U.T. DALLAS STAFF COUNCIL MEETING MINUTES

12 February 2003  Green Center Commons  9:00 a.m.


Members absent: Vickie Bullock, Don Davis, Mary Margaret Echevarria, April Gauer, Karen Hart, Darlene Johnson, Karla Perez, Vinny Targa

Ex-Officio Members and Guests: Murray Leaf, Robert Lovitt, Claire Occhipinti

Chair David Maldonado called the meeting to order. Ms. Goertzen moved to approve the minutes. Ms. Baxter seconded the motion. The minutes were approved.

Reports

Executive Committee: Mr. Maldonado reported that the Executive Committee met on 5 February 2003. Mr. Lovitt addressed the committee and was invited to speak to the Staff Council at the 12 February 2003 meeting. Mr. Maldonado also reported that the committee had discussed attendance at Staff Council and committee meetings, heard committee reports, set the agenda for this meeting and reviewed the newsletter.

Treasurer’s Report: The balance in the State Funds account was $2507.01 as of 31 January 2003, reflecting expenses of $17.58 (Care Award Cards) and $259 (newsletter). Designated Funds show a balance of $800, having taken in $1130 from the poinsettia sale and $500 from the sale of mums. Expenses included $678 (poinsettias), $156 (pot covers for poinsettias), $292.50 (mums), and $20.28 (pot covers for mums). Transfers to the Scholarship Account of $296 (poinsettia profit) and $187.22 (mums profit) leave the $800 balance. The Scholarship Account included additions of $131.35 (flu shot donations), $296 (poinsettia profit), and $187.22 (mums profit), creating a balance of $3748.98. Ms. Goertzen indicated she had not heard whether or not the 7% rebate to the State applied to Staff Council’s state funds account.

Benefits: Ms. Biddle reported that the Benefits Committee had met in January to discuss the cookbook project. She also reported that the Balloon Sale, scheduled for later in the week, still needed volunteers to work. Locations to be covered include the Jonsson, Library, Student Union, Green and Multipurpose buildings. Mr. Targa will pick up the balloons at 9:30 a.m. the day of the sale. Ms. Biddle reported that 400 balloons had been ordered for the sale.
Communications: Ms. Attari reported that the committee had met and discussed updates to the functionary directory, procedures for the committee and the fall forum survey. She reported that the committee had 2 proposals to close and that the newsletter would be available later in the day or the next day for distribution.

Staff Development: Ms. Newton reported that the committee met and is still reviewing the A-Z Guide. The committee also discussed their procedures.

Parking & Security: Ms. Ballard indicated that the committee is scheduled to meet 25 February 2003. She also reported that she had seen 11 appeals the previous day.

Campus Facilities and Oversight: The January meeting was postponed and is scheduled for later in February.

Safety: Mr. Vass reported that the group is working on safety procedures and reviewing existing procedures. He reported that labs are in particular need of updating and writing their lab procedures to meet current requirements.

Women's Center: No report.

Faculty Senate: Dr. Leaf reported that the Senate is concerned about the current budget crunch. He reported that the criminal background check policy has been reviewed by a committee and forwarded to Mr. Lovitt and Mr. Wilson for review. The final draft of the UTD policy will still need to be approved by the Office of General Counsel. He also indicated that the Senate has formed a committee to review summer school options, given the budgetary constraints. Last, Dr. Leaf indicated that the safety manuals need a cycle for review and implementation.

Guest Speaker: Mr. Lovitt indicated that the 7% rebate plan had been submitted and included both a hiring freeze and a travel freeze. He reported that the next biennium may require a budget reduction of $12.5 million, but the projected budget does not include enrollment growth over the past two years. He said that he’d heard a rumor that the funding formula was “out the window.” He suggested that there may be special legislative sessions to iron out the final budget for the upcoming cycle. Other points and responses to questions included:

- Fee increases are likely but will require public forums
- Expansion of NSM should not be impacted
- Cabinet does not want to curtail current enrollment growth cycle
- Impact on benefits is unclear
- Excellence (HB1839) funding is also on the table
- Heating and cooling ranges will be altered
- Currently down 2 police officers (one in active military service)
- No talk yet of altering the work week/hours
- Procurement will be “sensitive” to new furniture requests
- Student employees are exempt from the hiring freeze, not TA/RA’s though
- President Jenifer is committed to maintaining the work force
• Staff Council may want to ask President Jenifer for weekly updates

Mr. Lovitt concluded his remarks at 9:49 a.m.

Old Business

1. Ms. Attari moved to close 2002-012-P: A proposal to institute a campus-wide calendar in Outlook. Mr. Vass seconded the motion. [The committee concluded that updating the Outlook calendar should be a personal responsibility as not everyone would want everything on the desktop calendar. Additionally, there is a web page that currently lists available calendars (http://www.utdallas.edu/utdgeneral/news/calendar/). Also two university calendar committees are already working on a related issue.] With a roll call vote, the motion carried.

2. Ms. Attari moved to close 2003-003-P: A proposal to list Staff Council scholarship recipients in The Sun and on the web site. Ms. Long seconded the motion. [The committee concluded that as there had been no recent recipients, such a listing would raise questions about the Staff Council’s need to raise monies. Also, the committee will add a button the Staff Council web page regarding past recipients.] With a roll call vote, the motion carried.

New Business

1. Ms. Attari offered Suggestion 2003-004-S: A motion to purchase a permanent plaque with a list of all scholarship recipients – for placement in the Staff Council trophy case. Ms. Attari moved the suggestion be forwarded to the Staff Development Committee for action. Ms. Sharpling seconded the motion. The motion carried.

2. Ms. Green was asked to gather information from the District 4 Coffee.

3. Newsletters to be available shortly for distribution, but newsletter is also available on the web.

4. Mr. Davis will chair an ad hoc committee regarding upcoming elections.

Other Business, Announcements and Miscellany

1. Recent CARE awardees: Jimmy Casey, Lisa Garza, Jody Nelsen, David Ritchey, Rochelle Pena, Fatiah Lambert

2. District Six Coffee (31 January 2003) Notes: Dr. Jennifer spoke about the shortfall of resources and the problem with biennium 2004-05 funding. Steps taken to reduce spending include a freeze on foreign travel with state funds, current and future job vacancies frozen, non-essential purchases frozen, buildings to be closed on a selected basis to save energy on week-ends, and a reduction in summer programs. Dr. Jenifer reported that a hard freeze could entail stopping non-essential services and an across-the-board reduction. Other topics addressed included sick leave policies, ECS programs to increase enrollment, tuition increases and deregulation, UTA’s presidential vacancy, the legislature & health benefits, and signage.

There being no other business, the meeting was adjourned at 10:08 a.m.

Respectfully submitted,

Richard C. Huckaba
Staff Council Secretary
2002-2003