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.

UT DALLAS STAFF COUNCIL MEETING MINUTES
April 13, 2011 ECSS 2.102 9:00 a.m.


ABSENT: James Barnes, Lydia Blackwell, Lynn Butler, Lisa Garza, Chinweolu Greer, Nancy Hong, Laurinda Lara, Tineil Lewis, Morgan Shockley, Mary Jo Venetis, Lonny Yarborough

GUESTS: Raul Hinojosa, Rick Milteer, Jo Ellen Roach

1) CALL TO ORDER
   Ms. Peña called the meeting to order.

2) ROLL CALL
   A quorum was met.

3) SPEAKER PRESENTATION
   Raul Hinojosa, of the Office of Diversity and Community Engagement, spoke to the Council regarding the department’s major initiatives. He explained that their focus is on increasing College Access, establishing Corporate Partnerships, and extending Civic/Community Outreach. One way that the department is expanding Community Outreach is through The President’s Volunteer Service Award program. Mr. Hinojosa stated that many of us already serve in regular volunteer capacities. He and the department want to recognize our vital contributions to the community and encourage others to become involved with charitable, service and civic organizations. Go to: Office of Diversity and Community Engagement - Presidential Service Awards to create a self or group profile and begin tracking your volunteer service hours! If you have questions about this effort, please contact Olga Reyes at oxr081000@utdallas.edu or call her at x4548 for more information.

4) MEETING MINUTES
   Due to the assignment of a new Staff Council Secretary/Treasurer, approval of the March 9, 2011 Staff Council Meeting Minutes was tabled until the May 9, 2011 meeting.

5) COMMITTEE REPORTS
   A. EXECUTIVE COMMITTEE (Rochelle Peña)
   Ms. Peña reported that the Executive Board met last Tuesday and approved today’s agenda.
Ms. Peña reported that the March 11, 2011 CARE Award Ceremony went very well. Unfortunately, Dr. Daniel was unable to attend the event, so Dr. Wildenthal presented the awards to the honorees. She was very pleased to hear the many wonderful things that were said about the CARE Award recipients, especially by their supervisors. Ms. Peña also reported that Dr. Jamison has agreed to fund this year’s Staff Appreciation Day and she asked everyone to send him a thank you for his support.

B. Attendance Report (Darlene Coppage)

Ms. Coppage reported that absenteeism for Staff Council and standing committee meetings continues to be an issue. She read the following policy on Removal from Office (As outlined in Staff Council Policies & Procedures):

Any elected representative can be removed from office for nonperformance of Staff Council duties. A petition requesting such removal can be brought to the Executive Committee by a simple majority of the members of the district, or such removal may be initiated by action of the Staff Council. The Executive Board shall investigate the matter on a case-by-case basis and shall recommend action to the Staff Council. The final decision shall be made by the Staff Council. Removal will be effective upon the vote of a simple majority of those present and voting at a meeting of the Staff Council at which a quorum is present. Possible causes of removal shall include, but not be limited to: 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]; failure to consistently report on activities of the Staff Council to the district; and unavailability of the representative to constituents).

Ms. Coppage is notifying Council members with multiple absences that a vote is being taken at the May Council meeting to revoke their Staff Council membership, based on the above policy. She will present a proposed list of members to be removed to the Executive Committee in May.

Ms. Coppage also reported that the Executive Board agreed that beginning September 1, 2011 all absences will be counted as simply absent. We will no longer have “excused” absences.

C. Secretary and Treasurer’s Report (Jami Miller)

Ms. Miller reported that due to the changeover in the position of Secretary/Treasurer, there is no Treasurer’s report this month.

D. Benefits Committee (Daniel Calhoun)

Mr. Calhoun reported that the Benefits Committee met on March 22. They discussed suggestion 2009-037 regarding allowing staff more than three credit hours an employee can take during business hours; and 2010-014 about DIS providing discounts to UTD staff. The Committee received 13 scholarship applications. They elected to award 10 of the 13 submissions for the Spring. The winners have been notified. Mr. Calhoun stated that the
Committee is going to review the current rating scale to see if modifications need to be made, and will work on publicizing the requirements so future applicants will understand how scholarships are awarded. They will talk about all that stuff and bring back some suggestions to the Council at later meetings. They will meet again April 26th.

