U.T. DALLAS STAFF COUNCIL MEETING MINUTES  
April 14, 2010  
TI Auditorium ECSS 2.102  
9:00 a.m.  


ABSENT:  Carole Abbott, Daniel Calhoun, Tysh Coleman, Erin Dougherty, Chinweolu Greer, Patrice Holt, Tommi Ivey, Tineil Lewis, Remona McLain, Michelle Sancen, Lonny Yarborough  

GUESTS:  David Gleason, Sandee Goertzen, Remsen Jennings, Murray Leaf, Donna Riha, Dina Sharokhi  

1. **CALL TO ORDER**  
Ms. Losavio called the meeting to order at 9:08 a.m. and introduced the speaker, Ms. Donna Riha, UTD Energy Conservation and Sustainability Manager.  

2. **GUEST SPEAKER: DONNA RIHA, ENERGY CONSERVATION AND SUSTAINABILITY MANAGER**  
Ms. Riha stated that one of her main goals is to make faculty, students and staff more aware of green issues and sustainability. She requested everyone’s help in getting the word out and to become more aware of the little things that everyone can do such as turning out lights and recycling paper, plastic and cans. One change that has been made is that the University is now using 100% of our landscape waste as mulch. It was also noted that the new Student Services building was designed as a LEED platinum building, which is the highest level of certification a building can achieve. Ms. Riha is working on a sustainability policy, and there is an ad hoc student environmental committee in place as well. She is working with Student Government and hopes to see a sustainability initiative included in the new student orientation in the fall. A sustainability web page is being developed, but probably will not be operational until sometime this summer. Until that is up and running, anyone with concerns or suggestions regarding sustainability or green issues should email or call Ms. Riha. It was suggested that the SUN newsletter be used to help her in communicating her ideas with the staff.  

3. **ROLL CALL**  
A quorum was established.
April 14, 2010

4. APPROVAL OF MINUTES
Caroline Crossley moved to approve the minutes as amended. Kimberly Kentfield seconded the motion. The motion carried.

5. COMMITTEE REPORTS
a) EXECUTIVE BOARD:
Ms. Losavio reported that the Executive Board met April 1 and approved the agenda for today’s meeting.

b) ATTENDANCE REPORT:
Ms. Losavio stated that there are some Council members who have not been attending meetings or taking part in their committee responsibilities. President Calhoun was to contact these people to determine if they intended to remain on the Staff Council. Pending the vote of the Council, Tommi Ivey will be removed from Council for failure to uphold her responsibilities.

c) SECRETARY/TREASURER’S REPORT:
Ms. Carlisle reported the following:

STAFF COUNCIL TREASURER REPORT March 2010

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<th>STATE FUNDS - 316405 Operating Account</th>
<th>EXPENSES</th>
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<td>Balance March 1, 2010</td>
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<tr>
<td>10-Mar Recognition Express-name badges</td>
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<td>(27.75)</td>
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<tr>
<td>1-Mar Russell Stover Candy</td>
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<td>(650.00)</td>
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<tr>
<td>2-Mar Candy Sales</td>
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<td>373.50</td>
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<tr>
<td>12-Mar Cookbook Sale</td>
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<td>10.00</td>
<td>10.00</td>
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<tr>
<td>16-Mar CRS Printek</td>
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<td>162.50</td>
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<td>4,617.65</td>
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<td>9-Mar Candy Sale Refund</td>
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<td>(21.50)</td>
<td>(21.50)</td>
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<tr>
<td>18-Mar Fund Transfer</td>
<td>(119.50)</td>
<td>(119.50)</td>
<td></td>
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<tr>
<td>(candy sales posted incorrectly)</td>
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<td></td>
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</table>
d) **Benefits Committee:**
Ms. Losavio reported that Chaney Edwards has resigned from Staff Council. Since there have been attendance problems with both the Benefits and Staff Development Committees, it is the decision of the Executive Board to combine these committees for the present time. Ms. Losavio has taken on the responsibilities of the Scholarship Committee. Seven employees applied for the scholarship, six of whom are eligible. She is waiting to receive final transcripts from the applicants, but anticipates awarding scholarships to all six.

e) **Communications Committee:**
Colter Fleming reported that he would still like to have committee reports from all committee chairs to include in the upcoming issue of the SUN newsletter. Additionally, he would like to have information regarding dates of upcoming events or anything that needed to be publicized for the Staff Council.

f) **Fundraising Committee:**
Ms. Coppage reported that her committee met yesterday to continue working on plans for Jail-N-Bail. At this point the exact location of Jail-N-Bail has not been set. She noted that since February 11 we have received $560.00 from the ink cartridge recycling program. We also earned $376.00 from the Valentine candy sale in spite of the inclement weather. Ms. Losavio expressed appreciation to everyone on the Fundraising Committee for their work in pulling off a successful candy sale in spite of the obstacles.

