U.T. DALLAS STAFF COUNCIL MEETING MINUTES
November 11, 2009                           TI Auditorium ESCS 2.102                              9:00 a.m.


ABSENT:   Metta Alsobrook, Remona McLain, Jennifer Orme, Rayna Ruth, Lori Skillestad, and Misty Williams

GUEST:   Beverly Ballard, Lisa Blackwell, Sandee Goertzen, Remsen Jennings, Caroline Reis, Mary Jo Venetis, and Larry Wilson

1. CALL TO ORDER:
   President Daniel Calhoun called the meeting to order at 9:05am.

2. STAFF COUNCIL MEMBERSHIP PHOTO:
   Staff Council Representatives gathered outside to take the group photo.

3. GUEST SPEAKER: UT Dallas Police Chief Larry Zacharias:
   Chief Zacharias introduced himself and discussed the goals of the UTD Police Department. Some of these goals include the police department getting more involved with the campus community in a positive way, filling the current vacancies, and improving their task force and procedures.

4. ROLL CALL:
   8 Staff Council members were absent. A quorum was established.

5. APPROVAL OF MINUTES:
October 7, 2009 Minutes: Ms. Coppage motioned to approved the minutes as amended. Ms. Patterson seconded the motion. Motion carried by all.

6. COMMITTEE REPORTS:

a. Executive Board:

Executive met and approved the agenda for the Staff Council meeting.

b. Attendance Report:

Ms. Losavio reported that there are currently no attendance issues.

c. Secretary and Treasurer's Report:

Ms. Read reported that there is currently not much activity on our accounts.

- **Tele-Equip** – Encumbrance for $439
- **Media Services** – Staff Appreciation Daze Video Recording $240
- **Media Services** – Staff Appreciation Daze Video Recording $210

### STAFF COUNCIL TREASURER REPORT - October FY10

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Staff Council Meeting
November 11, 2009

**STAFF SCHOLARSHIP - 525528**

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**JODY NELSEN SCHOLARSHIP - 525725**

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**SC - JAIL N BAIL - 525796**

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Prepared by: Rena Read

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d. **Benefits Committee:**

Mr. Edwards reported that they are in the process of selecting the scholarship recipients. They have also met briefly with Rosie Peterson to get an idea of what sort of support/involvement they are seeking from the Staff Council with the Staff Diversity Award.

e. **Communications Committee:**

Mr. Fleming reported that they are currently focusing their efforts on the SUN letter and getting that out to the campus.

f. **Fund Raising Committee:**

Ms. Coppage reported on the following:

- **Poinsettia and Cactus Sales** - They are in the process of accepting orders for the poinsettias and cactuses. There will be two delivery dates, Friday, December 4th and Wednesday, December 16th. They will be passed out from the atrium of the Green Center. If the weather is bad, they will move the plants into the atrium of the Green Center.
- **Ink Cartridge Recycling** – Tysh Coleman said that we may possibly be able to store the ink cartridges in the mud slab temporarily until a more suitable location is found.
g. Development Committee:

Mr. Elizondo reported that they did not have a quorum at their last meeting but that they did have a very good discussion about a customer service addendum to the 2010 performance evaluations.

h. Faculty Senate:

Dr. Leaf reported that they have continued to tweak committees by joining committees and adding representatives. Also, they have been authorized to hire a full-time secretary that will serve as the secretary to the Faculty Senate and to the Staff Council.

i. Student Government:

Mr. Jennings reported on the following:
- Homecoming week was very successful
- Prime Housing information – looking to provide information on procedures for grad students out processing housing
- Looking to cutting down the emails that are sent to the students
- Chartwells is currently working on getting their mixed drinks permit to serve alcohol at the Pub

j. UTD Retiree Association:

Ms. Goertzen reported the following:
- The met on Monday, November 9th in the NSERL bldg. Dr Conley was their guest speaker and talked about the University’s plans
- They will be having their holiday luncheon on the 16th of December
- They will also be putting together a sewing project to make items for cancer patients

k. University Committees:

i. Wellness Committee:
No one present to give a report.

ii. Parking and Transportation Committee:
Ms. Coleman reported that they have developed a Parking Task Force to review current policies and procedures and look for any necessary changes that would improve the parking and transportation operations. In early December there will be a peer review team coming to our campus to help look for areas of improvement and to help us develop a better system. They are asking for Staff Council representative to meet with them to discuss concerns or needs.

iii. Campus Facilities Committee:
No meeting to report.

iv. **University Safety & Security Committee:**
Ms. Boyer reported that they met but did not have a quorum. They will be meeting again on November 12th.

v. **Women’s Center:**
The November meeting was canceled but Ms. Patterson reported that the Annual Scholarship nominations started November 1st. They are also working on nomination criteria for *If These Walls Could Talk*. They will be looking at women students, staff, and faculty to be speakers at this event.

vi. **IR Security, Planning & Policy Committee:**
No meeting to report.

vii. **Auxiliary Services Advisory Committee:**
Ms. Holt reported that they met a couple of months ago and the items that were discussed have already happened on campus. They will be meeting again in the near future.

viii. **Deans and Directors:**
No meeting to report.

ix. **Handbook of Operating Procedures:**
The HOP Committee met Wednesday October 28th. There are 3 policies that were discussed which are included in our agenda under Old Business.

