

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 they are the official minutes.

U.T. DALLAS STAFF COUNCIL MEETING MINUTES

May 12, 2010

HH 2.502

9:00 a.m.

PRESENT: Katrina Adams, James Barnes, Lynne Boyer, Daniel Calhoun, Darlene Coppage Erin Dougherty, Sharon Edwards, Arturo Elizondo, Jr., Colter Fleming, Lisa Garza, Patrice Holt, Tricia Losavio, Remona McLain, Wendy Newton, Rena Read, Sheila Rollerson, Michelle Sancen, Morgan Shockey

ABSENT: Carole Abbott, Paula Austell, Tysh Coleman, Caroline Crossley, Chinweolu Greer, Tineil Lewis, Jacqueline Long, Jennifer Orme, Yolande' Porter, Rayna Ruth, Misty Williams, Lonny Yarborough

GUESTS: David Gleason, Sandee Goertzen, Dina Shahrokhi, Larry Wilson, Debra Boss

1) Call to Order

President Calhoun called the meeting to order at 9:05 a.m.

2) Guest Speaker – Dr. Aaron Conley, VP for Development and Alumni Relations

Dr. Conley reported that we are in the early “silent” phase of our first capital campaign. We will not go public with this campaign for a couple of years, but Dr. Conley would like to go before as many people within the UTD community as possible to discuss what is involved in a capital campaign since it is so new to UTD. Last year the University had a national consulting firm conduct a feasibility study to determine the projected amount of funds we might be able to raise. Their recommendation was that it would be feasible for us to raise between \$150-200 million in a six-year period. This would start with a two-year silent phase for 2010 and 2011. In order to stay on track to reach our goal, we would need to raise approximately \$35 million in each of these years. So far this year we are having a record year.

Dr. Conley stated that development and Alumni Relations has not been a high priority in the past, although we have had some extremely large gifts from a single donor. So far in this fiscal year we have received over \$37 million in donations. These are pledges, cash and gifts in kind.

Dr. Conley noted that it is important to have a successful first campaign experience in order to increase and meet goals in future campaigns, and it is critical to becoming a Tier 1 university.

The Development Office has designed a variety of activities to get the University and alumni more publicly visible. One of these is called President's Gatherings, and these are events that the Development Office asks people to host in offices, restaurants, homes, etc. The goal is to get Dr. Daniel out to speak to as many groups as possible to raise

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awareness of UTD. Another program is the Good Neighbors program, which originated as a partnership with Highland Springs Retirement Community. Several faculty have gone there to give presentations and we have hosted residents from Highland Springs for breakfast at the Dining Hall and a tour of the campus. This program has been extended to include Edgemere Retirement Community as well.

Dr. Conley's office is actively reaching beyond the Dallas area to reach UTD alumni as well. Events are planned in San Diego, Pittsburgh and Albuquerque to meet with UTD alumni. A new publication, The Donor Report, has been started to recognize donors as well as establish a philanthropic identity for the University.

3) **Roll Call**

A quorum was met.

4) **Meeting Minutes**

Approval of April Meeting Minutes

Several spelling corrections were noted in the April minutes. James Barnes made a motion to approve the minutes as amended. Rena Read seconded the motion. The motion carried.

5) **Committee Reports**

a. **Executive Board** (Daniel Calhoun)

Mr. Calhoun reported that the Executive Board met last week and approved today's agenda. He announced that the date for the next President's Coffee will be July 13.

b. **Attendance Report** (Tricia Losavio)

Ms. Losavio reported that there are still several people who are not attending meetings. Some of these issues have been addressed by President Calhoun speaking with them. He will call them again.

c. **Secretary and Treasurer's Report** (Vicki Carlisle)

STAFF COUNCIL TREASURER REPORT April 2010

	EXPENSES	REVENUE	BALANCE
STATE FUNDS - 316405 Operating Account			
Balance April 1, 2010			3,669.33
27-Apr Tele-Equip/Line	(288.00)		<u>(288.00)</u>
Balance April 30, 2010			<u>3,381.33</u>
FUND RAISING - 317807			
Balance April 1, 2010			4,617.65
7-Apr CRS Printek		63.00	63.00
27-Apr CRS Printek		97.00	97.00

