U.T. DALLAS STAFF COUNCIL MEETING MINUTES
December 9, 2009  
TI Auditorium ECSS 2.102  
9:00 a.m.

PRESENT:  Katrina Adams, Metta Alsobrook, Paula Austell, James Barnes, Lynne Boyer,  
Daniel Calhoun, Tysh Coleman, Darlene Coppage, Erin Dougherty, Chaney  
Edwards, Sharon Edwards, Arturo Elizondo, Jr., Colter Fleming, Lisa Garza,  
Kimberly Kentfield, Tineil Lewis, Tricia Losavio, Randi Mogul, Jennifer  
Orme, Judith Patterson, Yolande Porter, Rena Read, Michelle Sancen, Misty  
Williams

ABSENT:  Carol Abbott, Caroline Crossley, Chinweolu Greer, Patrice Holt, Tommi Ivey  
Carol Lanham, Jacqueline Long, Remona McLain, Rayna Ruth, Morgan  
Shockey, Lori Skillestad, Lonny Yarbrough

GUESTS:  David Gleason, Sandee Goertzen, Larry Wilson, Julie Larsen

1. **CALL TO ORDER:**

President Daniel Calhoun called the meeting to order at 9:09 a.m.

2. **GUEST SPEAKER: Tysh Coleman, UTD office of Business Services**

Ms. Coleman addressed the council on Public Information, Freedom of Information requests and Public Records. She stressed that as long as we are receiving state funds, public information is a part of all of our jobs and that transparency is vital. If a public records request is received, it is imperative that we get the requested information to Ms. Coleman the same day or the next business day at the very latest. She must have all information to the State Attorney General within 10 business days. Ms. Coleman reminded everyone that even email or text messages on personal phones can be subject to Public Records requests if the messages are business related, so we should always be professional in everything that we write or say in the course of doing business. Ms. Coleman provided the Council a handout of Frequently Asked Questions which is attached to these minutes.

3. **ROLL CALL:**

There were twelve members not in attendance. A quorum was established, but there were not enough members present for a 2/3 vote to fill Council vacancies.

4. **APPROVAL OF MINUTES:**

A motion to approve the minutes as amended was made by Darlene Coppage and seconded by James Barnes. The motion carried.
5. COMMITTEE REPORTS:

a) Executive Committee:

Mr. Calhoun reported that the committee met December 3 and approved the agenda for the Staff Council meeting. They also approved filling three council vacancies: appointing Kimberly Kentfield from At Large to District 3, and appointing Wendy Newton and Sheila Rollerson from District 7. Mr. Calhoun will attempt to fill these vacancies with email voting before the next Council meeting.

b) Attendance Report:

Ms. Losavio reported that attendance for the most part has been good. There are a couple of situations – one of which has been rectified, but we may need to look at the removal of a council member who has not attended any meetings. This will most likely be addressed at the January meeting.

c) Secretary/Treasurer's Report:

Ms. Read introduced Vicki Carlisle, who is the new Administrative Assistant for the Staff Council and Academic Senate. Ms. Carlisle will be taking over the Secretary responsibilities for the Council. Ms. Read reported the following:

<table>
<thead>
<tr>
<th>STAFF COUNCIL TREASURER REPORT – November FY10</th>
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<tbody>
<tr>
<td>EXPENSES</td>
</tr>
<tr>
<td>STATE FUNDS - 316405 Operating Account</td>
</tr>
<tr>
<td>Balance November 1, 2009</td>
</tr>
<tr>
<td>5-Oct-09 Recognition Express – Name Tags</td>
</tr>
<tr>
<td>5-Nov-09 Office Depot – laminate sheets for CARE signs</td>
</tr>
<tr>
<td>17-Nov-09 Tele-Equip/Line Reimbursement</td>
</tr>
<tr>
<td>Balance November 30, 2009</td>
</tr>
<tr>
<td>FUNDRAISING - 317807</td>
</tr>
<tr>
<td>Balance November 1, 2009</td>
</tr>
<tr>
<td>6-Nov-09 Flu Shots</td>
</tr>
<tr>
<td>17-Nov-09 Poinsettia Sales</td>
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<tr>
<td>18-Nov-09 Poinsettia Sales</td>
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<tr>
<td>19-Nov-09 Poinsettia Sales</td>
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<tr>
<td>24-Nov-09 Poinsettia Sales</td>
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<tr>
<td>Balance November 30, 2009</td>
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<tr>
<td>UTD STAFF ENDOWED SCHOLARSHIP - 525521</td>
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<tr>
<td>Balance November 1, 2009</td>
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<tr>
<td>No Activity This Month</td>
</tr>
<tr>
<td>Balance November 30, 2009</td>
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</tbody>
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d) Benefits Committee:

