U.T. DALLAS STAFF COUNCIL MEETING MINUTES

November 13, 2002                    Green Center Conference Room                    9:00 a.m.

Members present: Nick Argueta, Peggy Attari, Beverly Ballard, Christy Baxter, Sandra Biddle, Paul Bogan, Laurie Brown, Daniel Calhoun, Don Davis, Deborah Day, Mary Margaret Echevarria, Lynda Gary, April Gauer, Roberta Green, Kathy Gribble, Gayle Holt, Richard Huckaba, Darlene Johnson, Jacqueline Long, Pat McEachern, Kent Mecklenburg, Wendy Newton, Rochelle Pena, Emebet Sahle, Tina Sharpling, Vinny Targa, Kerry Tate, Doug Vass, Brenda Walston

Members absent: Rickie Brown, Vickie Bullock, Sandee Goertzen, David Maldonado, Karla Perez, Karen Reedy

Vice Chair Don Davis called the meeting to order. Ms. Baxter moved to approve the October 9, 2002, minutes. Ms. Newton seconded the motion. The minutes were approved.

Reports

Executive Committee: Mr. Davis reported that the Executive Committee had met on November 6, 2002. The committee discussed the need to write down committee procedures; Mr. Maldonado asked that current committee chairs compile a list of their procedures for review. The committee also proofread the upcoming newsletter and developed the agenda for the Staff Council meeting of November 13, 2002.

Treasurer's Report: Mr. Davis distributed Ms. Goertzen's summary of the Staff Council Treasurer's Report. The State Funds balance is $3,127.05. The Designated Funds balance is $633.50. The Scholarship Account balance is $3,034.41.

Benefits: Ms. Biddle reported that the Poinsettia sale is in progress and that, to date, only 25 orders had been confirmed with a payment. Sales close November 22, 2002. The committee discussed the upcoming cookbook project but has set no final deadline for recipe submission. The committee also discussed the balloon sale for Valentine's Day.

Communications: Ms. Attari reported that the newsletters were ready for distribution. She indicated that the newsletters were grouped by mail station for easier dissemination. The next meeting of the committee will focus on the suggestion to mount a campus-wide calendar via Outlook.

Staff Development: Ms. Newton reported that the committee last discussed their plans to update and maintain the A to Z Guide.

Ad hoc Wellness: No report.
Parking & Security: Ms. Ballard reported that the committee had met on November 6, 2002, with Colleen Ridge presiding in Mr. Lovitt's absence. Topics of discussion included the plans for a parking garage (groundbreaking in perhaps 2 years), the potential for assigning Waterview lots by phase, and the possibility of creating a specific Visitors' Lot to accommodate guests for university-sponsored events.

Campus Facilities and Oversight: Ms. Attari reported that the group had met on October 11, 2002, and reviewed the charge to the committee. Various potential agenda items for the year were discussed. The committee will meet again on November 15, 2002.

Safety: Mr. Davis reported that there had been no meeting.

Women's Center: Ms. Johnson agreed to include notes from the Women's Center with the distributed minutes.

Other Business, Announcements and Miscellany

There being no old business.

1. Mr. Davis reminded members of the availability of flu shots on November 19th (9:30 ? 11:30 a.m.) and 20th (2:00 ? 4:00 p.m.). The cost has been reduced to $5 per person due to the contribution of funds from the Office of Environmental Health and Safety. Mr. Davis asked that volunteers contact Mr. Maldonado if they are available to work 1- or 2-hour shifts for crowd control and money collection.

2. Mr. Davis thanked those who participated in the Homecoming Parade on behalf of the Staff Council. He particularly thanked Mr. Mecklenburg for agreeing to organize the effort. Mr. Mecklenburg thanks Ms. Long and Ms. Echevarria for their participation. Ms. Attari noted that the Staff Council entry had been honored as the float best representing an organization and that $100 had been deposited to the Staff Council Scholarship Fund as a prize.

3. Mr. Davis asked if the membership would like to pool their efforts in submitting cost-saving ideas to the university. Mr. Argueta mentioned that he had already submitted some ideas, and he stressed that everyone can help save money by turning out lights when rooms are vacated. He indicated that the university had spent $2.2 million last year on electricity alone. Ms. Attari read the memorandum from Debbie Jester who solicited these ideas and noted that the deadline for submissions had passed (October 24, 2002). Mr. Davis suggested that ideas could still be collected and sent to staffcouncil@utdallas.edu for submission next year.

4. The District #2 Coffee with the President is scheduled for November 25, 2002. Ms. Biddle reported that only seven staff members had volunteered to attend the meeting to date. Ms. Attari reminded the membership that Staff Council representatives also needed to reply if they wanted to attend.

5. Mr. Davis announced that the Executive Committee had randomly selected the order by which each district would participate in upcoming meetings with the
President. The current order was given as 2, 6, 5, 1, 3 and 4. Ms. Green pointed out that the District 4 membership would be involved in orientation activities during the late spring and early summer and that the last meeting was generally held during these times. Ms. Newton suggested that the Executive Committee consider moving District 4 to another position in the sequence to accommodate Staff Council members who would be unavailable during the last meeting period.

New Business

1. Ms. Long mentioned that she had talked with a member of the Alumni Development Office about the possibility of including retirees in the Alumni Association. She mentioned that the Alumni Office already has in place procedures for contacting members and benefits for members. Ms. Newton moved that Ms. Long submit this as a formal suggestion to the Executive Committee for consideration, especially as the Faculty Senate has now endorsed the Staff Council proposal to form a retiree organization. Mr. Vass seconded the motion. Mr. Huckaba agreed to attach a copy of the former proposal to the minutes for membership review.

2. Ms. Attari suggested that the Executive Committee review outstanding and incomplete proposals at the December meeting. Mr. Huckaba agreed to attach a copy of the proposals to the minutes for membership review.

3. Other ideas discussed for possible submission as suggestions included better signage and/or illumination for the parking lots, a crosswalk between the Activity Center and the new wing of the Engineering Complex, and enforcement of the Leash Law on campus.

There being no other business, the meeting was adjourned at 9:57 a.m.

Respectfully submitted,

Richard C. Huckaba
Staff Council Secretary
2002-2003
November 13, 2002