

## 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

December 8, 2010

ECSS 2.102

9:00 a.m.

**PRESENT:** Katrina Adams, Paula Austell, J.B. Barnes, Lynne Boyer, Drew Brown, Lynn Butler, Daniel Calhoun, Darlene Coppage, Natalie de Leon, Sharon Edwards, Arturo Elizondo, Jr., Lisa Garza, Nancy Hong, Kimberly Kentfield, Carol Lanham, Kara Leonard, Wendy Newton, Jennifer Orme, Rochelle Peña, Yolande Porter, Chelsea Posey, Sheila Rollerson, Michelle Sancen, Mary Jo Venetis, Chelsea Villareal, Victoria Winters, Melissa Wyder,

**ABSENT:** Lydia Blackwell, Katherine Burgos, Colter Fleming, Chinweolu Greer, Laurinda Lara, Tineil Lewis, Remona McLain, Enedina Rodriguez, Morgan Shockey, Misty Williams, Lonny Yarborough

**GUESTS:** Calvin Jamison, Layla D'Entremont, Caroline Ries

1) **CALL TO ORDER**

Ms. Peña called the meeting to order at 9:05 a.m.

2) **ROLL CALL**

A quorum was met.

3) **STAFF COUNCIL PICTURE**

Ms. Peña adjourned the meeting so that members could gather outside for a group picture.

4) **MEETING MINUTES**

Ms. Peña re-convened the meeting. Several corrections to the November minutes were noted. Daniel Calhoun made a motion to approve the minutes as amended. Carol Lanham seconded the motion. The minutes were approved as amended.

5) **COMMITTEE REPORTS**

**A. EXECUTIVE BOARD** (Rochelle Peña)

Ms. Peña reported that the Executive Board met last week and approved today's agenda. There were no other items to add to the agenda.

**B. ATTENDANCE REPORT** (Darlene Coppage)

Ms. Coppage reviewed the attendance chart that was distributed prior to the meeting. She explained that the information in the chart was taken from attendance taken at Council meetings as well as in the committee meetings, and then went on to explain the difference between an absence and an excused absence. Council members were reminded to email either her, Rochelle Peña or Vicki Carlisle if they are going to be absent from a meeting due to a work commitment so that the absence will be excused. If no one is notified the absence will be unexcused. Ms. Coppage also stated that she will be keeping track of those members who leave meetings early since that could affect whether or not the Council maintains a quorum for votes taken later in the meetings. Ms. Peña distributed copies of the Staff Council bylaws to all members and asked that they pay

particular attention to Section 5 – Removal from Office, noting that one of the possible causes of removal is deficient attendance [missing more than two consecutive Staff Council meetings or a total of more than four Staff Council meetings per year; or, missing more than two consecutive standing committee meetings or a total of more than four standing committee meetings per year].

**C. SECRETARY AND TREASURER’S REPORT (Vicki Carlisle)**

Ms. Carlisle reported the following:

## Staff Council Treasurer Report November 2010

	EXPENSES	REVENUE	BALANCE
<b>STATE FUNDS - 316405 Operating Account</b>			
Beginning Balance November 1, 2010			3,000.00
5-Nov Jail-N-Bail T-Shirts	(1,250.00)		1,750.00
29-Nov IDT for parking pass for SC Member of the Year	(226.00)		1,524.00
<b>Balance November 30, 2010</b>			<b><u>1,524.00</u></b>

### FUNDRAISING 317807

Beginning Balance November 1, 2010			289.00
4-Nov Poinsettia Sales		60.00	349.00
5-Nov CRS Printek		158.00	507.00
8-Nov Poinsettia Sales		78.00	585.00
10-Nov Poinsettia Sales		68.00	653.00
12-Nov Poinsettia Sales		68.00	721.00
15-Nov Poinsettia Sales		34.00	755.00
16-Nov Poinsettia Sales		22.00	777.00
17-Nov Poinsettia Sales		10.00	787.00
18-Nov Poinsettia Sales		94.00	881.00
19-Nov Poinsettia Sales		150.00	1,031.00
22-Nov CRS Printek		349.00	1,380.00
22-Nov Poinsettia Sales		184.00	1,564.00
23-Nov Poinsettia Sales		10.00	1,574.00
26-Nov Poinsettia Sales		172.00	1,746.00
29-Nov IDT for Poinsettia Sales		480.00	2,226.00
<b>Balance November 30, 2010</b>			<b><u>2,226.00</u></b>