Mr. Edwards reported that Staff Scholarships have been awarded to seven individuals pending GPA check. Notification will be sent out to the recipients in January. Mr. Calhoun noted that the Endowment Officer had received Thank You notes from prior scholarship recipients. He passed these around so that Council members could read them.

e) Communications Committee

The latest edition of The SUN came out this week. Mr. Fleming expressed appreciation to everyone on the committee for their work in getting it out. The next issue will be out in April. Mr. Fleming asked for discussion on whether or not it would be beneficial to provide a certain number of hard copy issues as well as the electronic version. It was noted that a large number of employees in Facilities Management do not have computer access, so that would be very helpful, at least for District 5. It was agreed that if 25-30 copies could be printed and provided these could be posted on bulletin boards and in break rooms for the benefit of employees without the access to computers. Mr. Fleming will work to get those copies distributed prior to the Winter Break.

f) Fundraising Committee

Ms. Coppage reported on the following:

- Poinsettia and Cactus Sales - Sales have gone very well. So far 228 plants have been sold this year, and everyone seems quite pleased with the quality of the plants. She will send out an email today in case anyone wants to make a last-minute order prior to the final delivery date of December 16.

- Ink Cartridge Recycling – The recycling program continues to be an issue. There is currently plenty of space in the mud slab to store the cartridges until the
program is up and running again. Ms. Coppage is aggressively pursuing what can be done to get the program working. More meetings are planned in the next week. The Council is asking that the cartridges be picked up each week at the same time as the paper recycling is picked up.

- **Valentine Candy and Balloon Sales** – The Committee will meet in January to gear up for this next fundraiser. Since Valentine’s Day is on a Sunday this year, the plan is to increase the amount of candy and purchase fewer balloons for sale. Ms. Coppage is also investigating the possibility of purchasing sugar-free candy for sale as well.

**g) Staff Development Committee:**

Lorinda Lara reported on the following:

The committee met in November and the meeting was well attended. There was discussion on the responsibilities of the committee. They will be working on getting the Staff Appreciation Days going in the new year. They are also working on purchasing a display case for the Dining Hall.

**h) Faculty Senate**

No one present to give a report.

**i) Student Government:**

No one present to give a report.

**j) Retired Faculty/Staff Association:**

Ms. Goertzen reported that the Association has not been very active in the fall. They will have their holiday luncheon next week, and their next scheduled meeting is in February.

**k) University Committees:**

i. **Wellness Committee:**

No one present to give a report.

ii. **Parking and Transportation Committee**

Ms. Coleman reported that the committee had met with a peer review group made up of faculty/staff that work with parking from UTSA, Texas A&M, UNT and UT Austin. This group met with UTD faculty, staff and students as well as the Parking and Transportation Committee. The Committee received a great deal of insight in talking with this group. Ms. Coleman noted that the meetings were very beneficial and that results of their discussions should be released in the near future.

iii. **Campus Facilities Committee:**

No Report

iv. **University Safety & Security Committee:**

Lynne Boyer reported that the Committee had met and was working on getting more organization in their structure so that they can be more effective. One of their first goals is to address the inadequate lighting in the
stairwells of many of the buildings, and she believes that Facilities Management is working on this now.

v. **Women’s Center**
   No meeting to report.

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

vii. **Auxiliary Services Advisory Committee:**
   No meeting to report

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

ix. **Campus Facilities Committee:**
   No Report

x. **Handbook of Operating Procedures:**
   The HOP Committee met Wednesday, December 2. They discussed the new policy on Camps and Clinics, which spun off an additional discussion on background checks.

