U.T. DALLAS STAFF COUNCIL MEETING MINUTES

March 12, 2003  Green Center Commons  9:00 a.m.


**Members absent**: Christy Baxter, Laurie Brown, Vickie Bullock, Daniel Calhoun, Mary Margaret Echevarria, Roberta Green, Kathy Gribble, Gayle Holt, Richard Huckaba, Darlene Johnson, Pat McEachern, Karla Perez, Karen Reedy, Kerry Tate

**Guests present**: Martin Knutson, Janie Shipman

**Chair David Maldonado called the meeting to order.** Ms. Goertzen moved to approve the February 12, 2003, minutes. Ms. Ballard seconded the motion. The minutes were approved.

**Guest Speaker**

Mr. Martin Knutson of the Turbon Group addressed the Council about an opportunity to make money by recycling old inkjet cartridges. Bins will be provided to collect the cartridges as well as literature to post around campus. A contract is not required. The company collects the cartridges, tests them, then sends a check for the qualified cartridges at $3 to $5 per cartridge. As an example, Mr. Knutson investigated the cartridges purchased by UTD from Media Recovery over a three month period and, if all of the cartridges had been collected and returned, would net the Staff Council approximately $900. This program would not cover laserjet cartridges as there is already a program in place through Central Stores. The collection boxes will be the shipping containers. Mr. Maldonado will review this program with Mr. Lovitt and send an email to the Staff Council to establish the next steps.

**Reports**

**Executive Committee**: Mr. Maldonado reported that the Executive Committee had met on March 5, 2003. He reported that the Employee Advisory Counsel met with the Board of Regents on February 12 to propose a reduced or free tuition program for all UT System staff. Some details of the proposal include that employees not be charged for a minimum of three graduate or undergraduate credit hours per semester at any component institution. The proposal would have to be approved by the Legislature. Mr. Maldonado announced that the District 4 coffee has been re-scheduled for March 20th. He also mentioned that the Nomination and Election Committee will be formed soon and volunteers will be needed. He reported that the Wellness Committee had been discussed and that Cheryl Friesenhahn had agreed to chair the ad hoc committee.
Treasurer’s Report: Ms. Goertzen presented the summary of the Staff Council Treasurer’s Report. The State Funds balance is $2,202.98. The Designated Funds balance is $1,606.00. The Scholarship Account balance is $3,874.85. One outstanding expense related to the Balloon Sale was the charges for tables, to which Rochelle Pena announced that the School of Engineering was donating the service. The profit from the Balloon Sale was $811. Mr. Vass asked if the Scholarship Funds were being held in an interest bearing account. Ms. Goertzen responded that they were not, but that previous discussions were to accumulate $10,000 in Scholarship funds for an endowment. Ms. Peña suggested that Mr. Lovitt be approached about placing the funds in an interest-bearing account.

Benefits: Ms. Biddle reported that the committee had met and discussed the cartridge recycling program, as presented by Mr. Knutson, and the proceeds of the Balloon Sale as presented in the Treasurer’s report.

Communications: Ms. Attari reported that the committee did not meet.

Staff Development: Ms. Newton reported that the committee did not meet and that the next meeting with be on March 20. Mr. Vass asked when the trophy case would be acquired. Ms. Newton replied that it is being pursued and it is contingent on the move of Human Resources to the AHR building.

Parking & Security: Ms. Ballard reported that the committee had been cancelled because of the ice storm, but will meet on March 31.

Campus Facilities and Oversight: Ms. Attari reported that the group did not meet.

Safety: Mr. Davis reported that the Safety Committee had met and discussed the need for Safety Manuals, generated by each department. The committee’s charge will be the development of templates for the departments to use. Mr. Davis also discussed the greater need to control access and the costs associated with placing Comet Card proximity readers and the possibility of a grant to help pay those costs.

Women’s Center: No report.

Other Business, Announcements and Miscellany

No old business.

New Business

1. Suggestion 2003-005-S: The suggestion asks for consideration to be given to provide more handicapped parking. Mr. Vass moved to submit the suggestion to the Parking and Security Committee. Ms. Newton seconded. The motion passed.

2. Suggestion 2003-006-S: The suggestion asks for consideration to be given to the
condition of the parking lots C and D. Ms. Attari moved to submit the suggestion to the Parking and Security Committee. Ms. Newton seconded. The motion passed.

3. Suggestion 2003-007-S: The suggestion asks for consideration to be given to placing more signs and/or speed bumps at the crosswalk on the west side of the Jonsson Building. Ms. Newton moved that the suggestion be submitted to the Parking and Security committee, but Ms. Ballard suggested that it was more of an issue for the Safety committee. Ms. Newton withdrew the original motion and it was moved and seconded that the suggestion be submitted to the Safety Committee. The motion passed.

4. Care Awards: Ms. Goertzen announced that the CARE award nomination deadline is March 31. Signs and posters are available to be placed around campus.

5. Inclement Weather Policy: Mr. Maldonado raised the topic of the inclement weather notification and stated that many complaints had been received of the late notifications for closing during the recent ice storm. Ms. Ballard shared the information received during a recent Director’s meeting with Chief Ridge, that the inclement weather policy is not a policy but a letter. While the letter states that if the DISD, RISD and PISD are closed, then UTD will be closed, the actual procedure at that point involves a report from Chief Ridge on road conditions to Mr. Lovitt, who will then report to President Jenifer to make a decision on closings. A motion was made and seconded to send a letter to the President and request the following: a clarification of the Inclement Weather Policy, the establishment of a phone number with a recorded message on the current status of the University during inclement weather, that closing decisions be made and reported on a timelier basis. The motion passed.

There being no other business, the meeting was adjourned.

Prepared by,

Donald Davis
Staff Council
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