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Balance April 30, 2010		<u><u>4,777.65</u></u>
UTD STAFF ENDOWED SCHOLARSHIP - 525521		
Balance April 1, 2010		2,016.12
No Activity This Month		0.00
Balance April 30, 2010		<u><u>2,016.12</u></u>
STAFF SCHOLARSHIP - 525528		
Balance April 1, 2010		3,210.00
No Activity This Month		0.00
Balance April 30, 2010		<u><u>3,210.00</u></u>
JODY NELSEN SCHOLARSHIP - 525725		
Balance April 1, 2010		1,836.72
No Activity This Month		0.00
Balance April 30, 2010		<u><u>1,836.72</u></u>
SC - JAIL N BAIL - 525796		
Balance April 1, 2010		10.00
No Activity This Month		0.00
Balance April 30, 2010		<u><u>10.00</u></u>

Prepared by Vicki Carlisle

- d. **Communications Committee** (Colter Fleming)
Mr. Fleming reported that his committee is working on publishing one more issue of the SUN newsletter before Employee Appreciation Day. The deadline for submission of articles or information is June 11. He requested feedback on the latest issue and noted that this information could be given to anyone on the Communications Committee.
- e. **Fundraising Committee** (Darlene Coppage)
Ms. Coppage reported that the Committee met yesterday afternoon. We will have the support of the UTD Police Department for the Jail-N-Bail event this year. Two members of the department attended the committee meeting yesterday. Haywood McNeill of the Communications Office was to attend as well, but he was unable to attend. The Communications Office has agreed to help with marketing opportunities as well. The Committee is considering several possibilities for publicizing the event: placing signs in the UTD busses, posting yard signs around campus, and using the Mercury and UTD Radio. There is still

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no final word on the location of Jail-N-Bail. Mr. Calhoun suggested that Ms. Coppage contact Nancy Branch to determine if it would be possible to advertise the event on the UTD busses.

f. **Benefits and Staff Development Committees** (Carol Lanham)

Arturo Elizondo reported that the Committee continues to work on Staff Appreciation Day, which will be held June 30 from 10-2 in the Galaxy Rooms. They are working on marketing ideas and new ways to publicize the event. A sign-up sheet to volunteer will be distributed at the June Council meeting. Any departments that are willing to donate door prizes were asked to contact any member of the Committee.

g. **Faculty Senate** (Dr. Murray Leaf)

No report

h. **Student Government** (Dina Shahrokhi)

Ms. Shahrokhi reported that the new Student Government officers took office on May 1. Their first meeting will be May 18. They would like to have a Staff Council representative attend their meetings. The summer projects have not been finalized yet, but Dina will be working with Human Resources on expanding the Comet Discount program. She is also actively working on textbook reform. Mr. Calhoun asked for a volunteer to attend the Student Government meetings. Rena Read volunteered. She will get approval from her supervisor and confirm to Mr. Calhoun if she will be able to attend these meetings.

i. **Retired Faculty/Staff Association** (Sandee Goertzen)

Ms. Goertzen reported that the association is currently working on collaborative programs with the retiree association of Texas Instruments. They will be having a seminar on May 18 featuring Dr. Wolfgang Rindler speaking on cosmology.

j. **University Committees**

i. Wellness

No Report

ii. Parking and Transportation (Tysh Coleman)

No Report

iii. Campus Facilities (Daniel) – No Report

No Report

iv. University Safety and Security (Lynne Boyer)

No Report

v. Women's Center (Jacqueline Long)

No Report

vi. IR Security, Planning, and Policy (Arturo Elizondo)

No Report

vii. Auxiliary Services Advisory (Patrice Holt)

No Report

- viii. Deans and Directors (Daniel Calhoun)
Report attached to minutes as an addendum
- ix. Handbook of Operating Procedures (Daniel Calhoun)
Report attached to minutes as an addendum

2) Old Business

a. Staff Council Nominations

President Calhoun reported that the nomination period is now open and the Council has twenty spots to fill this year. The deadline to receive nominations is May 17. He also asked members whose terms are expiring to consider running again.

i. Staff Council Member Length of Service Qualification

In the past, the Staff Council has had a requirement that employees must have completed one year of service at UTD prior to serving on the Council. This has been a guideline and there is nothing in the bylaws requiring this. The consensus of the Executive Board is that one should have completed at least six months service at the time of nomination to the Staff Council. There was general agreement that this would be a good way to get more employees involved in Council early in their time here. Wendy Newton made a motion to approve changing the requirement from one year service to six months service at time of nomination. Darlene Coppage seconded the motion. The motion carried.

