

Official and Approved Minutes

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U.T. DALLAS STAFF COUNCIL MEETING MINUTES

August 11, 2010

ECSS 2.102

9:00 a.m.

PRESENT: Katrina Adams, Paula Austell, James Barnes, Lynne Boyer, Daniel Calhoun, Darlene Coppage, Caroline Crossley, Sharon Edwards, Arturo Elizondo, Lisa Garza, Carol Lanham, Kara Leonard, Jacqueline Long, Tricia Losavio, Wendy Newton, Jennifer Orme, Yolandé Porter Rena Read, Sheila Rollerson, Michelle Sancen, Morgan Shockey

ABSENT: Carole Abbott, Tysh Coleman, Erin Dougherty, Colter Fleming, Chinweolu Greer, Patrice Holt, Kimberly Kentfield, Laurinda Lara, Tineil Lewis, Misty Williams, Lonny Yarborough

GUESTS: Drew Brown, Katherine Burgos, Lynn Butler, Natalie de Leon, Nancy J. Hong, Kara Leonard, Chelsea Posey, Chelsea Villareal, Victoria Winters, Melissa Wyder

1) CALL TO ORDER

President Calhoun called the meeting to order. He introduced the new Council members and recognized the members of the Council whose terms are expiring and thanked them for their years of service.

2) ROLL CALL

A quorum was met.

3) MEETING MINUTES

Approval of July Meeting Minutes

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

4) COMMITTEE REPORTS**a. EXECUTIVE BOARD (Daniel Calhoun)**

Mr. Calhoun reported that the Executive Board met last week and approved today's agenda. There was no HOP meeting or Deans and Directors meeting to report.

In the July meeting the Council approved a motion to let President Daniel know that the Council was not happy with the way the new mass e-mail policy was put into effect. Mr. Calhoun will meet with President Daniel next week to address this issue as well as a couple of other items.

Mr. Calhoun reported that the Council Executive Board met with the Academic Council and Service Excellence Committee to discuss concerns regarding the student-faculty relationship and the use of the term "customer" to define that relationship. There was good, frank discussion and this group will meet again before a charge is drafted for that committee.

President Calhoun reminded the Chairs of all Council committees to turn in their annual reports to Ms. Carlisle by the end of August.

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Dr. Jamison has approved our request to move \$2500 from the Fundraising account to the Staff Council Endowed Scholarship account. To date, however, the funds have not yet been transferred.

- b. **ATTENDANCE REPORT** (Tricia Losavio)
Ms. Losavio had no report.
- c. **SECRETARY AND TREASURER'S REPORT** (Vicki Carlisle)

Staff Council Treasurer Report July 2010

	EXPENSES	REVENUE	BALANCE
STATE FUNDS - 316405 Operating Account			
Balance July 1, 2010			2,825.69
WO#113563-10 Backdrop for Staff Appreciation Day	(58.00)		(58.00)
Balance July 31, 2010			<u><u>2,767.69</u></u>
FUNDRAISING 317807			
Balance July 1, 2010			5,538.65
5-Jul CRS Printek		181.50	181.50
Balance July 31, 2010			<u><u>5,720.15</u></u>
UTD STAFF ENDOWED SCHOLARSHIP - 525521			
Balance July 1, 2010			1,054.04
No Activity This Month			0.00
Balance July 31, 2010			<u><u>1,054.04</u></u>
STAFF SCHOLARSHIP - 525528			
Balance July 1, 2010			3,210.00
No Activity This Month			0.00
Balance July 31, 2010			<u><u>3,210.00</u></u>
JODY NELSEN SCHOLARSHIP - 525725			
Balance July 1, 2010			1,964.81

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No Activity This Month 0.00

Balance July 31, 2010		<u><u>1,964.81</u></u>
SC - JAIL N BAIL - 525796		
Balance July 1, 2010		20.00
22-Jul Donation	15.00	<u>15.00</u>
Balance July 31, 2010		<u><u>35.00</u></u>

Prepared by Vicki Carlisle

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

Mr. Fleming was not present to report. In his absence, Lisa Garza reported that the Committee would like to publish one more issue of the SUN newsletter before Welcome Week in order to publicize Jail-N-Bail. The deadline to turn in articles is Friday, August 13. Ms. Garza noted that at the present time no articles or information had been submitted. Mr. Calhoun wants the newsletter to include the names of all the scholarship winners for the past year and a list of the Council representatives for the coming year.

