Members present: Nick Argueta, Peggy Attari, Christy Baxter, Sandra Biddle, Paul Bogan, Laurie Brown, Vickie Bullock, Daniel Calhoun, Don Davis, Mary Margaret Echevarria, Lynda Gary, April Gauer, Kathy Gribble, Gayle Holt, Darlene Johnson, Jacqueline Long, David Maldonado, Kent Mecklenburg, Wendy Newton, Rochelle Peña, Karla Perez, Emebet Sahle, Doug Vass,

Members absent: Beverly Ballard, Rickie Brown, Deborah Day, Sandee Goertzen, Roberta Green, Pat McEachern, Tina Sharpling, Vinny Targa, Kerry Tate, Brenda Walston

Guests: Betty Loy, Robert Lovitt, Claire Occhipinti (ex-officio)

Chair David Maldonado called the meeting to order. A motion was made and seconded to approve the minutes from the meeting held on June 11, 2003.

Reports

Executive Committee: Mr. Maldonado reported that the Executive Committee had met on July 2, 2003. The committee reports were reviewed, the agenda was set for this day’s meeting, and it was decided to invite Mr. Robert Lovitt to be the guest speaker, in place of Claire Occhipinti, as the Annual Enrollment meeting would be held on July 8th, the day before this meeting and all questions would probably be answered then.

Treasurer’s Report: In Ms. Goertzen’s absence, Mr. Maldonado distributed the summary of the Staff Council Treasurer’s Report. The State Funds balance is $1815.35. The Designated Funds balance is $800.00. The Scholarship Account balance is $4,685.85. Ms. Peña asked whether any other funds would be encumbered before the end of the fiscal year, since there is a large amount still left in the State Funds account and Mr. Maldonado indicated that there are several charges that remain outstanding, such as the cookbook and financial commitments of printing 2 SUN newletters, that will be encumbered before the end of the fiscal year.

Benefits: Ms. Biddle reported the cookbooks will arrive two weeks early, in mid-August. The Benefits Committee is preparing posters and that pre-purchasing notices will go out soon. Also, Staff Scholarship procedures will be reviewed and recommendations will be made before September 1.

Communications: Ms. Attari reported that the SUN was still at the printers and would be ready for distribution soon. In addition, a new Staff Council webpage had been posted and invited everyone to visit at http://www.utdallas.edu/utdgeneral/staffcouncil.

Staff Development: Ms. Newton reported that the committee did not meet, but is
continuing work on the A to Z Guide and during the last meeting discussed their plans to update and maintain the A to Z Guide. The Callier School Supply Drive is underway and posters have been placed around campus, as well as the information available on the Staff Council website. Donations should be made by August 29th. Ms. Newton also indicated that the committee is still working on the trophy case and also a plaque to recognize the past CARE awardees.

Parking & Security: No report.

Campus Facilities and Oversight: Ms. Attari reported that she recently posted the minutes of the May 2, 2003 meeting and that the committee’s ongoing concerns for 2004 were classroom improvement, the UTD webpage and campus signage.

Safety: Mr. Vass reported the last meeting was held on June 20th and they reviewed the campus accident report. At the next meeting, discussions would be held to see what improvements could be made in this area.

Women’s Center: Ms. Johnson reported on the July events. For more information, visit the Women’s Center on the first floor of the McDermott Library.

Faculty Senate: Dr. Leaf reported that the Committee on Committees of the Academic Senate had reviewed the committees of the current year and realized that there appears to be an issue with communication between the Senate and the Staff Council in regard to the possible recommendation of staff members by faculty members to sit on a particular committee. The Academic Senate also recognizes the problems in coordinating safety concerns such as hard-to-find safety rules, no list of authorized purchasers of hazardous materials, no centralized inventory of hazardous materials and no centralized reporting of safety concerns. Doug Vass, Staff Council’s representative to the Safety Council, reported that the same concerns have been the focus of the Safety Council this year.

Guest Presentation:

Mr Robert Lovitt appeared before the Staff Council to talk about the Campus Master Plan and some of the effects of recent events. He indicated that the plan was based on student population of 23000 by the year 2027. Mr. Lovitt announced that the new School of Management building would be open by the beginning of the fall semester. The third and fourth floors are to be primarily administrative and faculty offices and should be occupied by July 28. The first and second floors are primarily classrooms, advising offices and the Executive MBA program offices. These floors should be occupied by August 4th. Mr. Lovitt reported that the new Callier North building should be ready for move-in by the week of July 14 – 18 or, at least, by August 1. Mr. Lovitt stated that the programming for an addition to the Activities Building was complete and that the work could possibly be completed by next summer. Plans include an expansion to the fitness center, additional locker room space and a new multipurpose room. He continued to say that the new parking garage had been approved by the Board of Regents and would contain 550 to 600 parking spaces. The Parking Office will most likely move to the first
floor of the garage and, possibly, the Police Department as well. Mr. Lovitt indicated that the recent “Research Gift Budget” of $300 million (of which $85 million will cover the building of a new Research Facility) is planned to be completed by December 2005. There are no plans on where it would be located or anything else at this point, as there are many factors involved, such as the impact on current utility tunnels. Two possible locations would be the site of the current Visual Arts building or the corner of Rutford and Synergy. He finished by saying that the planning of the new research building would have a domino effect on other building space considerations, such as the Founders and Founders North renovation, the old cafeteria, Hoblitzelle Hall and the consideration to purchase of the Kodak building.

New Business:

Suggestion 2003-2009-S was presented by the Chair. This suggestion regarded being able to print the online paycheck advice on one page to save paper.

Mr. Maldonado, who is also Director of Payroll, explained that he had already turned in a work request with Information Resources to investigate the possibility of printing the online paycheck information on one page. A motion was made and seconded to have the Chair send a letter to the initiator of the suggestion with the updated status. The motion passed. Mr. Maldonado volunteered to follow up on the work request as needed.

Other Business, Announcements and Miscellany

1. The Staff Council Scholarship recipients have been sent their award letters and the monetary awards are in the process of being distributed.
2. The President’s Office has approved the nominees for the Employee Advisory Council. Ms. Goertzen has been appointed to the EAC and Deborah Day will be the alternate. Mr. Maldonado will continue the third year of his three year appointment.
3. Ms. Baxter presented an employee benefit that she had been sent from North Central Ford. UTD employees will receive special X-Plan pricing by presenting their UTD Comet Card or a paycheck stub to any participating Ford dealer. Mr. Arqueta made a motion to not present vendor discounts at the Staff Council meeting and it was seconded. By a show of hands, the motion did not carry.
4. Mr. Mecklenberg inquired about the possibility of tours for the Staff Council of the new SOM and Callier North buildings. Mr. Calhoun suggested scheduling the September Staff Council meeting in a conference room in the new SOM building and Mr. Maldonado agreed to make the attempt. Mr. Arqueta will follow up with the Callier North tour for next fiscal year.
5. In additional discussion of the Campus Master Plan, Dr. Leaf brought up the subject of room numbering. Ms. Attari mentioned that this was being addressed through the Campus Oversight and Facilities Committee. One problem mentioned was the room numbering in the ES building and Ms. Peña explained that the architects had applied the state guidelines, but didn’t conform to the current UTD practices. Another question arose as to the possibility of purchasing
of the Kodak building now for future needs. Dr. Leaf explained that state regulations control the amount of square footage a university can own, so that purchasing it now and holding on to it wouldn’t be feasible.

There being no other business, the meeting adjourned.

Respectfully submitted,

Don Davis
Staff Council Vice-Chair
2002-2003
July 10, 2003