E. COMMUNICATIONS COMMITTEE (Lisa Garza)

Ms. Garza was not present, therefore, Wendy Newton gave the Committee report in her absence. She reminded everyone that the new issue of The Sun had been published and she thanked everyone for their contributions to the publication. Ms. Newton announced that a brief Committee meeting would take place immediately following today’s Council meeting to talk about summer plans. Ms. Peña asked how many were people were using the Staff Council Facebook and she encouraged use of the page.

F. FUNDRAISING COMMITTEE (Paula Austell)

Ms. Austell reported the Fundraising committee did not meet this month. She announced that she received a recycling check in the amount of $177.50 for April. This brings the year total to $1,270.00 and the program total to $5,073.00. We are receiving more recycling cardboard boxes to be placed around campus in areas that may not have them. If you need one in your area please email Paula and she will see that a box is delivered to you. Rockfish Mondays are going well. Based on the net profit for the month of April, we will receive a percentage of approximately $1700.00. Please continue to send reminders each Friday encouraging the people in your districts to eat at Rockfish on Monday. In May, the Committee will begin planning our 2011 Jail N’Bail fundraiser which will be held during Welcome Week sometime in August. Jail n’ Bail is Staff Council’s largest fundraiser so we will be asking for everyone’s help.

G. STAFF DEVELOPMENT COMMITTEE (Carol Lanham)

Ms. Lanham reported that the Staff Development Committee met on March 16. Work has begun on the plans for the June 29 Staff Appreciation Day. The Galaxy Rooms are reserved and the room set up is being designed. Ms. Lanham requested donations of items to be given for prize drawings and she asked for suggestions for the main speaker for the day. Ms. Newton asked that the Committee make sure all satellite locations are included for Staff Appreciation Day. The Committee is also still working on E2E and the next meeting will be April 20th.

H. FACULTY SENATE (Murray Leaf)

Dr. Leaf reported on the status of the new proposed Criminal Background Check policy. The Senate approved the policy, following more negotiations with the Office of General Council. The policy requires all new job applicants and all current UT Dallas employees to go through some type of background check. Current employees will only be subject to a local check within the State. Applicants and higher security level positions will be subject to checks through the Texas Department of Public Safety secure site which requires a release form. In both cases however, all that will be sought is public information and convictions going back only seven years. They type of form and how it will be utilized will be controlled by UTD policies.
Background checks for most individuals are only required to be run once. However, there is a requirement for Self-Reporting, which means if you are convicted of a crime you must report it. HR will be doing the bookwork for the Background Checks; the Police Department will be running the searches.

Handgun legislation has hit a roadblock. Support for the bill seems to be evaporating due to overwhelming opposition from Faculty, Students and Staff from across the State. Those who are opposed say that the legislation, if it is passed, should at least allow campuses to opt out if they choose.

The Governor and Board of Regents are in favor of imposing transparency and measures of accountability, as has been done at Texas A&M. The proposal is to assess faculty using a balance sheet to determine how much a faculty member costs versus how much money they bring into the University. Individuals in the Legislature, particularly Dan Branch and Judith Zaffirini, have stepped up in defense of good research universities, which includes UT Dallas.

I. STUDENT GOVERNMENT (Dina Shahrokhi)

Ms. Shahrokhi was not present to report.

J. RETIRED FACULTY/STAFF ASSOCIATION (Sandee Goertzen)

Jo Ellen Roach reported in Ms. Goertzen’s absence. In the month of April the Association went to the Dallas Arboretum and last Monday they held their Annual Reception for new retirees. Ms. Roach remarked that the new retirees are a nice group of people who will make a great contribution to the Association. At the end of April the retirees are having a dinner and attending a play at UT Dallas. There will be an ice cream social in May, and throughout the summer they will meet for lunch one day a month. Ms. Roach reported that the Retiree Association does a lot of volunteer work so they may be able to contribute volunteer hours to staff council.