Mr. Calhoun stated that he would send an email to all staff reminding them that the nomination period is open and advising of the change in service requirements

b. CARE Award Winners

Mr. Calhoun stated that the CARE Awards were not publicized in the fall but six nominations were received, one of whom was a previous winner. The decision of the Executive Board was to award the CARE award to all five of these nominees. The fall 2009 CARE Award winners are:

Paula Austell	Matthew Sanchez
Mary Dziorny	Holly Worrell
Keith Ferguson	

The CARE Award committee for spring is currently reviewing nominations. President Calhoun will announce the names of those winners at the next Council meeting.

c. President's Coffee (April 26)

Mr. Calhoun reported that only six members were in attendance for the last President's Coffee. President Daniel opened the meeting by discussing budget and construction issues. The Founders Building will open first, then MSET, then Student Services. He did state that we will not move people at the beginning of the semester, so if everything is not completed by July no one will move until September. Dr. Daniel noted that the city of Richardson is having a bond election

in May and encouraged Richardson residents to vote. If passed, the bond election will provide for infrastructure improvements on campus. This bond package has since passed. There was also discussion regarding the ongoing Staff Council problem with supervisors across campus not supporting employee's service on the Council. Dr. Daniel promised to look into this issue.

3) New Business

a. New Suggestions

i. **2010-033: Parking on the West Side of the MP Building**

"The parking area on the west side of the multi-purpose building is an area where service vehicles park. Many times there are so many that they block the wheelchair access. I propose that a sign be attached to the fence that states something like 'do not block wheelchair access to ramp'. Perhaps even some painted lines on the ground."

Recommendation: It is the recommendation of the Executive Board to forward this to Rick Dempsey in Facilities Management to ask about potential signage or painting. James Barnes made a motion to follow the recommendation of the Board. Lynne Boyer seconded the motion. The motion carried.

ii. **2010-034: Allow Staff Council to Send E-Mail to Staff**

"I would like to ask the Staff Council, who is the voice for "all staff", to collectively appeal to the Office of Communications regarding their newest guidelines on sending out mass emails to staff and faculty (not students, that's a different appeal). With the new guidelines in place it makes "getting the word out" to our colleagues about events and or things that benefit our staff, i.e., Valentine Candy, Jail and Bail, even Corporate Challenge. As a group, perhaps the staff could express the concerns of many that these restrictions are just that ... too restrictive! Many, if not most of the staff do not use the newest social networks, like Facebook or Twitter and some departments do not allow staff to use them. Therefore, this is not the preferred avenue for getting the word out. Please help! Thank you for your time to consider this request."

Recommendation: Inform the suggestion initiator that we are sensitive to the issue of employee communication but, so far, this has not been a barrier. We have sent three messages to the staff since the new policy started and all three messages were approved. The Staff Council is also considering new ways to communicate our activities.

Wendy Newton made a motion to follow the recommendation of the Executive Board. James Barnes seconded the motion. The motion carried.

Following the vote, there was general discussion regarding the need for some type of UTD community opt-in mailing list so that employees and others could get information not only about the Staff Council but regarding lost and found items, cars with lights left on, etc. Mr. Fleming suggested that rather than forwarding the suggestion to the Communications Office, it was the responsibility of the Staff Council to create a way to have this type of subscription list, and then present it as an alternate solution to the problem.

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Another suggestion was to have a website where departments could subscribe and use this to publicize upcoming events.

Mr. Fleming noted that the Communications Committee has discussed this issue in their last meetings. They will continue to discuss and explore what options are available to fill the gap created by the new policy. They will report back to the Council with this information.

Darlene Coppage made a motion that the issue of internal communications with the staff be assigned to the Communications Committee for research and subsequent report back to the Council. Sheila Rollerson seconded the motion. The motion carried.

iii. **2010-035: Staff Picnic and Luncheons with Speakers**

- 1) "Have a staff day - perhaps at the start of summer - with games like at an old fashioned picnic - 3 legged races, etc & a BBQ - perhaps have t-shirts for purchase at a low price.
- 2) Have monthly or quarterly staff luncheons with a speaker - perhaps one of our esteemed professors - with a set price for the lunch - maybe two entree's from which to choose..."