### 7. OLD BUSINESS:

a. **Fitness for Duty Policy:**

Mr. Calhoun reported that the Faculty Senate did not support this policy in fear that it would affect the faculty’s freedom of speech. They would like for this policy to be staff specific, but would like to add this policy to their policies in a different verbiage that would be more sensitive to the tenured faculty. Ms. Patterson made a motion to table our approval on the new version of the policy until we receive more information on the faculty’s version. This motion was seconded by Mr. Barnes. Motion carried by a majority vote of 15 to 6.

b. **Camps and Clinics Policy:**

Mr. Calhoun stated that this policy applies to the risk involved with minors during camps and clinics. The idea is to make sure that all of the liability insurances are being purchased. This would provide the guidelines that need to be in place to be in line with UTD policies and procedures. The Staff Council feels that there needs to have something included in the policy that would require there to be some sort of verification that a background check
has been conducted on all camp and clinic personnel coming from off-campus organizations. Ms. Garza made a motion to approve the policy as amended. Ms. Coppage seconded. Motion carried by all.

c. **Alcoholic Beverages Policy:**

This is a modification to the current Alcoholic Beverages Policy to make changes to the guidelines for events the campus hosts that involve alcohol being served. Ms. Patterson motioned to approve the new Alcoholic Beverages Policy. Ms. Coppage seconded the motion. Motion carried by all.

d. **Staff Council Vacancies:**

Mr. Calhoun stated that we currently have several vacancies that need to be filled. The policy states that members may be appointed to the Staff Council but they first have to be approved at the Executive Committee and then brought before the Staff Council to be approved by 2/3 vote.

- District 3: Appoint Kimberly Kentfield (currently a member who is listed as at large)
- District 7: Appoint Wendy Newton and Sheila Rollerson

These appointments will be tabled until the next meeting because there are not enough Council members present to vote on the above.

8. **NEW BUSINESS:**

a. **Staff Council Forum:**

Mr. Calhoun would like to schedule a forum in conjunction with the Staff Appreciation event. This is something that he would like the Staff Council to start thinking about.

b. **President’s Coffee – Tuesday, December 1, 2009 at 9:00 am:**

The President has agreed to do four of these this FY. Mr. Calhoun asked for 10 volunteers to attend the President’s Coffee on December 1st.

c. **EAC representatives:**

There is currently a vacancy on the EAC due to Chris Dickson leaving the University. Ms. Read motioned to recommend Mr. Fleming as an EAC representative. Ms. Patterson seconded the motion. Motion carried by all. Ms. Patterson motioned to recommend David Maldonado as the alternate. Ms. Boyer seconded the motion. Motion carried by all.

d. **New Suggestions:**

- 2010-014 – *DIS tuition discount for UTD faculty and staff*
Ms. Coppage motioned to send this suggestion to the Benefits Committee. Ms. Crossley seconded the motion. Motion carried by all.

- **2010-015 – *Smoke-free Campus***
  - Ms. Coppage motioned to add this to the previous suggestion 2010-004. Mr. Elizondo seconded this motion. Motion carried by all.

- **2010-016 – *Smoking only in designated areas***
  - Mr. Barnes motioned to add this to the previous suggestion 2010-004. Ms. Adams seconded this motion. Motion carried by all.

- **2010-017 – *Jonsson bathroom remodeling***
  - Mr. Barnes motioned to send this suggestion to Rick Dempsey in Facilities Management. Ms. Garza seconded this motion. Motion carried by all.

9. **OTHER BUSINESS:**

   a. **Suggestions/Proposals from the Floor:**
      - **2010-018 – *Provide Accessibility to Online Video Feeds for the Hearing Impaired***
        - Ms. Garza motioned to send this suggestion to the Office of Communications and UTD TV. Ms. Crossley seconded. Motion carried by all.

   b. **Employee Advisory Council (EAC):**
      Ms. Pena reported that she met with the EAC on 27th and 28th of October. This was the first meeting of the year. They discussed procedures and set up the issues that they would be working on for the year. Some of the issues discussed were items such as the Sick Leave Pool covering health pandemics, alternate work schedule, child care, computer training, stress management, and system wide discounts.

   c. **Intellectual Property Committee:** Met on October 29th. This was the first meeting of the year. They decided at the end of last FY that they would act as more of an advisory committee instead of a decision making committee. All of the decision making will be done through the Technology Commercialization Office and the Office of the VP for Research.

10. **ADJOURNMENT:**

    Mr. Barnes moved to adjourn the meeting. Ms. Garza seconded the motion. Motion carried by all. The meeting was adjourned at 11:07 am.

Respectfully Submitted,
Staff Council Meeting
November 11, 2009

Rena Read
Staff Council Secretary