

### 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

October 13, 2010

ECSS 2.102

9:00 a.m.

**PRESENT** Katrina Adams, Paula Austell, James Barnes, Lydia Blackwell, Lynne Boyer, Drew Brown, Katherine Burgos, Lynn Butler, Darlene Coppage, Natalie de Leon, Sharon Edwards, Arturo Elizondo, Colter Fleming, Lisa Garza, Kimberly Kentfield, Carol Lanham, Kara Leonard, Wendy Newton, Jennifer Orme, Rochelle Peña, Yolandé Porter, Michelle Sancen, Morgan Shockey, Mary Jo Venetis, Chelsea Villareal, Misty Williams, Victoria Winters, Melissa Wyder

**ABSENT:** Daniel Calhoun, Chinweolu Greer, Nancy Hong, Laurinda Lara, Tineil Lewis, Remona McLain, Chelsea Posey, Dina Rodriguez, Sheila Rollerson, Lonny Yarborough

**GUESTS:** Letitia Davis, Sandee Goertzen, Murray Leaf, Kent Mecklenburg, Wanda Mizutowicz, Dina Shahrokhi

1) **CALL TO ORDER**

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

2) **ROLL CALL**

A quorum was met.

3) **GUEST SPEAKER: - WANDA MIZUTOWICZ, ASSOCIATE VICE PRESIDENT FOR FINANCE AND CONTROLLER**

President Peña introduced Wanda Mizutowicz, Associate Vice President for Finance and Controller. Ms. Mizutowicz, along with Dr. Sue Taylor, serves as co-director of the Gemini Project, which is the UTD Shared Services Enterprise Resource Planning project for Human Resources and the Office of Finance. The Gemini Project will replace the current financial and human resources software systems that we currently use. It also includes SciQuest, which is an online procurement application and the PeopleSoft Portal, which will replace the Galaxy portal. The system will go live on December 1. This deadline is driven by payroll processing and the December 1 deadline must be met in order to ensure that the new calendar year payroll begins on the new system. Ms. Mizutowicz introduced Letitia Andrews, who has been hired as the trainer for the project.

Ms. Andrews has extensive experience working with PeopleSoft. All of the new applications will be web-based, so no new software will be needed, and employees will not need new user IDs. Hands-on training will be offered in a classroom setting, and there will be self-paced online lessons that will be available for review at any time. Ms. Andrews is developing job aids that will be available online and as handouts in the classes as well. Additionally, she is working closely with the functional teams to develop the training classes to make sure that the applications are customized to meet our needs. The training classes generally last from 1 ½ to 3 hours.

Ms. Andrews acknowledged that the transition may be difficult and frustrating, but that there would be plenty of people available to answer questions and guide employees through the process. She is available to answer any questions about the process or training at extension 6167. Her email address is [laa104020@utdallas.edu](mailto:laa104020@utdallas.edu)

Ms. Mizutowicz can be reached by email at [wmizuto@utdallas.edu](mailto:wmizuto@utdallas.edu)

4) **MEETING MINUTES**

Several corrections to the minutes were noted. James Barnes made a motion to approve the minutes as amended. Carol Lanham seconded. The motion carried.

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 reported that she is currently working on an attendance chart that will be distributed beginning next month in the agenda packets. All of the committees have elected officers, but not all have had an opportunity to meet yet.

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

Ms. Carlisle reported the following:

**Staff Council Treasurer Report September 2010**

	EXPENSES	REVENUE	BALANCE
<b>STATE FUNDS - 316405 Operating Account</b>			
Beginning Balance September 1, 2010			3,000.00
No Activity This Month			
<b>Balance September 30, 2010</b>			<u><u>3,000.00</u></u>
<b>FUNDRAISING 317807</b>			
Beginning Balance September 1, 2010			289.00
No Activity This Month			
<b>Balance September 30, 2010</b>			<u><u>289.00</u></u>
<b>UTD STAFF ENDOWED SCHOLARSHIP - 525521</b>			
Beginning Balance September 1, 2010			1,342.00
No Activity This Month			0.00

# ITEM #3

**Balance September 30, 2010** 1,342.00

**STAFF SCHOLARSHIP - 525528**

Beginning Balance September 1, 2010 6,080.00  
19-Sep Scholarship Awards (500.00) 5,580.00

