Official and Approved Minutes

These minutes are disseminated to provide information to the UTD Staff Council. They have been approved by the body in question and, therefore are the official minutes.

U.T. DALLAS STAFF COUNCIL MEETING MINUTES
September 12, 2007


ABSENT: Kristen Blakely, Remona McLain, Roxanne Minnish, Tara Riall, Doug Shed, Kathy White

GUESTS: Lynda Gary, J.B. Barnes, David Pierce, Larry Wilson, Claire Occipinti, Don Davis, Pat McEachern, Rochelle Pena

1. CALL TO ORDER:

Chair Chris Dickson called the meeting to order.

2. GUEST SPEAKER:

Mr. Dickson turned the floor over to Dr. Calvin Jamison. Dr. Jamison spoke on his plan for UTD. The vision is to build a road to take UTD where it hasn’t ever been. Dr. Jamison also stated that UT System is excited about the future plan for UTD. The sense is that we can have a good system built with good people. Develop the UTD swagger (confidence) the implementation of customer service all across campus. This plan includes:

a) The grounds – how they look. It is up to everyone to help out if you see a piece of trash pick it up. That is all about showing that each employee has pride in being a part of the university community.

b) Signage – there are some temporary signage being worked on at this time and they will be up around campus soon. They will be 6’x 2’ in size and very readable.

c) Dart Station – passes are available now and the shuttles will start in January. The shuttle will go to and from Callier, Southwest Medical
Center, and Brain Health Center and up to Coit and Campbell several times a day.

d) Parking – there are ongoing discussions on parking and how to finance it. Deck parking and additional lots are being looked at as some options. There will be fees for visitors as well as employees and students.

e) Streets – Peter Walker and Associates is looking at the situation of naming streets on campus, this is part of the beautification deal too.

f) UTD Village – the plan is to try to create a college village with shops, stores, services and restaurants but it will have to be accessible to the community around it too. Long-term is how we maximize all of the land. The new resident hall will be where the Practice Tee currently is. Can UTD land be used for this? Can UTD develop the land ourselves? These things are being researched now.

There will be some sort of customer service training for all employees to basically get everyone across campus responding the same way to all inquiries whether it is a person on the phone or standing in front of you.

The beautification is kind of at a stand still at the moment due to the fact that is was originally going to be around $10 million but with all the changes and upgrades that Peter Walker is proposing it is up to about $30 million, so there are discussions regarding how to get additional funding or cut back on the plan.

The child care facility plan, Dr. Jamison has not seen the proposal as of this time but is very much in favor of it and will do what he can to help it along. Ms. Long reported that the committee is working on feasibility and an outside firm is researching options.

Dr. Jamison is very glad that Staff Council is in place and appreciates all the time that employees devote to it. This is a special time for us all to make UTD history.

3. **ROLL CALL:**

   Everyone was in attendance.

4. **ANNUAL EXECUTIVE ELECTIONS:**

   The floor was turned over to Don Davis, Chair of the Election Committee.

   a) Chair Nominations – Chris Dickson was nominated
A motion was made by Daniel Calhoun to close nominations and seconded by Heather Burge. The motion carried.

b) Chair Election – Chris Dickson was elected to serve a second term.

c) Vice Chair Nominations – Daniel Calhoun was nominated

A motion was made by Jacqueline Long to close nominations and seconded by Caroline Crossley. The motion carried.

d) Vice Chair Elections – Daniel Calhoun was elected.

5. **APPROVAL OF MINUTES:**

A motion to approve the minutes as amended was made by Paul Oelkrug and seconded by Heather Burge. The motion carried.

6. **COMMITTEE REPORTS:**

a) Executive Committee:
Mr. Dickson reported that the committee met September 5th and everything that was discussed was on the Staff Council meeting agenda.

b) Attendance Report:
Mr. Mecklenburg reported that he has received all of the committee reports.

