

Official and Approved Minutes

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U.T. DALLAS STAFF COUNCIL MEETING MINUTES

June 9, 2010

ECS2.104

9:00 a.m.

PRESENT: Katrina Adams, Paula Austell, James Barnes, Daniel Calhoun, Darlene Coppage, Caroline Crossley, Erin Dougherty, Sharon Edwards, Arturo Elizondo, Colter Fleming, Lisa Garza, Patrice Holt, Carol Lanham, Laurinda Lara, Jacqueline Long, Wendy Newton, Jennifer Orme, Yolandé Porter, Rena Read, Sheila Rollerson, Michelle Sancen

ABSENT: Carole Abbott, Lynne Boyer, Tysh Coleman, Chinweolu Greer, Kimberly Kentfield, Tineil Lewis, Tricia Losavio, Remona McLain, Rayna Ruth, Morgan Shockey, Misty Williams, Lonny Yarborough

GUESTS: David Gleason, Mike Leaf, Murray Leaf, Dina Sharohkhi

1) CALL TO ORDER

President Calhoun called the meeting to order at 9:06 a.m.

2) GUEST SPEAKER – DR. JAMES O. WRIGHT,**DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY**

Dr. Wright introduced Calvin Brown, Emergency Management Director. Dr. Brown distributed some handouts – what to do in an emergency – and asked Council members to post these and distribute them in their work areas. Calvin Brown has been having fire drills each Friday since he has been here. Dr. Wright stressed the importance of leaving the building whenever the fire alarms sound. Our outdoor warning system is now tied to the city of Richardson warning system so that if their warning sounds ours will sound as well. In the event that the outdoor warning sirens go off, everyone should go indoors to the safest part of your office – away from the windows and other obstructions. Our indoor warning system also has the ability for the Emergency Management Director to communicate instructions verbally through the speaker system. Some of the outlying maintenance buildings are not set up for this feature yet, but they are working on getting this done.

Mr. Brown has also been holding emergency exercises for training. These exercises will be held each semester.

3) ROLL CALL

A quorum was met.

4) MEETING MINUTES

Approval of May Meeting Minutes

Several corrections to the minutes were noted. Darlene Coppage moved to approve the minutes as amended. Sheila Rollerson seconded. 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.
- b. **ATTENDANCE REPORT** (Tricia Losavio)
Ms. Losavio was not present to report.
- c. **SECRETARY AND TREASURER'S REPORT** (Vicki Carlisle)

STAFF COUNCIL TREASURER REPORT MAY 2010

	EXPENSES	REVENUE	BALANCE
STATE FUNDS - 316405 Operating Account			
Balance May 1, 2010			3,381.33
5-May FastSigns (CARE Awards signs)	(79.00)		(79.00)
5-May Jason's Deli (posted in error)	(180.82)		(180.82)
7-May Copy Center (SUN Newsletter)	(18.00)		(18.00)
Balance May 31, 2010			<u>3,103.51</u>
FUNDRAISING 317807			
Balance May 1, 2010			4,937.65
12-May CRS Printek		120.50	120.50
Balance May 31, 2010			<u>5,058.15</u>
UTD STAFF ENDOWED SCHOLARSHIP - 525521			
Balance May 1, 2010			2,016.12
17-May Deborah Buckner Scholarship Award	(250.00)		(250.00)
17-May William Detwiler Scholarship Award	(250.00)		(250.00)
17-May Blair Flicker Scholarship Award	(250.00)		(250.00)
17-May Kimberly Kentfield Scholarship Award	(250.00)		(250.00)
17-May Wei-Ju-Ko Scholarship Award	(250.00)		(250.00)
Balance May 31, 2010			<u>766.12</u>
STAFF SCHOLARSHIP - 525528			
Balance May 1, 2010			3,210.00
			No Activity This Month
Balance May 31, 2010			<u>3,210.00</u>

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JODY NELSEN SCHOLARSHIP - 525725

Balance May 1, 2010			1,836.72
17-May Amy Williams Scholarship Award	(250.00)		(250.00)