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

Ms. Coppage reported that her committee met yesterday to review final plans for Jail-N-Bail on August 25. The Committee will be giving away notepads printed with the Staff Council logo along with Staff Council water bottles. T-shirts for the staff who will be working at the event and for the "jailbirds" have been ordered. The Committee will be putting signs promoting Jail-N-Bail around campus using the blank CARE Awards signboards. Erin Dougherty has created a Facebook event invitation for Jail-N-Bail. Ms. Coppage is completing a letter for the President's Cabinet requesting donations. She also has a letter ready to send to the staff through the Council district Listserve. Sharon Edwards is responsible for posting the event on the Comet calendar and will have teasers each day to generate interest. No warrants have been received yet. The link to the warrant form is on the Council website. Ms. Coppage will send a copy of the warrant form to all Council representatives so they can print and distribute in their area. She noted that half of the money raised at Jail-N-Bail goes to student scholarships and half goes to staff scholarships.

Ms. Coppage has received another check from the inkjet recycling program. She announced that Leroy White, who helps pick up the recycling, had brain surgery yesterday. He is doing well but asked everyone to remember him and his wife, Jo, during this difficult time.

She expressed appreciation to her committee for their hard work during the year.

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

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Ms. Lanham reported that the Committee is now working on the pending suggestions that have been forwarded to them. She will present their recommendations to the Executive Board at the September meeting.

Additionally, the Committee is working to finalize plans for the flu shots. This is tentatively scheduled for the week of October 25. They hope to be able to provide as many doses of vaccine as last year.

Ms. Lanham expressed appreciation to her committee for their hard work during the year but especially for Staff Appreciation Day.

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

Dr. Leaf reported that there are no new developments with the Service Excellence Committee. There is no disagreement with the establishment of the committee – everyone wants it to happen – it is simply a question of how. The charge for the committee has not yet been drafted.

Next week the Senate will meet to approve appointments to the Academic Senate and University Committees next week. This will include action on changing the charges of three of the committees, but these changes will not affect the staff appointments to those committees.

Discussion on the criminal background check issue is continuing both at the System level and locally. Chancellor Cigarroa met with the Executive Committee of the Faculty Advisory Council and agreed to reword the previous System policy. This was done and distributed, but most of the objectionable issues were still included. Dr. Leaf stated that this is not just a matter of having criminal background checks for faculty. There are two issues: one is when and the other is how. The “when” issue is that there would be criminal background checks for faculty and staff for all hires, promotions, transfers and changes in job description. This would result in background checks for practically everybody every two years. The issue of “how” is there are many different things you can call a criminal background check. The obvious one is looking at court records for criminal convictions. This is a matter of public record and the faculty is not concerned with this. The problem is with the requirement that people would be forced to sign a release under the Right to Privacy Act of 1974. This would allow someone – with your permission – to go to different governmental agencies and compile anything they have under your name under a single profile. One of the key objections is that the chance of getting incorrect information in one of these reports is much greater than the chance of the University hiring an unknown felon. There is so much opposition to this proposal that Dr. Leaf does not think the Chancellor will go ahead with the approval of the new policy.

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

Ms. Shahrokhi reported that the Student Government has met this morning with Gene Fitch, the new Dean of Students to discuss academic integrity. This is one of the main issues that Student Government will be addressing this year.

Another initiative that they hope to begin this semester is an energy saving competition called UTD Unplugged. In this students would submit energy-saving ideas and whoever had saved the most energy at the end of a two-month period will be declared the winner.

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They are awaiting approval of funding from Student Government to begin this competition.

Freshmen are moving in to the Residence Hall today and Student Government is working really hard on registering voters. Their goal is to get students registered and involved before the November elections.

Their kick-off meeting for the semester will be August 24. The Mayor of Richardson will be speaking.

Ms. Shahrokhi reported that Student Government is also working on the Service Excellence Committee.

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

Ms. Goertzen reported that the new President of the Association will be Debbie Garrett. She will take office in September. Ms. Goertzen will continue to be the Staff Council liaison. The first combined meeting with the TI Alumni Association will be in September. They will have a guest speaker from UTD, Denise Park, as well a speaker from TI. The theme of the meeting is Brain Health and Medical Electronics.

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)

ix. **HANDBOOK OF OPERATING PROCEDURES** (Daniel Calhoun)

6) **OLD BUSINESS**

a) **STAFF COUNCIL ELECTIONS**

President Calhoun announced that Talia Jaryszak, who was elected to District 7, has asked to be replaced since she has new job responsibilities that require her to be off campus quite a bit. She has been replaced with Enedina Rodriguez.