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

<table>
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<tr>
<th>EXPENSES</th>
<th>REVENUE</th>
<th>BALANCE</th>
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</thead>
<tbody>
<tr>
<td>STATE FUNDS - 316142*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance August 1, 2007</td>
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</tr>
<tr>
<td>1-Aug-07 Staples - new member binders</td>
<td>139.65</td>
<td>1,293.58</td>
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<td>1-Aug-07 Fastsigns (BIG check for scholarship awardees)</td>
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<td>16-Aug-07 C-C Trophy (encumbered for purchase of plaques)</td>
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<td>17-Aug-07 UTD Postage</td>
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<td>20-Aug-07 Work Request - table setup</td>
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<td>776.35</td>
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<tr>
<td>31-Aug-07 C-C Trophy (plaque for Sandee Goertzen)</td>
<td>82.11</td>
<td>694.24</td>
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<tr>
<td>31-Aug-07 UTD Catering Charge (new member)</td>
<td>335.00</td>
<td>359.24</td>
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</table>
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07 orientation)
31-Aug- 07 Fastsings (name tags for new members) 330.00 29.24
Balance August 31, 2007 29.24

FUND RAISING - 317807

Balance August 1, 2007 0.00
20-Aug- 07 Cookbook - sold 10.00 10.00
Balance August 31, 2007 10.00

UTD STAFF ENDOWED SCHOLARSHIP - 525521

Balance August 1, 2007 426.49
31-Aug- 07 Endowment 4th qtr interest 124.96 551.45
31-Aug- 07 Endowment 4th qtr interest 74.02 625.47
Balance August 31, 2007 625.47

Scholarship Staff Scholarship - 525528

Balance August 1, 2007 2,957.97
3-Aug- 07 Nava Patrizia (Scholarship) 250.00 2,707.97
Balance August 31, 2007 2,707.97

d) President’s Coffee:
Ms. Kirkwood-Brown reported that there was a coffee on August 29th. Dr. Jamison was a guest at this coffee at the request of the President. Dr. Jamison discussed his view for UTD; the plan is to make the campus more of a college village with living quarters, shops, services and restaurants, etc. Dr. Daniel came in later to give his thoughts on the overall plan as well. Ms. Kirkwood-Brown also brought along copies of Judy Patterson’s summary of this coffee for anyone that would like to look at them.

The coffees for FY08 will be districts 5& 6 (October 31st) and districts 1& 3 (December 19th), districts 7, 4 & 2 have not been scheduled.

Ms. Kirkwood-Brown will also contact Ms. Snellings to schedule the Staff Council Fall Forum in October or November (7th).

e) Benefits Committee:
Mr. Calhoun reported the committee met on August 17th but had no quorum. The suggestion regarding the tuition exchange with UT Arlington was topic of the meeting. Claire Occhipiniti is going to call UTA to see what they are
currently doing for their employees. The medical schools are currently giving the employees a reimbursement check for tuitions.

Ms. Long added that the Child Care Committee will meet next Wednesday, September 12th at 1:00 p.m.

f) Communications Committee:
No report

g) Staff Development Committee:
Ms. McEachern reported that the committee met August 23rd; they basically summarized what all they had accomplished throughout the year. The job survey, the new hire orientation review and the employee mentoring program that is in the works. At this meeting Ms. Eachern also gave kudos for all the hard work each of the members put in.

A motion to accept pledge number one was made by Rochelle Pena and seconded by Daniel Calhoun. The motion carried.

h) Fund Raising:
No meeting

i) Wellness Committee:
Ms. Holt reported that the committee met on August 16th to discuss goals. There was a Lunch & Learn meeting and around 28 people were in attendance. The next committee meeting will be September 20th at 2:00 p.m. in the SOM and Ms. Holt is asking for volunteers. If you would like to be on this committee please send her an email or attend this meeting.

j) VP for Enrollment Management Search:
Wick Keifer and Associates has scheduled a meeting for November 19th to start reviewing files.

k) Faculty Senate:
Dr. Leaf was not present to report.