K. UNIVERSITY COMMITTEES

i. WELLNESS
   No Report

ii. PARKING AND TRANSPORTATION (Wendy Newton)
    No Report

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)
    No Report

6. **Old Business**
   
   **A. Old Suggestions**
   
   i. **2009-037: Allow staff more than three credit hours during business hours.**
   Daniel Calhoun made a motion to change in the first sentence in the policy D2-200: The Quantity of Work Rule, that states “An employee appointed on a regular, full-time basis for at least four and one-half (4 1/2) months may not take more than three (3) semester hours of course work per long semester or summer session, in the hours from the beginning to the end of his/her work day, subject to the approval of his/her administrative officer.” Mr. Calhoun moved to change the “three (3) semester hours of course work” to “four (4) semester hours of course work.” The motion was seconded by Victoria Winters. A vote was taken and the motion carried. The action item closed.

   ii. **2010-014: DIS discounts for UTD staff**
   Mr. Calhoun had nothing new to report.

   iii. **2010-002: Employee Mentoring**
   Ms. Lanham reported that a proposal to re-establish the E2E Connection will hopefully be brought forth at the May Council meeting to be voted upon.

7. **New Business**
   
   **A. Attendance Policy**
   
   Ms. Peña and Ms. Coppage reiterated that Policy must be followed relative to dismissing Council members with repeat absences. The current offending individuals will be contacted and an official proposal will be presented at a future meeting to dismiss the individuals who have missed multiple Council and Committee meetings.

   **B. EAC Spring Meeting**
   
   Ms. Peña reported that she and Ms. Austell recently attended the Employee Advisory Council (EAC) Meeting in El Paso.

   The FY12 budget will come out sometime in July, after the two upcoming legislative sessions. The EAC’s Wellness Committee is asking for stories from staff and faculty who changed their life styles, contributing to loss of weight and better health, along with any great recipes that would help others to make life style changes. Submit your personal success story or a recipe to the EAC Wellness Website or Rochelle Peña or Colter Fleming would be
happy to get them to the Committee. Stories that are selected will be featured in a future wellness video.

The feasibility of establishing a policy for flextime, alternative work schedules and telecommuting is being researched. System is investigating a company that can negotiate national discounts on everything from groceries to tires. Further information will be made available as soon as it is received from System. These national discounts will be in addition to your local discounts.

A proposal for tuition reduction was submitted, but has been tabled due to economics. It may be revisited in the future. Work is in progress to create a more uniform policy to bring before the legislature for some kind of tuition relief.

System has a policy that states that annual evaluations will be conducted for every employee, but this is not always the case. When this issue was presented to the Board of Regents’, they were shocked. Although everyone has the policy and HR says the policy is followed, there are in fact employees who have not had a review at some institutions in ten years. It has been proposed that evaluations be made electronic to allow for tracking. Supervisors would then face consequences for non-compliance with the evaluation policy and it would be noted in their review by their supervisor. Extending equipment leasing periods and using Skype instead of having a phone at every desk are two proposals being discussed as cost savings possibilities.

C. SPRING CARE AWARDS

Spring CARE Award applications are due by April 30\textsuperscript{th}. Winners will be determined in mid-May, followed by the CARE Award Presentation at the end of May or the first of June. Only staff members from the Director level and below are eligible to receive the CARE award.

D. STAFF COUNCIL ELECTIONS

Ms. Pena reported that Staff Council elections will take place in May. Human Resources is providing a list of employees by buildings. The Executive Board will complete the redistricting process at their May meeting and Nomination Forms will be sent out shortly thereafter. Please solicit individuals to join us and nominate candidates. Elected individuals will have to sign an acceptance of the responsibility of Staff Council and commit to attend both the Staff Council and Standing Committee meetings. Dr. Daniel has given release time of six hours a month to elected officials to participate in their Staff Council duties.

8. OTHER BUSINESS

A. PEOPLESOFT

Ms. Pena reported that a new company has been hired to correct the PeopleSoft issues in HRM. They are doing their best to minimize missing checks. The serious problems are being addressed.
Kimberly Kentfield moved to adjourn the meeting. Drew Brown seconded the motion and the meeting was adjourned.

Respectfully submitted,

Jami Miller
Staff Council Administrative Assistant