to look at the HR new employee orientation issue has been meeting with Diana Willis as Chair. They are talking about some interview questions to the new employees that have participated in the orientation to see what has been learned. They are also talking about including a campus tour in connection with the orientation.

The committee feels that information given at Orientation is not a very good description of the Staff Council and is very vague.

g.) Fund Raising Committee:

Rochelle Pena asked Patsy Aguilera, who chaired the Begonia sale to give a report. They made \$144 from this sale.

The cartridges will be picked up next week by the recycling company.

h.) Wellness Committee:

Gayle Holt reported that this committee had met and talked about the suggestion 2007-020 regarding sponsoring blood drives on campus. The committee decided that they didn't feel that the Staff Council should help sponsor the drives, but we could help advertise it. They will be submitting an official response by the next meeting.

The committee also discussed their charge and some changes will be recommended but has been put on hold for now.

The committee is also going to encourage the Activities Center to make more classes available and advertised for staff members.

The Relay for Life was postponed due to bad weather. It took place on Friday, April 20th from 6 – 10 in the gym. It was fun and had a great participation. UTD's Wellness Team was the top fund raiser.

i.) Faculty Senate:

Dr. Leaf reported on the discussions in the Senate regarding the recommended changes to Chapter 49 in the Handbook of Operating Procedures relating to disciplinary problems regarding students, disruptive behavior and conduct. He reported that Donna Rogers, the Dean of Students thinks that it may not be consistent with FERPA. She is checking into that.

Staff Council Meeting
May 9, 2007

Dr. Leaf reported that the Senate members felt that people have to talk together to hear about students with problems, etc. The Counseling Center cannot talk about students and their problems, but faculty and staff can talk about problems they are having with students so that problems like the situation in Virginia will not happen on our campus.

j.) Vice President for Business Affairs Search:

Airport interviews will be concluded by May 18th. Then the on campus interviews will be held.

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

There was no report at this meeting

l.) Auxiliary Services Advisory Committee

There was no report. Dr. Leaf indicated he would check on the committee to see if it has been meeting. Kayety Stringer is the Staff Council's representative on this committee.

m.) Retired Staff/Faculty Association:

Ms. Roach reported that the party for recent retirees was very good. They are planning social activities and the next major meeting will be in September. They currently have 80 members. They will have their first lunch meet N Greet on Tuesday, May 22nd.

n.) University Committees:

i. Parking and Security Committee: No meeting.

ii. Campus Facilities Committee: Ms. Goertzen reported on the meeting. They are planning to be an active committee and are concerned about the long term consequences of the new buildings on campus. There is no funding dedicated to upkeep of the new buildings. Dr. Leaf chairs the committee, and he is working on a matrix for the use of the committee. The committee is also going to request that a web site be established for all projects on campus so that faculty and staff can keep up to date with the progress.

It was the recommendation of the Executive Committee to appoint Daniel Calhoun to replace Lynn Hovatter on this committee. Jackie Long made the motion to approve this suggestion and Judy Patterson seconded it. The motion passed.

iii. University Safety & Security Council: There was no report this month.

Staff Council Meeting
May 9, 2007

iv. Women's Center: Judy Patterson reported that the Women's Center is already working on plans for the fall session. The Center keeps statistics and they reported that they have an average of 1,000 people they help each month.

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

vi. IR Security, Planning & Policy Committee: Daniel Calhoun gave a report on the shared facility at U. T. Arlington. UTD has already sent over some equipment to the Center. We will be pooling the software licenses. A project management office has been established.

6.) OLD BUSINESS:

a.) Website:

Mr. Dickson reported that the Staff Council web site is looking great. All the changes have been made. Mike Griego is updating the Galaxy site also for the Staff Council.

b.) 2007 Election Report

Sandee Goertzen gave a report on behalf of Don Davis and Peggy Attari that the election process is going quite well. The ballot stuffing party will be on Friday morning, May 11th and volunteers are needed.

c.) Suggestion #2007-034 – Physical Fitness Program

When this suggestion was initially approved by the Staff Council, it was given to the Benefits Committee. This committee is now recommending that it be given to the Wellness Committee because the topic is more suited to the Wellness Committee. A motion was made by Daniel Calhoun and seconded by Rochelle Pena to change it to the Wellness Committee. The motion was approved.

d.) SACS Staff Council Assessment

Chris Dickson reported that he is working on the assessment that is due by May 11th. This report is to include what the Staff Council has been working on and where it is going.

7.) NEW BUSINESS:

a. Spring 2007 CARE Awards

Sandee Goertzen reported on the CARE Award Committee's choices for recipients of the Spring 2007 CARE Awards. They are:

Julie Allen, Provost's Office

Abbie Bailey, School of Behavioral and Brain Science
Paula Bratt, Office of Develoment
Donna Lippincott, School of Management
Mary Roffino, Office of Financial Aid
Maria Valencia, Facilities Management

b. Staff Council Secretary Position

Chris reported that the search for the Staff Council/Academic Governance secretary was going well. They had three interviews and have some good candidates to choose from. A decision will be made by Friday, May 11th.

c. New Suggestions:

2007-38 Lighting and Emergency Call Boxes

A motion was made by Sandee Goertzen and seconded by Rochelle Pena to send this suggestion to Facilities Management and the Police Department. The motion passed.

2007-39 Campus Photographer

After discussion, a motion was made by Daniel Calhoun and Rochelle Pena to send this suggestion to the President. The motion was approved.

d. Amendment Suggestion to HOP Chapter 49

After the discussion was held regarding the proposed revisions, a motion was made by Rochelle Pena and seconded by Mike Griego to accept and support the proposed changes to Chapter 49 of the Handbook of Operating Procedures of The University of Texas at Dallas. The motion passed.

e. Staff Council Scholarship Application Criteria Change

Daniel Calhoun, on behalf of the Benefits Committee, presented their suggested revisions to the Scholarship application and their reason for recommending the changes. After discussion, Judy Patterson moved to approved and Gayle Holt seconded it. The motion passed.

8) OTHER BUSINESS

Staff Council Meeting
May 9, 2007

There was no other business to discuss.

9) ADJOURNMENT:

As there was no further business to discuss, a motion was made, seconded and carried to adjourn the meeting.

Respectfully Submitted,

Sandee Goertzen