U.T. DALLAS STAFF COUNCIL MEETING MINUTES

August 13, 2003


Members absent: Laurie Brown, Vickie Bullock, Mary Margaret Echevarria, April Gauer, Sandee Goertzen, Darlene Johnson, Kerry Tate

Guests: Tiah Lambert, Murray Leaf, Betty Loy, Matt Makowka, Trudy Muller, Keith Stelzenmuller,

Chair David Maldonado called the meeting to order. A motion was made and seconded to approve the minutes from the meeting held on July 9, 2003.

Reports

Executive Committee: Mr. Maldonado reported that the Executive Committee had met on August 6, 2003. The committee reports were reviewed, the agenda was set for this day’s meeting. Mr. Maldonado suggested that the current council members and new council members in attendance introduce themselves. He also thanked the outgoing council members and reminded the outgoing committee chairpersons to submit their annual reports.

Treasurer’s Report: In Ms. Goertzen’s absence, Mr. Maldonado submitted a draft of Ms. Goertzen’s report indicating a balance of $1,441.23 in the State account, $800 in the Designated account, and $4,685.85 in the Scholarship account. Ms. Attari reported that an additional receipt for $240.00 would soon be presented for the July Newsletter. Mr. Maldonado added that the Scholarship balance does not reflect a debit of approximately 50% of the balance for the scholarships awarded. Ms. Biddle reported that the cookbooks would cost $1,798.15 and approximately $25.00 for related Copy Center charges. The committee agreed that the bulk of the cookbook charges would be paid out of the State Funds account with the remainder paid out of the Designated account.

Benefits: Ms. Biddle reported that the cookbooks had arrived, cost $8.00 each and that checks would be accepted. She presented the Staff Scholarship Mission Statement (attached) and discussed. Recommended changes include: 1.) scholarship awardees attend an accredited member school of the Southern Association of Colleges and Schools, 2.) the Benefits Committee determine the number of scholarships awarded, the amount based on 50% of available funds, 3.) documentation of fulfillment of scholarship criteria be submitted within 30 days after the end of the semester, and 4.) scholarship applicants that are current Staff Council members may not participate in the awards process.
Communications: Ms. Attari reported that the committee was preparing the SUN newsletter for September and began planning the Fall Forum.

Staff Development: Ms. Newton reported that the committee is continuing work on the A to Z Guide and the Callier School Supply Drive will draw to a close on August 29. Ms. Newton also indicated that plans for the trophy case and plaque for CARE Award winners had been tabled until Human Resources had moved to the HRA building.

Parking & Security: No report.

Campus Facilities and Oversight: Ms. Attari reported that there was no meeting.

Safety: Mr. Vass reported the last meeting was held on July 18th and they reviewed the campus accident report, discussed changes in the UTD driving policies and that an interim biological safety section had been adopted for the UTD Safety Manual to satisfy NIH Grant requirements.

Women’s Center: See attached report.

Faculty Senate: Dr. Leaf reported that the Committee on Committees of the Academic Senate had continued to re-evaluate committee members and clarify committee missions. He reported that there will be an active Biohazard Chair that will attend the Radiation Committee meetings. The Safety Council will coordinate safety for biohazard, animal care, human safety and radiation, and produce a safety manual for staff to implement on a daily basis.

New Business:

Suggestion 2003-2010-S was presented by Mr. Davis.

“Since the state legislature has decided that part-time people have to pay a portion of their health insurance, we should get an equally reduced fee for our parking decal. For example, half-time (20 hrs/week) employees have to pay for 50% of their health insurance, so they should pay for half the cost of a decal. Thanks so much for your consideration.”

A motion was made and seconded for Mr. Maldonado to forward this suggestion to Mr. Lovitt and send a copy to the Parking and Security Committee.

Other Business, Announcements and Miscellany

1. Mr. Maldonado reported that he and Sandee Goertzen would be the UTD representatives to the EAC for next year. At the meeting in July, new officers had been elected, and that in the coming year, topics to be discussed are email spam and some of the legislative bills up for consideration in Austin.

2. Mr. Maldonado presented minutes from a July 22nd meeting between President
Jenifer and Staff Council Representatives. Those minutes are attached.