### UTD STAFF ENDOWED SCHOLARSHIP - 525521

Beginning Balance November 1, 2010			1,092.00
3-Nov Poinsettia Sales		44.00	1,136.00
5-Nov Poinsettia Sales		45.00	1,181.00
30-Nov Endowment Interest		327.26	1,508.26

<b>Balance November 30, 2010</b>	<u><u>1,508.26</u></u>
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**STAFF SCHOLARSHIP - 525528**

Beginning Balance November 1, 2010	5,580.00
No Activity This Month	

<b>Balance November 30, 2010</b>	<u><u>5,580.00</u></u>
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**JODY NELSEN SCHOLARSHIP - 525725**

Beginning Balance November 1, 2010	2,343.00
30-Nov Endowment Interest	400.10      2,743.10

<b>Balance November 30, 2010</b>	<u><u>2,743.10</u></u>
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**SC - JAIL N BAIL -  
525796**

Beginning Balance November 1, 2010	3,310.65
18-Oct Donation	70.00      3,380.65
8-Nov Donation	5.00      3,385.65
12-Nov Donation	5.00      3,390.65
15-Nov Donation	10.00      3,400.65
17-Nov Donation	10.00      3,410.65

<b>Balance November 30, 2010</b>	<u><u>3,410.65</u></u>
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Prepared by Vicki Carlisle

**D. COMMUNICATIONS COMMITTEE (Lisa Garza)**

Ms. Garza reported that Susan Rogers, Vice President for Communications, attended the last President's Coffee and addressed the new policy regarding mass emails. One of Ms. Rogers' suggestions was for the Staff Council to establish a Facebook page to use as an additional means of communication. Ms. Garza has begun setting this up. It is not yet active, but will be soon. Ms. Garza will be responsible for maintaining this page.

Ms. Rogers stated that she sees no problem with the Staff Council sending out approximately 1 mass email per month for council business, but encourages the use of the individual district email lists as much as possible. The committee agreed that they will begin work to create a separate opt-in distribution list for use by anyone on campus that can be used for lost items, items for sale, etc.

**E. FUNDRAISING COMMITTEE (Paula Austell)**

Ms. Austell reported that she has received a check for \$239.00 from CRS Printek for ink cartridge recycling. The program has raised \$4,544.00 since its inception.

Poinsettia sales were good this year. There were 66 orders for a total of 209 plants, which is about 24 fewer plants than last year. The online ordering system seemed to work quite well. The final delivery of plants will be next week. She will send an email reminder to those people who need to pick up their plants.

Ms. Austell brought samples of the polo shirts that the Committee is considering having made for sale. They need a commitment of 30-35 pre-orders before the shirts can be ordered.

**F. STAFF DEVELOPMENT COMMITTEES (Carol Lanham)**

Ms. Lanham reported that the last scheduled meeting for their committee had to be rescheduled so they have not met since the last Staff Council meeting. They plan to meet again next week.

**G. BENEFITS COMMITTEE (Daniel Calhoun)**

Mr. Calhoun reported that the Benefits Committee met on November 30. At that time they discussed two old suggestions that are still open and being considered.

The committee has reviewed the staff scholarship applications and selected fifteen recipients. Of those, thirteen are eligible to receive the award. Mr. Calhoun expects to award scholarships to all thirteen of these applicants pending receipt of acceptable transcripts in January. He expects to present the awards at the January or February Staff Council meeting.