Balance May 31, 2010

1,586.72

SC - JAIL N BAIL - 525796

Balance May 1, 2010			10.00
11-May Donation	10.00		10.00

Balance May 31, 2010

20.00

Prepared by Vicki Carlisle

d. **COMMUNICATIONS COMMITTEE** (Colter Fleming)

Mr. Fleming noted that the deadline to receive articles for the next SUN newsletter is Friday. The expected publication date of the SUN is June 21. Mr. Fleming will send an email to all staff regarding Staff Appreciation Day, but asked for more specific information regarding what the Council and Staff Development Committee want this message to accomplish. It was determined that the email should not only promote the event, but solicit questions for the President's Forum as well. Mr. Fleming reported that he has talked briefly over the phone and via email with the Communications Office regarding the new communication guidelines. He will be speaking with them more in the upcoming days, but would like to know some specific concerns from the Council regarding this new policy. In past Council meetings discussion has centered on the need to maintain a way of alerting staff about items of general interest, namely lost and found items, cars with lights on, etc. Aside from the fact that the staff mailing list is now moderated, this seems to be the major area of concern. Mr. Fleming will present these concerns to the Communications office. Two representatives from the Communications office will attend the next Council meeting to address these concerns.

e. **FUNDRAISING COMMITTEE** (Darlene Coppage)

Ms. Coppage reported that her committee met yesterday. The majority of the meeting was spent discussing Jail-N-Bail.

Since the inception of the ink cartridge recycling program in December 2007, we have received a total of \$3,440.00. Since February 2010 we have earned \$777.00, and another check is expected within the next week. Ms. Coppage plans to send an email to staff reminding them that the program is in effect again and encouraging everyone to participate. She noted that she recently sent a letter to Dr. Jamison and Kelly Kinnard expressing appreciation for their support of the program and commending Jo and Leroy for their work in picking up the cartridges.

Ms. Coppage has met with Haywood McNeill, who is working on a series of marketing projects for Jail-N-Bail. The first advertising teaser should go out later this month. He is

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investigating the possibility of advertising on the Comet Cruiser and putting ads on the digital screens across campus. They have also discussed the possibility of putting up signs around campus as the event gets closer. Ms. Coppage will attend the Student Government next week to make an announcement about Jail-N-Bail. The location of the carnival this year will be in the grassy park area behind the Multi-Purpose/Administration building.

Ms. Coppage is working with a vendor that SAE uses to get a quote for t-shirts for Jail-N-Bail. The Committee will be giving away Staff Council water bottles. Additionally, the Print Shop is making notepads for the Committee to give away. Committee is making arrangements to have Temoc arrested.

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

Ms. Lanham reported that the Committee is currently meeting weekly to finalize plans for Employee Appreciation Day. She distributed a copy of the t-shirt mock up and post card (advertising) for review and approval. The cost for the postcards will be \$50.00 for 500 cards. These will be printed in the Copy Center. The Committee would like to purchase 4 large banners reusable banners to use in publicizing events. The cost for these is \$300.00 each.

Merrie Tabbert will be the guest speaker for Staff Appreciation Day. Her topic will be UTD Swagger.

The cost for five massage chairs will be \$600.00 for the entire event. (10:00 a.m. – 2:00 p.m.)

She has received a quote from Sonny Bryan's for lunch. They have quoted options of a two-meat entrée as well as a three-meat entrée. The quotes for meals at Callier and for this campus are separate. Ms. Lanham will check with Sonny Bryan's to see if the orders could be combined with a cost savings. Chartwells' quote was approximately 25% higher than Sonny Bryan's, so Ms. Lanham will ask for approval to use Sonny Bryan's rather than Chartwells.

The Committee has received a price quote of \$2275 for 500 t-shirts. There was some discussion on whether or not it is too late to order t-shirts. Ms. Lanham has a commitment from the t-shirt company that they can be printed and delivered by the event date.

Discussion followed regarding the appropriate number of t-shirts to order. One suggestion was to use the t-shirts as a give-away to encourage people to come early and hear the speaker rather than just showing up for lunch.

Since the Galaxy Room can only seat 280, it was suggested that the Committee only order 300 shirts. The Executive Council had discussed putting a shirt on each chair at the luncheon. This would be an easy way to distribute the shirts as well as serving as a way to get people to interact by trading t-shirts to get the correct size.