**Balance September 30, 2010** 5,580.00

**JODY NELSEN SCHOLARSHIP - 525725**

Beginning Balance September 1, 2010 2,343.00  
No Activity This Month 0.00

**Balance September 30, 2010** 2,343.00

**SC - JAIL N BAIL -  
525796**

Beginning Balance September 1, 2010 2,804.00  
1-Sep Donation 45.00 2,849.00  
2-Sep Donation 160.00 3,009.00  
3-Sep Donation 138.00 3,147.00  
7-Sep Donation 25.00 3,172.00  
8-Sep Donation 35.00 3,207.00

**Balance September 30, 2010** 3,207.00

Prepared by Vicki Carlisle

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

Ms. Garza reported that the Communications Committee has not met yet, but will meet directly following today's Council meeting. They will determine when the next issue of the SUN Newsletter will be published. They will also be discussing the creation of a new email list for staff so that the Council can utilize email notifications to publicize Staff Council events without moderation of those messages.

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

Ms. Austell reported that the Fundraising Committee met yesterday. They discussed the upcoming poinsettia sales in December. At next month's Council meeting she will have a volunteer sign-up sheet for the sale days. The Committee would also like to have a booth or table set up at

Homecoming for poinsettia sales as well. They plan to have an online ordering system set up similar to what was used with the Valentine candy and balloon sales. The Committee plans to distribute a printed copy of the order form to every employee through campus mail as well.

They are also considering additional fundraising opportunities such as selling UTD polo shirts or aluminum sports bottles.

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

Ms. Lanham reported that the Staff Development Committee met last month. Flu shots will be offered for staff and faculty on October 26 and October 27. The Committee will be sending out a flyer and email with the details. The staff of the Methodist Richardson Medical Center will once again be administering the shots. Ms. Lanham reported that the Environmental Health and Safety Office is only providing \$8,000 this year to fund the shots, which means only 440 doses of vaccine are available. This is down from approximately 600 doses provided last year. There was discussion regarding the possibility of offering employees the opportunity to pay for their shot if all of the free shots had already been given. The Council was divided on whether or not this would be an appropriate solution. Ms. Peña will check with President Daniel's office to determine if additional funding is available that would allow the Council to purchase additional doses of vaccine if they are available.

**G. BENEFITS COMMITTEE (DANIEL CALHOUN)**

Mr. Calhoun was not present to report. In his absence, Lynn Butler reported that the Benefits Committee met last month but did not have a quorum. They will attempt to meet again this month. Ms. Butler asked members to meet with her following the Council meeting to find an acceptable meeting time and day.

**H. FACULTY SENATE**

Dr. Leaf reported that the only item of general interest that the Senate is discussing is the revised criminal Background Check policy. There is general agreement that everyone will get a criminal background check once – either prior to hiring or at some other point for continuing employees. The difference is in the kind of check that is performed. There are two types of checks available – the Department of Public Safety public records check will be done for all new hires and for continuing employees. The other type of search is for security-sensitive positions – either new hires or for current employees being transferred to these positions. This would involve a search not just of public records that is performed by a commercial company. In these cases employees would be asked to sign a release, which would allow the company to go to federal agencies that normally have to keep their information confidential. This allows the agencies to provide their information which can then be compiled into a profile. For the most part the majority of the background checks that would be performed would be public records checks of information that is readily available to anyone. No signed release is required for this type of check, so the fear of a “fishing expedition” that an employee has agreed to is no longer a concern. In those security-sensitive cases where a signed release is required, the release will state specifically what type of information is being sought and how the information will be used. There is a problem with our policy coordinating with System policy regarding the issue of self-reporting. Our policy requires self-reporting of charges or convictions, where the System policy requires only self-reporting of convictions. Our policy will be revised to remove self-reporting of charges, but the wording needs to be worked out so that it matches the System policy.

**I. STUDENT GOVERNMENT (DINA SHAHROKHI)**

Ms. Shahrokhi reported that Student Government has been working on parking issues. Evening Orange parking has been restored and the students are pleased with this. They also met with Dr. Jamison to discuss ways to address some of the safety issues in the parking lot in front of the Activity Center. Additional stop signs and reflective mirrors are under consideration. The School of Management parking lot is a major concern as well. The curbs in this lot will be painted to designate fire lanes which will hopefully alleviate some of the narrow traffic lanes in that lot. Many of these problems will be alleviated when the new loop road is built, but there is no timeline yet on when construction might begin on that project.

The feasibility of having some type of convenience store on campus was also discussed.

Ms. Shahrokhi reported that Student Government's recent voter registration initiative resulted in over 600 people registering to vote in the November elections. The NSERL building will once again serve as a polling place.

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

Ms. Goertzen reported that the Retiree Association met with the TI Alumni group two weeks ago. Dr. Denise Park was the speaker and it was a very interesting program. Next week a seminar is planned with Dr. Homer Montgomery as the speaker.

