U.T. DALLAS STAFF COUNCIL MEETING MINUTES
October 10, 2007 TI Auditorium ECS 2.102 9:00 a.m.


ABSENT: Kristen Blakely, Laurie Brown, Tom Lee, Rebecca Murry, Sandra Sawyer

GUESTS: J.B. Barnes, Lynda Gary, Heather Hansen, Murray Leaf, Suzy Newsom, David Pierce, Jo Ellen Roach, Emebet Sahle

1. CALL TO ORDER:

Chair Chris Dickson called the meeting to order.

2. STAFF COUNCIL PHOTOGRAPHS:

Attending Council members went out for pictures to be taken.

3. ROLL CALL:

There were four members not in attendance.

4. APPROVAL OF MINUTES:

A motion to approve the minutes as amended was made by Dina Caplinger and seconded by Daniel Calhoun. The motion carried.

5. COMMITTEE REPORTS:

a) Executive Committee:
Mr. Dickson reported that the committee met October 3rd and everything that was discussed was on the Staff Council meeting agenda.

b) Attendance Report:

- 1 -
Mr. Calhoun reported that there were only five not in attendances to their committee meetings. Mr. Calhoun also announced that the committees all met and elected officers for the upcoming year.

c) **Secretary/Treasurer's Report:**
Ms. Kirkwood-Brown reported:

**STAFF COUNCIL TREASURERY REPORT - SEPTEMBER FY08**

<table>
<thead>
<tr>
<th>STATE FUNDS - 316142 Operating Account</th>
<th>EXPENSES</th>
<th>REVENUE</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance September 1, 2007</td>
<td>2,000.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>New budget for FY08</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance September 30, 2007</td>
<td></td>
<td></td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATE FUNDS - 316405 Operating Account</th>
<th>EXPENSES</th>
<th>REVENUE</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance September 1, 2007</td>
<td>3,000.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>New budget for FY08</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance September 30, 2007</td>
<td></td>
<td></td>
<td>3,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FUND RAISING - 317807</th>
<th>EXPENSES</th>
<th>REVENUE</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance September 1, 2007</td>
<td>10.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Ended FY07 with this</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31-Aug 07</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance September 30, 2007</td>
<td>10.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UTD STAFF ENDOWED SCHOLARSHIP - 525521</th>
<th>EXPENSES</th>
<th>REVENUE</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance September 1, 2007</td>
<td>625.47</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Ended FY07 with this</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31-Aug</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance September 30, 2007</td>
<td>625.47</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scholarship Staff Scholarship - 525528</th>
<th>EXPENSES</th>
<th>REVENUE</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance September 1, 2007</td>
<td>2,707.97</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Ended FY07 with this</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31-Aug</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance September 30, 2007</td>
<td>2,707.97</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>d) President’s Coffee:</th>
<th>EXPENSES</th>
<th>REVENUE</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Kirkwood-Brown reported that there</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>will be a coffee for districts 5 &amp; 6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>on October 31st at 9:00 a.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Staff Council Meeting
October 10, 2007

e) Benefits Committee:
The committee met to appoint officers. Kathy White was elected Chair and Brenda Mahar was elected as the Secretary.

Ms. White reported that the first order of the committee was to review and present a list of awardees of the Staff Council scholarship. There will be seven awarded out of the scholarship account and one out of the endowed scholarship account bringing the total to eight scholarships that will be awarded for the Fall. The committee will continue to research the tuition reimbursement with other schools and the day care issue. Ms. White will have a goal/direction plan by the next meeting. The committee’s next meeting will be October 12th.

f) Communications Committee:
The committee met to appoint officers and set a date and time for meetings. Laurie Brown was elected Chair and Loreen Phillips was elected as the Secretary.

Their meetings will be the first Thursday of the month. The committee will continue in the direction as the predecessors with the SUN, Fall Forum, Meet and Greet. Looking for articles for the SUN, the first issue will go out in November via email and print.

g) Staff Development Committee:
The committee met to appoint officers and set a date and time for meetings. Judy Patterson was elected Chair and Dina Caplinger was elected as the Secretary. The next meeting will be October 17th.

h) Fund Raising:
The committee met to appoint officers and set a date and time for meetings. Darlene Coppage was elected Chair and Patsy Aguilera was elected as the Secretary.