Mr. Calhoun suggested that we authorize a spending ceiling for the Committee to use for this event.

Paula Austell made motion to authorize a budget of \$1250 from Staff Council funds for Jail-N-Bail and a budget of \$1600 for expenses for Staff Appreciation Day. After discussion, Ms. Austell amended the motion to \$1300 for Jail-N-Bail. The motion was

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amended again to \$1350 for Jail-N-Bail. Jackie Long seconded the motion. The motion carried.

Following vote the point was made that the Staff Council logo needs to be revised to incorporate the new university logo.

g. **FACULTY SENATE (Dr. Murray Leaf)**

Dr. Leaf reported that Dr. Jamison has asked the faculty to join in the Customer Service Committee. Faculty disagrees with the idea of calling students “customers”. They will negotiate that point but will take part in the effort and come up with a policy that is acceptable to everyone.

There is a need to develop a new Sustainability Committee consistent with the new Sustainability policy. Dr. Leaf is working with Donna Riha to determine whether it should be in the form of a Council or a Committee. He anticipates that this will be a University-wide committee.

Chancellor Cigarroa has requested the Executive Board of the Faculty Advisory Council to meet with him regarding the new System policy on criminal background checks. The policy is an attempt to implement a Texas law stating that anyone with a security sensitive position must have a national security check. The original System policy stated that anyone with access to a computer terminal was subject to a background check. Our current policy states that anyone with access to financial records is subject to a criminal background check – not anyone with access to computer terminal. It was noted that there is a push in the state legislature to make all state positions security-sensitive positions. This would include faculty as well. There was general discussion regarding criminal background checks and who is currently subject and what the current policy entails.

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

Ms. Shahrokhi reported that Student Government is currently working on a number of issues, one of which is the availability of day care services on campus. They are working with Lauren DeCillis of the Women’s Center, who is working with the Multi-Cultural Center to expand child care services. They are in the process of putting together a proposal to send to Dr. Daniel. Ms. Shahrokhi asked Council members for specific input to include in this proposal in order to emphasize the need for child care. It was noted that this is an issue that has been under consideration for quite some time.

Ms. Shahrokhi announced that freshman orientations have started. They will be hosting seven of these this year.

The next Student Government meeting will be next Tuesday. Dina will put Darlene Coppage on the agenda so that she can address plans for Jail-N-Bail.

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

Ms. Goertzen was out of town. In her absence, Mike Leaf attended but had no report.

j. **UNIVERSITY COMMITTEES**

i. **WELLNESS**

No Report

ii. **PARKING AND TRANSPORTATION (Tysh Coleman)**

No Report

iii. **CAMPUS FACILITIES** (Daniel)

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

6. Old Business

a) **STAFF COUNCIL NOMINATIONS AND ELECTIONS**

President Calhoun announced that 23 nominations were received to fill 20 spots. Some districts did not have enough nominations to fill the number of vacancies, so unless there are a number of write-in votes it may be necessary to shuffle some of the new representatives to different districts in accordance with the new Council policy on filling vacancies. The goal is to have the election process completed in by the end of June.

b) **CARE AWARD WINNERS**

Mr. Calhoun announced names of the award winners for spring 2010:

Danny Cordova, Multicultural Center	Mickey Lewis, Undergraduate Education
Todd Elia, Records and Registration,	Remona McLain, EPPS
Nancy Hong, SOM	Peggy Zotter, Business Affairs

The awards ceremony will be held June 22.

c) **SUGGESTION RESPONSES**

i) **2009-032: Conduct an Electricity Audit (Donna Riha)**

Donna Riha, University Energy Conservation and Sustainability Manager, responded that it is impossible to conduct an electricity audit with the current infrastructure because the majority of our buildings do not have individual meters. If meters are put on buildings at some point in the future it will be done in stages due to the cost, which is in excess of \$300,000. In the meantime, interim steps are being taken such as using lower energy light bulbs, etc. President Calhoun's recommendation is to email the initiator of this suggestion with Ms. Riha's response and close the suggestion. James Barnes made a motion to close the suggestion. Lisa Garza seconded. A roll call vote was held and the motion carried.

ii. **2010-013: Promote the Conservation of Electricity on Campus (Donna Riha)**

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Since this suggestion was made, the University has hired an Energy Conservation and Sustainability Manager (Donna Riha). She has initiated programs to increase recycling across campus and has reported that we are now using green cleaning supplies. Additionally, she is working on a sustainability website that will include tips on small things that everyone can do to conserve energy.