***Recommendation:** Inform the suggestion initiator that the Staff Appreciation Day on June 30 will incorporate some of the ideas above. Remind initiator of brown bag luncheons currently available from Multicultural Center, Human Resources, and Information Security.*

Morgan Shockey made a motion to accept the recommendation of the Executive Board with the addition of pointing out other areas of information such as the Comet Calendar and UTD website to find information on programs. Sharon Edwards seconded the motion. The motion carried.

b. **Sandee Goertzen Staff Council Member of the Year Award**

The rules established for this award state that the previous year's winner chairs the group who selects the current year's winner. Last year's award winner is no longer employed at UTD, so we will go to the previous year's winner, Darlene Coppage, to chair the selection committee. She is currently working on nomination forms guidelines. The nomination forms will be distributed in June and the award will be given at the final Council meeting in August.

4) **Other Business**

a. **Staff Appreciation Day (June 30)**

President Calhoun reminded everyone to save the date for the Staff Appreciation Day on June 30. The Communications Committee will solicit questions for Dr. Daniel for the Town Hall meeting prior to the event.

b. **Suggestions from the Floor**

Ms. Coppage suggested that Mr. Calhoun explain in more detail the origin of the Sandee Goertzen Award and how it came to be. Ms. Goertzen was instrumental in creating the Staff Council and served as Chair for many years. When she retired the Council wanted to find way to honor her work. Chris Dickson, former

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president of the Council, and others thought that the Council should have a way of honoring one of its own members for their work, so this award was created and named for Sandee Goertzen.

James Barnes made a motion to adjourn. Katrina Adams seconded the motion. The motion carried.

Respectfully submitted,

Vicki Carlisle

Vicki Carlisle
Staff Council Administrative Assistant

HOP Committee Report: May 2010

The Handbook of Operating Procedures (HOP) Committee met on April 28, 2010, in AD 3.104. The Intellectual Property Policy and Sustainability Policy have been revised slightly. They should both be sent to OGC soon.

The Faculty Senate has approved the new Financial Exigency Policy for submission to OGC. This policy applies to tenured faculty but this may be an issue the Staff Council would like to consider for staff terminations under similar financial situations.

The HOP Committee will meet again on May 26, 2010.

Submitted by
Daniel Calhoun
Staff Council President
May 10, 2010

Deans & Directors Report: May 2010

The Deans and Directors met on May 6, 2010, in the TI Auditorium. The meeting began with two presentations from Information Resources. Lean Teutsch, Director of Information Security, spoke about E-discovery and litigation holds. A “litigation hold” is a directive from the Office of General Counsel that the university has a legal obligation to preserve information potentially relevant to a lawsuit or a possible lawsuit. Administrators who receive a litigation hold from OGC should contact Teresa Johnston, Director of Business Services, who supervises document retention procedures.

In many cases, the litigation will trigger a period of discovery and E-discovery. This process will collect all information, both electronically stored, and/or hardcopy documents that are relevant to a legal claim. The E-discovery process includes the actual information in documents as well as hidden metadata such as who created the document, when it was created, and when it was last modified. In the case of a litigation hold and E-discovery, documents (including E-Mail) should not be modified, destroyed, or altered in any way until after the discovery process is concluded. Dr. Jim Gary, Wanda Mizutowicz, Larry Wilson, and Dr. Sue Taylor all spoke about the ongoing Gemini Project to replace our current HR and Finance systems with PeopleSoft. There will be some headaches as we migrate systems and procedures but there are groups working all over campus to try to mitigate these as best as possible. The new PeopleSoft systems will go live on December 1, 2010.

Provost Hobson Wildenthal announced the new Dean of Undergraduate Studies, Dr. Sheila Amin Gutiérrez de Piñeres. He spent some time talking about the importance of our 4-year graduation rate and how our rate is too low, especially given the high quality of our incoming freshmen. As UTD seeks to gain greater prominence, this is becoming a larger issue for us and will certainly be a major issue for Dr. Piñeres. The Provost also added that our budget projections for FY10 look fairly accurate with one quarter of the fiscal year remaining.

Submitted by
Daniel Calhoun
Staff Council President
May 10, 2010