Ms. Coppage reported the committee met on September 27th, they decided that future meetings will be the first Thursday of the month. The next meeting will be the first Thursday in November (November 1st). The committee is going to continue the Poinsettia/Balloon sales. Ed Bennett is charge of the printer cartridge recycle program, all the collection boxes should be in promo spots for people to get to. It is the responsibility of all Staff Council members to help with these areas if you notice the boxes are overflowing or there are large cartridges setting around contact Mr. Bennett for pick up.

i) Wellness Committee:
Ms. Holt reported that the committee met on September 20th to appoint officers. Ms. Holt is the chair and Roxanne Minnish is the secretary. The committee will meet on the third Wednesday of each month next meeting will be October 17th at 2:00 p.m. There will be a Dance concert in December to benefit the Special Olympics, National Employee Fitness Day, Open house for
the Activity Center is December 12th for 12:00 – 1:00 p.m. Sonny Bryan’s is catering and there will be T-shirt give aways everyone is welcome to come by.

j) VP for Enrollment Management Search:
Mr. Abraham reported that there was no meeting and the next meeting is scheduled for November 19th.

k) Faculty Senate:
Dr. Leaf reported the Ombudsperson is very important to the Senate. Right now a committee is working on the policy for this position. Academic Council will finalize the details of the position and the final committee make-up. There are several models of the position out there and the deal will be to find the one that best suits UTD. Confidentiality is stressed unless it is a life threatening situation. Ms. Long suggested that the Judicial Department be consulted as well. This position will report directly to the President and will provide a report once a month to the President and Academic Senate as well as the Staff Council. The final Ombudsman Committee will be made up of 2 – Administrators, 2 – Faculty, 2 – Staff, and 2 – students (volunteers to be on this committee Kathy White, Tara Riall, Lin Maute and Doug Shedd).

l) UT System Employee Advisory Council:
Mr. Dickson and Ms. Pena attended the meeting that was held on 10/1 – 10/2/2007. Mr. Dickson reported that there are several things that the committee will be working on throughout the year and a few committees were formed.

i. Compensation Committee – Ms. Pena is the chair of this committee. They will work on hiring, retention and the salary compensations across all UT Systems.

ii. Communications Committee – The committee will work on the EAC website and work on getting the story out on who the EAC is and what they do.

iii. Career Ladders – The committee will work on developing, training and diversity. How employees advance in their current career paths.

iv. Special Projects – Mr. Dickson is on this committee, they will be working on a system employee of the year, wellness program (EAC recommends giving employees 4 hours a month for wellness preventative exercise). Mr. Dickson will be pushing on issues.

m) Retired Faculty/Staff Association:
Ms. Roach reported that they had a travel day September 27th (Glenrose/Fossil Rim), October they will have a game day (Texas Hold ‘EM), would like to be involved with the Art & Performance activities, attending a Brain Healthy lecture, the Fall Forum and the Poinsettia sale.

n) University Committees:

i. Parking and Transportation Committee – no meeting
ii. Campus Facilities Committee – no meeting but Dr. Leaf reported that the committee is working with Facilities Management to get the construction update website up and running soon.

iii. University Safety & Security Committee – Ms. Caplinger reported that there will be a meeting on October 21st.

iv. Women’s Center – Ms. Patterson reported that there was a meeting on 9/17/07. The new structure of the center was announced, it is now under the Vice President of Diversity and Community Engagement, Magalay Spector. The new vision for the center was also unveiled and the website is being updated.

v. Deans and Directors – no meeting

vi. IR Security, Planning & Policy Committee – no meeting

vii. Auxiliary Services Advisory Committee – no meeting.

6. OLD BUSINESS:

a) Ombudsperson: Dr. Leaf reported that this position is very important to the Senate. Right now a committee is working on the policy for this position. Academic Council will finalize the details of the position and the final committee make-up. There are several models of the position out there and the deal will be to find the one that best suits UTD. Confidentiality is stressed unless it is a life threatening situation. Ms. Long suggested that the Judicial Department be consulted as well.

b) Suggestion 2007-045 Response:

UTD Per Diem Policy: I am not sure this issue can be addressed by Staff Council but I do not who else to write. UTD has a policy to not reimburse per diem for employees on official business who’s travel did not include an overnight stay. This is not the state rule - but a UTD rule. This leads to employees having out of pocket expenses that are not reimbursed and may even lead to waste of money as employees will book hotel rooms in order not to have these out of pocket expenses. My example was a 3 day conference in Arlington. I was reimbursed for the miles traveled each day but not for food while I was out there. This is even though I was asking for $48.00 for the 3 days while actual allowed per diem is $36.00/day. This is not a complaint against the travel office people but something that I feel needs to be addressed in the UTD policy. If the staff council can not deal with this issue please let me know who I should contact. Maybe there should be some suggestion box or email address to contact someone in the administration about such issues. I am not aware of one.