Katrina Adams made a motion to close the suggestion. Carol Lanham seconded. A roll call vote was held, and the motion carried.

iii. **2010-017: Jonsson Restroom Renovation (Kelly Kinnard)**

This suggestion was forwarded to Kelly Kinnard. He responded that as of this date, no funds have been given to Facilities to perform this work, nor does Facilities have identified funds in its existing budget to cover such a project.

The above referenced suggestion also mentioned a lack of trash cans in the restrooms. Mr. Kinnard stated that trash cans are being taken from the restrooms by employees and not returned, but the cleaning staff has been instructed to move the trash cans back to the proper place when they see them out of place.

Paula Austell made a motion to close the suggestion. James Barnes seconded the motion. A roll call vote was held and the motion carried.

iv. **2010-030: Lighting Around the Intersection of Drive G and Lookout Drive (Kelly Kinnard)**

This suggestion was forwarded to Kelly Kinnard. He responded that crews checked the lighting and found one light burned out. This was replaced. All lenses on the remaining lights were cleaned and trees around light poles were trimmed to allow more light to shine through. Carol Lanham made a motion to close this suggestion. Darlene Coppage seconded the motion. A roll call vote was taken and the motion passed.

v. **2010-031: Parking in Lot J Around the Activities Building (Kelly Kinnard)**

This suggestion was forwarded to Kelly Kinnard. He will notify the contractors to tell their employees that anyone with a day pass must park in the back of this lot. Long-term contractors who have purchased a green parking pass may park in any available space. James Barnes made a motion to close the suggestion. Wendy Newton seconded the motion. A roll call vote was taken and the motion was approved.

vi. **2010-032: Status of Energy Conservation Suggestions (Donna Riha)**

James Barnes made a motion to respond to the initiator of this suggestion with a recap of the progress made on the other related energy conservation suggestions. Sharon Edwards seconded the motion. A roll call vote was taken and the motion was approved.

7. **NEW BUSINESS**

a. **NEW SUGGESTIONS**

No new suggestions

b. **CUSTOMER SERVICE COMMITTEE CHARGE**

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This item came from the HOP Committee. There was general discussion regarding what exactly constitutes a “customer”. Murray Leaf reported that the faculty has serious reservations about the use of the word customer, especially in regards to the relationship that exists between faculty and students. He noted that the Senate will continue to discuss this issue and will try to come up with a term that is more acceptable. Sheila Rollerson made a motion to approve this committee charge. Carol Lanham seconded. The motion carried.

c. EAC APPOINTMENT FOR 2010-2012

Colter Fleming and Rochelle Pena are the current representatives. Colter’s term is continuing until 2011 and Rochelle’s term is expiring in 2010. Ms. Pena has expressed a desire to continue as the representative. Carol Lanham made a motion to reappoint Rochelle Pena. Wendy Newton seconded the motion. The motion carried.

d. SANDEE GOERTZEN STAFF COUNCIL MEMBER OF THE YEAR AWARD

Ms. Coppage reported that nomination forms will be distributed to all Staff Council representatives at the end of the week. The deadline to receive nominations is June 25. Once the completed nomination forms are received Ms. Carlisle will send those names to Ms. Coppage, who will then appoint the selection committee.

OTHER BUSINESS

k. STAFF APPRECIATION DAY (JUNE 30)

No additional discussion. Topic was covered under the Benefits/Staff Development Committee report.

l. SUGGESTIONS FROM THE FLOOR

Paula Austell reminded everyone that the Corporate Challenge will be coming up in August. She will have sign-up sheets available at Employee Appreciation Day.

James Barnes made a motion to adjourn. Lisa Garza seconded the motion. The motion carried and the meeting was adjourned.

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