**H. FACULTY SENATE (Murray Leaf)**

Dr. Leaf reported that the revised Criminal Background Check policy has been sent to the Office of General Counsel and appears to be fine. We have not heard anything adverse at this time. The Senate will not meet in December but will meet again in January.

**I. STUDENT GOVERNMENT (Dina Shahrokhi)**

Ms. Shahrokhi was not present to report.

**J. RETIRED FACULTY/STAFF ASSOCIATION (Sandee Goertzen)**

Ms. Goertzen was not present to report.

**K. UNIVERSITY COMMITTEES**

**i. WELLNESS**

No Report

**ii. PARKING AND TRANSPORTATION (Wendy Newton)**

Ms. Peña introduced Claudia Tatum from Parking and Transportation Services. She will be attending the monthly Staff Council meetings to provide updates on any changes with parking regulations and policies. A council member asked Ms. Tatum what was being done regarding parking for the satellite locations and the difficulty employees have in parking when they need to come to the main campus. Dr. Calvin Jamison addressed this and said that the Parking and Transportation Office will be developing some type of pass to be used by employees coming to campus from the satellite locations. He further stated that there is no shortage of parking – there is sometimes a shortage of convenient parking. He reminded everyone that any additional parking spaces that are added must be paid for in some manner. Our parking rates are actually low compared to other campuses. An additional topic of discussion was the fact that new employees are being required to pay for a full-year parking pass no matter when their employment begins. In the past, parking rates were pro-rated. Ms. Tatum replied that this was a decision implemented by Nancy Branch, the Parking and Transportation Manager. She will bring this up for discussion in the Parking and Transportation Committee meeting this afternoon.

**iii. CAMPUS FACILITIES** (Melissa Wyder)  
No Report

**iv. UNIVERSITY SAFETY AND SECURITY**  
No Report

**v. WOMEN'S CENTER** (Jacqueline Long)  
No Report

**vi. IR SECURITY, PLANNING, AND POLICY** (Arturo Elizondo)  
No Report

**vii. AUXILIARY SERVICES ADVISORY** (Drew Brown)  
No Report

**viii. DEANS AND DIRECTORS** (Rochelle Peña)  
No Report

**ix. HANDBOOK OF OPERATING PROCEDURES** (Rochelle Peña)

Ms. Peña reported that she attended the last HOP Committee meeting. All of the revised policies are in Austin under review by the Office of General Counsel at this time. Another topic of discussion at this meeting was the System rule on solicitation of funds. The committee has requested an interpretation on this rule to determine if it applies to the solicitation of grant funds.

## **6) OLD BUSINESS**

### **a. OLD SUGGESTIONS**

**i. 2009-037: Allow staff more than three credit hours during business hours.**

The current staff education benefit policy offers eligible employees the opportunity to enroll in up to six hours of regular academic credit per semester. Participants maintain standard University working hours. With the approval of the participant's supervisor, no more than three of the six semester credit hours may be taken during normal working hours, and the time missed from work must be made up on an hour for hour basis. Mr. Calhoun reported that he has discussed this policy with David Gleason of Human Resources and determined that this policy was based on a *Board of Regents* rule that no longer exists. Since this is now a local policy it could be changed. Members of the Benefits Committee are investigating similar policies on other campuses.

**ii. 2010-014: DIS discounts for UTD staff.**

Mr. Calhoun reported that he has had no response to this suggestion yet. He is waiting on an answer from the Provost.

**iii. 2010-002: Employee mentoring.**

Ms. Lanham reported that the Staff Development Committee is continuing to work on this suggestion. They are currently in the process of gathering information from the Faculty Mentoring Committee.

**iv. 2010-028: Announcement of the death of a staff member.**

Mr. Calhoun reported that David Gleason attended the last Benefits Committee meeting and addressed this issue. His primary area of concern is the issue of privacy and ensuring that the

wishes of the deceased person's family were met in each case. Mr. Gleason noted that most announcements that are made concerning the death of a faculty member are made on the department level simply because they have closer contact with family members and can determine their wishes. The Benefits Committee would like to close this suggestion and respond to the initiator that there is no policy regarding this issue and that there is nothing to prevent an individual department from making some sort of announcement. Dr. Jamison stated that he feels this is an important issue and offered to bring it before the Cabinet. Daniel Calhoun made a motion to close this suggestion. Carol Lanham seconded the motion. A roll call vote was held and the suggestion was closed.