6. NEW BUSINESS

a) NEW SUGGESTIONS

i. 2010-037 Longevity Pay for Part-Time Employees

“I’ve been a part-time employee at UTD for 11 years. I would like to make the suggestion that part-time employees be compensated for longevity and years of service with longevity pay like full-time employees. If full-time employees receive \$20.00 per month for every 2-year increment of service, why can’t part-time employees receive half that amount (i.e. \$10?)”

It is the recommendation of the Executive Board to send this suggestion to the Benefits Committee. The Board feels certain that this is driven by System policy, but the Committee can research this issue with Human Resources.

Lynne Boyer made a motion to send this suggestion to the Benefits Committee. James Barnes seconded. The motion carried with one opposing vote.

b) SANDEE GOERTZEN STAFF COUNCIL MEMBER OF THE YEAR AWARD

Mr. Calhoun noted that this was the third year the Council has recognized a member for exceptional service to the Staff Council: He read the following:

“This year’s honoree has been part of the Staff Council for the past four years. She has rarely missed the monthly meetings or her committee meetings. She has helped with many of the projects, from Jail-N-Bail to the District Reps’ social events. She has worked on numerous projects, has always gone above and beyond and constantly exceeds the status quo. This individual enjoys Staff Council and does not hesitate to share comments, provide input or make suggestions on how we can improve. When Staff Council needed help with its website she volunteered to take on this new responsibility and she also helps to maintain the suggestion log and other information on our website. She handles this in addition to her regular day job responsibilities and other committee assignments. Rarely, if ever, has she ever said “No” when asked to do something. Her response is always “Yes,” followed by “Let me see what I can do to make your event even better.” Her involvement with the Staff Council is second to none. For these reasons, the 2010 Sandee Goertzen Staff Council Member of the Year Award goes to Caroline Crossley.”

c) UNIVERSITY COMMITTEE APPOINTMENTS

New appointments for the Senate and University committees for 2010-2011 are as follows:

Academic Calendar Committee

CAROLINE CROSSLEY

MELISSA HERNANDEZ-KATZ

Auxiliary Services Committee

DREW BROWN

Campus Facilities Oversight Committee

MELISSA WYDER

Campus Wellness Committee

DANIELLE DERBES

Parking and Transportation

WENDY NEWTON

Student Fee Advisory Committee

LIZ RAMIREZ

Diversity Committee

SHAWN LONGSTREET

SAM EICKE

PAULA AUSTELL

Safety and Security Committee

JAY JASCOTT

d) OFFICER NOMINATIONS

President Calhoun opened the floor for nominations.

Carol Lanham nominated Daniel Calhoun for President. Mr. Calhoun accepted the nomination.

Lynne Boyer nominated Darlene Coppage for Vice President. Ms. Coppage accepted the nomination.

There will be another opportunity for nominations at the September meeting.

7. OTHER BUSINESS

a. PRESIDENT'S COFFEE (AUGUST 10).

The last Coffee for the summer was held yesterday. The next scheduled meeting will be in October. Mr. Calhoun noted that it will be more difficult to schedule these in the spring semester since the Legislature will be in session and President Daniel's schedule is much more unpredictable. The following items were discussed with President Daniel:

The dedication for the landscape project will be on September 29, but the new Campbell Road entrance will not be completed by then.

Groundbreaking will be sometime this fall for the new Visitor Center/Bookstore building. Plans are to break ground next year for the new ATEC building.

Plans for the new loop road are still being finalized. The Regents have given their approval to rename some of the streets on campus. President Daniel would also like to rename the MSET building the Science Learning Center.

Admissions for the fall semester are 14% higher than last year. Not all of these will actually be enrolled, but it is anticipated that actual enrollments will be up substantially as well.

Next year will bring more budget cuts. Dr. Daniel feels that it is important to maintain a pool for salary increases, even if it is only 1%.

The problems with the new mass email policy were discussed. President Daniel stated that the purpose of the new policy was not to prevent the use of mass email but to limit the use. He does not feel that using mass emails to publicize events 10-12 times per year is excessive.

President Daniel feels that recycling efforts on campus could be increased and that our efforts are not visible enough. There have been discussions with drink vendors about the

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possibility of bringing back vending machines with cans only because our rate of recycling cans is much higher than for bottles.

b. STATE OF THE UNIVERSITY ADDRESS:

This will be held on Wednesday, November 3 at 1:00 p.m.

c. Suggestions from the Floor

Ms. Losavio asked about the status of the suggestion regarding the announcement of the death of a staff member. Ms. Lanham reported that the Benefits/Staff Development Committee is still working on this suggestion.

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

Respectfully submitted,

Vicki Carlisle

Vicki Carlisle
Staff Council Administrative Assistant