**K. UNIVERSITY COMMITTEES**

**i. WELLNESS**

No Report

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

Kent Mecklenburg was present to report on the most recent Parking and Transportation Committee meeting. Some of the narrow traffic lanes in the lots that the students were concerned with were deliberately planned in order to slow down traffic.

The Parking Office was very pleased with the results of the online permit sales this year. 11,900 permits were sold and revenue is up 16% over last year.

Currently Nancy Branch is receiving all ticket appeals. There is some talk of having an additional appeals process as well. There was discussion about requiring payment of all fines up front prior to appealing a ticket. There was also talk of increasing the fees for violations. Ridership on the bus route is up and it is possible that a third bus will be added.

Mr. Mecklenburg reported that more tickets are issued in Lot M than in any other lot on campus.

**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)

**7) OLD BUSINESS**

There was no old business to report.

**8) NEW BUSINESS**

**a. COUNCIL MEETING DATE AND TIME**

Ms. Peña asked if anyone had suggestions to change the time and/or day of the Council meetings. There were no suggestions, so it was agreed to leave the meeting schedule as it stands.

**b. APPOINTMENT TO THE SUSTAINABILITY COMMITTEE**

Ms. Peña announced to the Council that this is a new University committee and the Staff Council needs to appoint one member. Jennifer Orme volunteered to serve on this committee.

**9) OTHER BUSINESS**

**a. PRESIDENT'S COFFEE (OCTOBER 6)**

Ms. Peña reported that nine people attended the President's Coffee in October. One of the main discussion topics was the state budget shortfall and its effect on UTD. President Daniel reported that the current proposal before the University is a possible 10% cut for the 2012 budget year. He does not foresee these budget cuts resulting in staffing cuts, but rather in cutting out programs and things that would be nice to have but not critical. It is possible that there could be a hiring freeze at some point in the future.

Mr. Mecklenburg reported that President Daniel would like to have Susan Rogers of the Office of Communications invited to the next coffee to address the communication questions that employees had.

The Chess team is hosting a Cuban chess team. This is an excellent opportunity for interaction for our students as well as a great avenue for publicity for UTD.

Construction on the residence hall is progressing nicely. The new ATEC building is scheduled to be completed in 2013. The new bookstore should be completed in the summer of 2011. President Daniel stated that there are no plans for building a parking garage.

It was felt that there had not been enough communication from Human Resources regarding the implementation of the new PeopleSoft system. Ms. Peña stated this was one reason she invited Wanda Mizutowicz to address the Council this morning. President Daniel acknowledged that in the short-term switching to the new system may not be cost-effective, but the long-term results would prove to be very beneficial.

**b. PRESIDENT’S COFFEE (NOVEMBER 17)**

The next President’s Coffee will be November 17 at 9:00 a.m. She asked representatives to encourage people in their districts to attend. Anyone interested in attending should email Ms. Carlisle.

**c. FLU SHOTS**

This item was discussed earlier in the meeting during the report from the Staff Development Committee. There was no further discussion at this time.

**d. PRESIDENT’S STATE OF THE UNIVERSITY ADDRESS**

The President’s State of the University Address will be on Wednesday, November 3 at 1:00 p.m. in the Conference Center.

**e. EAC REPORT**

Ms. Peña reported that the System Employee Advisory Council met last week in Austin. She is serving as co-chair of the Cost Savings Committee. Ms. Peña noted that other campuses in the System have faced layoffs resulting from the state budget cuts. The Cost Savings Committee is challenging employees throughout the System to come up with cost-saving ideas. The Committee is asking the Regents to provide a platform for employees to make these suggestions as well as some type of recognition for those employees who submit an idea that is adopted. James Barnes took this opportunity to remind everyone to call Facilities Management if they notice outside lights burning during the day or see faucets running. These are small things that can be fixed easily and can add up to substantial savings campus-wide.

Ms. Peña is also serving on the EAC Wellness Committee. She reported that a study has been done on the health-related costs of the four major health issues among UT System employees. These are diabetes, high cholesterol, high blood pressure and back problems. The study showed that employees are being diagnosed with these problems but are not necessarily taking advantage of wellness programs that are available to them. This leads to increased insurance costs. Ms. Peña stated that she anticipates the Legislature will be discussing wellness initiatives during their session.

There being no further business, Darlene Coppage made a motion to adjourn. Wendy Newton seconded the motion. The motion carried and the meeting was adjourned.

Respectfully submitted,

Vicki Carlisle  
Staff Council Administrative Assistant