**7) NEW BUSINESS**

**a) Appoint new alternate to Employee Advisory Council**

Ms. Pena gave a brief description of what the Employee Advisory Council does. Our current representatives are Ms. Peña and Colter Fleming. Whoever is elected as an alternate would need to be available to travel to the meetings in the event that one of the regular representatives could not attend. Victoria Winters and Paula Austell expressed an interest in serving in this capacity. Ms. Peña asked anyone interested in serving as an alternate speak with her before the next Staff Council meeting. The Council will elect an alternate in the January meeting.

**b) NEW SUGGESTIONS**

**i) 2011-004: Indoor walking path**

*“Could the “Indoor Walking Path” (skyways) be updated to include the new Science Learning Center. Also between the Student Union and the Student Services Building.”*

Ms. Peña pointed out that this suggestion is referring to the marked pathways on the campus website delineating the walking paths. Carol Lanham made a motion to refer this suggestion to the University Wellness Committee. Lisa Garza seconded the motion. The motion carried.

**ii) 2011-005: Shorter holiday break**

*“Why is the time that we are given off for the holidays (specifically around Christmas and New Year) shorter this year. I keep hearing about cost containment but it seems that a lot of money will be wasted during that week if the university is open but a very large percentage of the people will be out.”*

Ms. Peña explained that our holiday schedule is based on a list of state-observed holidays. Traditionally, these are saved and used at the holiday break between Christmas and New Year. However, if one of the state observed holidays falls on the weekend, we do not receive credit for that time. A list of holidays can be found on the Human Resources website along with an explanation of how the time is determined. Since this was an anonymous suggestion no response can be given and the Council will take no action. Ms. Peña suggested that representatives send an email to their districts with a link to the information on the Human Resources website.

**c) Challenge staff to identify potential cost savings measures**

Ms. Peña reported that the System Employee Advisory Council is challenging the staff on all campuses to identify potential cost-saving measures. This is a new initiative and Ms. Peña would like to find a way that President Daniel could recognize an employee who comes up with an idea resulting in substantial cost savings. In an effort to promote this, Ms. Peña is planning to hold a series of “town hall” type meetings in each Staff Council district in the new year. The

meetings will be an opportunity for employees to meet the members of the Executive Board as well as serving as a way to solicit cost-saving ideas.

**8) OTHER BUSINESS**

Ms. Peña reported on the President's Coffee. She noted that the major item of discussion was the budget cuts. President Daniel stated that there is no hiring freeze but there is the possibility that open positions may not be filled.

During the Coffee Ms. Peña also informed President Daniel that some Council representatives are unable to attend Council meetings because their supervisors do not want them to be away from their offices. President Daniel said that he would send an email to his Cabinet members stressing the importance of the Council and asking them to pass the information on to those under their supervision. Ms. Peña asked any Council members who continue to have a problem with their supervisors regarding attendance at Council meetings let her know and she will contact President Daniel again.

The PeopleSoft system will go live in February. There will be many different opportunities for training offered prior to the switch to the new system. Employees will be trained based on their role in the new system and can attend the training sessions as many times as needed until they are comfortable with the system.

Daniel Calhoun reported that the University is beginning a six-month project converting all card readers on campus. Each department will need to rebuild their access lists for the new card readers.

On January 4, UT Dallas and City of Richardson police will conduct tactical exercises on campus. The drills will take place in and around Green Hall.

There being no further business, James Barnes made a motion to adjourn. Carol Lanham seconded the motion. The meeting was adjourned.

Respectfully submitted,

*Vicki Carlisle*

Vicki Carlisle  
Staff Council Administrative Assistant