l) UT System Employee Advisory Council:
The next meeting is September 30th – October 2nd, Mr. Dickson and Ms. Pena will attend. Suggestions that were submitted were Recognition of Employees at each meeting, web updates, the Chair/Vice Chair should be changed to President/Vice President and the Chairs of committees should be Vice Presidents.

m) Auxiliary Services Advisory Committee:
Ms. Aguilera reported that there was a meet and greet type meeting.

n) Retired Faculty/Staff Association:
Ms. Roach was not present to report.
Staff Council Meeting
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o) University Committees:
   i) Parking and Transportation Committee – no report
   ii) Campus Facilities Committee – no report
   iii) University Safety & Security Committee – no report
   iv) Women’s Center – no report but sign up for Race for the Cure
   v) Deans and Directors -
      Mr. Dickson reported at the meeting there were several things of interest going on. The credit hours for students has increased, the search committee is working on the Vice President for Enrollment Services Management, a more Customer Service initiative across campus is the future plan for all employees (if you start it you own it), new buildings will be started soon, the bookstore will be moved from it’s current location, Dr. Jamison meet with the Mayor of Dallas to discuss the future construction plans, there will be a Fire & Safety Fair September 21st from 10:00 a.m. to 2:00 p.m.
   vi) IR Security, Planning & Policy Committee – no report

7. OLD BUSINESS:

a) Funding for Plaques:
   Mr. Dickson reported that there was $358.50 encumbered for the purchase of plaques. It was not what we had originally thought it would be but it is a start.

b) Ombudsman:
   Mr. Dickson reported that this has been tabled until Fall.

c) Suggestion 2007-038 Response: Lighting in Lot E
   A motion was made to close this suggestion by Judy Patterson and seconded by Heather Burge. The motion carried.

8. NEW BUSINESS:

a) New suggestions:
   i) 2007-048/State Inspection on Parked Vehicles
      A recommendation to send to Steve Bettley and Chief Ridge for more clarification was made.

   ii) 2007-049/Discontinue Some Staff Council Meetings
       There is no plan to discontinue any meetings at this time. A recommendation to close will be made at the Staff Council General meeting.

   iii) 2007-050/UT Flex for Elderly
        A recommendation was made to send to Clair Occhipinti.
b) **IRB Committee Appointments:**
No recommendations were made.

c) **Academic Calendar Committee Replacement:**
Mr. Dickson reported that Dr. Leaf had a request to appoint someone from IR to this committee replacing David Maldonado. It was the vote of this committee to leave Mr. Maldonado on the committee as originally recommended.

d) **Mary Spradlin Resignation:**
Mr. Dickson has accepted Ms. Spradlin’s resignation from Staff Council; she stated that she doesn’t have the time that she feels that should be devoted to the Council at this time. Also Carlton Eberhart has declined to serve another term. This leaves three vacancies in this district. A policy needs to be put in place to outline the procedures on how to replace these vacancies when there are no alternates or the positions are declined.

e) **Employee to Employee Connection Proposal:**
Ms. McEachern reported on the proposal. She thanked the committee members for all their hard work and HR for their assistance. A special recognition was given to Gayle Holt, Cathie Ranta and Judy Patterson.

A motion to accept this proposal was made by Darlene Coppage and seconded by Heather Burge. The motion carried.

9. **OTHER BUSINESS:**

a) Suggestions – there were no new suggestions

b) Staff Council Committee Form – Mr. Dickson requested that each member fill this form out to give Mr. Calhoun an idea of what committee each member would like to be on and give to Mr. Calhoun on their way out of the meeting. Mr. Calhoun is to assign the committee memberships and notify each member.

10. **ADJOURNMENT:**

Mr. Calhoun made a motion to adjourn the meeting. Ms. Caplinger seconded the motion. The meeting was adjourned.

Respectfully Submitted

Tonja Kirkwood-Brown
Staff Council Meeting
September 12, 2007

Staff Council
Administrative Assistant