Mr. Bond response stated that all UT Systems handle the per diem issue the same way due to Internal Revenue’s policy. If it was reimbursed then it would be viewed as addition income for the employee and it would have to be reported on W-4’s at the end of the year and it would be taxed. There was no motion to close this suggestion. It was tabled until Mr. Bond submits Procurement’s report to Dr. Jamison to see where UTD will stand on this issue.
7. **NEW BUSINESS:**
   
   a) **Homecoming** – Ms. Losavio reported that UTD’s homecoming is October 15th – 21st ([www.utdallas.edu/homecoming](http://www.utdallas.edu/homecoming)) the theme is Comet Royale 007. Discussion on what if anything the Staff Council wanted to present for the parade. Float, Golf Cart or what? Ms. Losavio took on the challenge to organize the group to get something together. Parade will be Thursday, October 19th everyone come on out. Office door decorating contest will be going on offices are encouraged to participate the deadline for entries will be October 16th. The student judges will be judging entries on October 16th after 7:00 p.m. Mr. Dickson challenged all to attend and show school spirit.

   b) **CARE Awards** – Mr. Dickson asked that members take the yard signs and the flyers to put out in their areas. Deadline for nominations is October 31st.

   c) **Flu Shots** – Mr. Dickson reported that Zeke Barrera, Director of Environmental Health & Safety has donated the funds for the shots and they will be here November 5th 10:00 a.m. to 1:00 p.m. & 6th 1:00 p.m. to 3:00 p.m. in CN1.206 and Callier on November 7th 11:00 a.m. to 1:00 p.m. They are free to staff and faculty but donations will be taken and will go toward the Staff Council scholarships. Volunteers are needed. Mr. Dickson will send out an email requesting six volunteers per hour to help with the processing of the employees wishing to get a flu shot. Mr. Dickson will forward this information to Ms. Holt so that she can organize the schedules for each day.

   d) **Fall Forum** – Mr. Dickson reported that it will be Thursday, November 7th at 9:00 – 11:00 a.m. in the Davidson Auditorium. It will be videotaped to be posted on the Staff Council website.

   e) **Community Project** – Mr. Dickson would like to get a program implemented to clean up the campus. One Saturday or Sunday out of the month groups across campus would get together and clean their assigned area. Possible name of the project “Adopt a Plot”. If anyone has any suggestions or ideas email Mr. Dickson.

   f) **Staff Council Recognition** – Mr. Dickson reported that the Sandee Goertzen Employee of the Year will be changed to the Sandee Goertzen Staff Council Member of the Year. This will keep it different from the CARE Award. Executive Committee members are not eligible for this award. The Benefits Committee has been given the task of coming up with the parameters of how the award will be given.

   g) **Liaison Efforts** – Mr. Dickson would like to have a Staff Council liaison campus wide for the student originations. Dr. Leaf recommended possibly asking Patti Atchley to serve as the Staff Council ex-officio.
h) Staff Council Goals for 2007 – 2008 – Mr. Dickson would like for each member to bring a new idea that would help staff, the campus and council to each meeting or at least every other meeting. This will prevent the rehashing of things that have been addressed in the past.

Attendance is a big issue. If a Council member misses four meetings Mr. Dickson will give them a call to see if they are really sincere in serving.

There are going to be some recommended changes to the by-laws. The Executive Committee will bring forth these recommendations to the Staff Council for vote and approval. One change will be the change of the titles for the Chair and Vice Chair to the President and Vice President and the Chairs of the Committees to the President of the Committee. Another will be how to fill vacancy positions when there are no alternates (like can the Executive Committee just appoint someone).

10. ADJOURNMENT:

Ms. Caplenger made a motion to adjourn the meeting. Ms. Holt seconded the motion. The meeting was adjourned.

Respectfully Submitted

Tonja Kirkwood-Brown
Staff Council
Administrative Assistant