3. Mr. Maldonado announced that the Executive Committee reviewed proposed changes to the Operating Guidelines of the Staff Council regarding the Council Secretary and Parliamentarian. The changes include splitting the Secretary position into a Corresponding Secretary and Historian and a Recording Secretary. The Recording Secretary would also take on the duties of the Parliamentarian. A motion was made and seconded to approve the changes. The motion passed.

4. Nominations were made for the Executive Officer election in September.

There being no other business, the meeting adjourned.

Respectfully submitted,

Don Davis
Staff Council Vice-Chair
2002-2003
September 9, 2003
Meeting between Dr. Franklyn Jenifer & Staff Council Representatives
22 July 2002

In attendance: Peggy Attari, Beverly Ballard, Paul Bogan, April Gauer, Sandee Goertzen, Roberta Green, Franklyn Jenifer, Richard Huckaba, Jacqueline Long, Robert Lovitt, David Maldonado, Kent Mecklenburg, Mitzi Money, Rochelle Pena, and Mary Sias

Dr. Jenifer addressed the group, beginning at 9:00 a.m. in the Green Commons. He began by detailing the recent history of the current budget situation, including the 3% return to the State during the spring term, the projected increase based on enrollment growth, and the increased enrollment’s effect on salary costs for new faculty. In short, he said, the school faced about a $3 million shortfall.

Dr. Jenifer indicated that he had originally planned a request for a tuition increase for Spring 2004, an increase that would cover the $3 million shortfall. He told the group that the increase was not automatic, that the Chancellor had indicated there would be a review process for all such requests, that the Chancellor would refuse any “across the board, flat” increases, and that the Chancellor had outlined a procedure for submitting such requests for a tuition increase. Dr. Jenifer told the group that this meeting was a part of that process, whereby he would confer with various campus constituencies about the current budget situation and possible scenarios for addressing the budget shortfall.

Dr. Jenifer told the group that his original plan to request an increase for Spring 2004 would have been a solution, until the TA insurance issue appeared. Then, the ensuing announcement that the state’s budget was not balanced and would require further cuts resulted in the governor’s cutting some portion of the research excellence funding. That cut resulted in another $3 million shortfall.

According to Dr. Jenifer, things are “very tough right now,” especially as he and the administrative staff members have “aspirations beyond the money.” Because he and the central administration are still committed to supporting staff and the TA’s, the administration is “scrubbing the budget,” looking to find ways to fund the President’s priorities while still maintaining the necessary funding for the other priorities of the university at large.

Dr. Jenifer said that staff raises might not happen, despite his desire to fund them. He asked for the group’s help in supporting whatever plan may finally emerge, in discussing the budget situation with the students and TA’s, and in offering any suggestions that may be of help to his staff.

Dr. Jenifer indicated that he would soon form a tuition policy group that will offer more recommendations for the upcoming and future budgets. He also indicated that, although the governor may choose the return the research excellence monies, the Cabinet is currently working without that return of funds in the calculation.
Dr. Jenifer said, “We will do what we have to do,” although he indicated that layoffs would be a last resort: “We will cut the frills before any layoffs take place.”

Questions from the Staff Council representatives included such issues as

- the budgetary impact on offices funded by student fee monies (limited but shared across the entire university),
- the timeline for a decision about funding TA insurance costs (TA’s have been advised to enroll with the understanding they can drop the coverage by 31 August if necessary),
- the impact on part-time employees (an unavoidable problem – as the legislation allows some flexibility with TA’s and RA’s but not regular, part-time employees),
- future staff development initiatives (training will continue through HR),
- merit vs. across-the-board raises (the President prefers merit raises; the Staff Council voiced support for across-the-board raises to help offset some of the increases in parking and insurance costs),
- a replacement ERP system (deferred until further notice),
- faculty and TA qualifications (all faculty and TA’s pass screening), and
- facilities (the President will raise the question at the next Presidents’ Council about the room numbering system).

Dr. Jenifer concluded the meeting at 9:55 a.m.

Richard Huckaba  
Assistant Vice President  
Student Affairs