6. **OLD BUSINESS**

a. **Staff Council Vacancies:**
   Council did not have enough members present for the require 2/3 vote to fill vacancies. Mr. Calhoun will attempt to fill these vacancies with email voting before the next Council meeting.

b. **Suggestion Responses:**

   ➢ **2009-031: Starbucks Kiosk on North End of Campus**
   
   This suggestion was sent to Pete Bond, who in turn asked if the Council had any more specificity on exactly what was wanted. The consensus is to mirror the Java City on the North end of the campus. A free-standing kiosk would be fine, but the preference is to also have some type of seating nearby. The menu should include items other than just coffee – possibly even chips and sandwiches. Mr. Calhoun will relay this information to Mr. Bond.

   ➢ **2009-033: Landscape Erosion Along Lookout**
   
   This suggestion was forwarded to Sam Eicke, who replied by email that he was no longer the landscape supervisor, but he did forward the suggestion to Jay Jascott, current Landscape Supervisor. New sod was recently laid in this area and the issue appears to be taken care of. James Barnes moved to close the suggestion. Darlene Coppage seconded. A roll call vote was taken and there were 20 votes in favor. Suggestion 2009-033 was closed.
ITEM #4

- 2009-034: No Parking Fine for Staff with Paid Fee

This suggestion was sent to Nancy Branch, who responded that it is impossible to waive the fee for parking violations. If employees find that they do not have their hang tag with them, they should go to get a Visitor’s Pass for the day. Judy Patterson moved to close this suggestion. James Barnes seconded. A roll call vote was taken and there were 20 votes in favor. Suggestion 2009-034 was closed.

- 2009-036: Staff Lunch Spaces

Tricia Losavio talked to the initiator of this suggestion. After discussion it was determined that this was a new employee who simply did not know what was available. Lynne Boyer moved to close this suggestion. James Barnes seconded. A roll call vote was taken and there were 20 votes in favor. Suggestion 2009-036 was closed.

c. President’s Coffee – December 1

Ms. Coleman reported it was a very good event. She brought up the possibility of having an on-site attorney. Dr. Daniel offered pros and cons of this and he will address this issue with the Cabinet. The meeting was very informative and it was good to hear Dr. Daniel’s thoughts on the direction of the University. Everyone appreciated his candor and time. He suggested that the Staff Council, Faculty Senate and Student Government should get together with quarterly joint meetings to compare common issues and find ways to work together to be more successful. Mr. Calhoun will suggest to Diane Kao, Student Government President, that a staff council member attend SG meetings as well. Mr. Calhoun will contact Judy Snellings to schedule the next coffee sometime prior to Spring Break – possibly sometime in February.

7. NEW BUSINESS

a. New Suggestions

i. 2010-019: Performance Evaluation of Supervisors

James Barnes moved to forward this suggestion to Human Resources. Judy Patterson seconded the motion. After discussion, this motion was rescinded and seconded. A new motion was made by Judy Patterson that the Staff Council respond to the writer of this suggestion and let them know of options that are available: Employee to Employee, the Compliance Hotline, and Human Resources employee relations. The motion was seconded by Darlene Coppage. The motion carried and no further action is necessary.

ii. 2010-020: Two-Sided Printing of Mass Mailings

Paula Austell moved to send this suggestion by email to Keisha Campbell, Director of the University’s Lean Initiative and to the President’s Office. The motion was seconded by James Barnes. There was no dissent and the motion carried.
iii. 2010-021: Traffic Signal at University and Campbell

Rena Read moved to send this suggestion to Chief Larry Zacharias. Motion was seconded by Paula Austell. There was no dissent and the motion carried.

b. Staff Diversity Award

The Office of Diversity and Community Engagement approached the Council for help in crafting this award. After more follow-up, it appears that the Diversity Office is willing to have the Staff Council determine the criteria, nomination process, etc. for this award. After discussion it was decided to invite Dr. Magaly Spector and Rosie Peterson as guest speakers at an upcoming Staff Council meeting and allow them the opportunity to explain what they are proposing the Staff Council be involved in.

c. Staff Council Districts (Building Codes)

James Barnes moved to create an ad hoc committee to look at the organization of Council districts and new buildings. Darlene Coppage seconded the motion. Tricia Losavio will serve as Chair of this committee. There was no dissent and the motion carried.

There being no further new business, James Barnes moved to adjourn. Judy Patterson seconded the motion. The meeting was adjourned at 10:41 a.m.

Respectfully Submitted,

Vicki Carlisle

Vicki Carlisle
Staff Council Administrative Assistant