Ms. Coppage noted that she is concerned that we can no longer send mass emails to faculty and staff, and fears that we will not be able to publicize our events adequately without the use of these emails. It was noted that the Communications Office is asking that we use other avenues of communication, and we can still utilize listserv and the Comet calendar as means of reaching all staff.

g) **STAFF DEVELOPMENT COMMITTEE:**
Ms. Lanham reported that only three members were present at their last meeting, so they used the time to update their new member on plans for Staff Appreciation Day, which will be held on June 30. In order to accommodate everyone’s schedule the Committee’s meeting time has been changed to the third Wednesday of every month at 3:00 p.m. in the Facilities Management Conference Room.

h) **FACULTY SENATE:**
Dr. Murray Leaf reported that the Faculty Senate report is pretty much the same as last month because the last Senate meeting was abbreviated. The Senate is still going to consider the exigency policy. He noted this policy really refers to tenured faculty but sets up a procedure for dealing with campus-wide emergencies. There is already a policy in place for removing academic programs, which is more relevant to staff. Dr. Leaf noted that some sort of policy needs to be in place to address emergency situations that could affect the entire campus and not just tenured faculty.

i) **STUDENT GOVERNMENT:**
Remson Jennings introduced Dina Shahrokhi, who is the incoming Student Government vice president. Additionally, Dina also chairs the Textbook Savings Committee, which is a new ad hoc committee formed to find ways to save students money with textbook costs – by using digital textbooks, delaying purchase of new editions, etc. Mr. Jennings noted that the student Sustainability Committee has been meeting with Ms. Riha and has an event planned in the Comet Café next Thursday to celebrate Earth Day. There is also a student committee working on a petition for language courses – trying to show the administration and faculty that there is interest in improving the language department and increasing the number of courses offered. Mr. Jennings stated that sometime in May the Pub should begin serving alcohol. The student event to raise funds for Haiti earthquake relief was well attended. There are extra t-shirts available for sale in the Student Government office and all proceeds will go to the Haiti relief effort. Mr. Jennings noted that a Faculty Senate representative attends the Student Government meetings and he would like to have a Staff Council member attend as well.
j) **Retired Faculty/Staff Association:**
Ms. Goertzen reported that a reception honoring new retirees was held on Monday. Dr. Daniel spoke about campus updates and they held an election for officers as well. Sandee noted that she would no longer be an officer of the Retired Faculty/Staff Association, but did plan on continuing to attend the Staff Council meetings.

k) **UT System Employee Advisory Council**
Colter Fleming reported that the next meeting is scheduled for July. Work is continuing on the proposals for that meeting. He is currently waiting to receive information back from other committee members, but he anticipates having some information to bring to the Staff Council prior to the July EAC meeting.

l) **University Committees:**
   i. **Wellness Committee:**
   No Report

   ii. **Parking and Transportation:**
   No Report

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

   iv. **University Safety & Security Committee:**
   No Report

   v. **Women’s Center:**
   No Report

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

   vii. **Auxiliary Services Advisory Committee:**
   No Report

   viii. **Deans and Directors:**
   No Meeting

   ix. **Handbook of Operating Procedures:**
   Report attached as an addendum to the minutes

6. **OLD BUSINESS**

   a. **THECB Strategic Plan**
   The Texas Higher Education Coordinating Board Plan was approved in an e-mail vote by the Council by a vote of 30-0 with 5 abstaining or not responding.
b. **BYLAWS CHANGE FOR FILLING VACANCIES**
This was also approved in an e-mail vote by the Council by a vote of 30-0 with 5 abstaining or not responding. Ms. Losavio stated that neither of these items should have to go to UT System for approval.

c. **PURCHASE OF SURVEY MONKEY ($200.00)**
This expenditure was approved in an e-mail vote by the Council. This was an automatic renewal of the service that had already been paid for. Since we have already paid for the subscription for this year we will use Survey Monkey again for the upcoming elections. Ms. Carlisle was instructed to remove the automatic renewal feature and we will plan to use Snap Online for future elections.

7. **NEW BUSINESS**

a) **MEMBER REMOVAL**
Ms. Losavio reported that Rayna Ruth and Chaney Edwards have both resigned from the Staff Council due to increased work load, as has Randi Mogul, who is moving out of state. Ms. Losavio noted that because of her absenteeism and lack of participation, the Executive Board had decided to remove Tommie Ivey from Staff Council. Rena Read moved to remove Ms. Ivey. Carol Lanham seconded the motion. The motion carried unanimously in a roll call vote.

b) **STAFF SCHOLARSHIP COMMITTEE**
This item was discussed earlier in the meeting. This committee is being combined with the Staff Development Committee for the time being. Ms. Losavio has taken the responsibility of getting a committee together to award scholarships for the spring semester.

c) **STAFF COUNCIL NOMINATIONS**
It was noted that the Nomination Forms for Districts 1 and 7 will need to be revised due to the resignation/removal of Council members

d) **NEW SUGGESTIONS**
i. **2010-031: ACTIVITY CENTER PARKING**
   **Recommendation:** Forward this suggestion to Kelly Kinard and Rick Dempsey.
Ms. Losavio reported that she had received a response from Kelly Kinard. He stated that the construction superintendent for the Student Services Building has ten permits for green parking to use for his employees. No one else has permission to park there. Mr. Kinard stated that the majority of the construction workers park in remote lot A and are taken to the work site in trucks. There is concern that the contractors are getting day passes for parking. Ms. Losavio will speak to Kelly Kinard and ask that the construction workers park in the spots farthest from the building and leave the close-in parking for employees.

ii. **2010-032: ENERGY AUDIT AND CONSERVATION**
   **Recommendation:** Forward this suggestion to Donna Riha.
The Council voted to approve the recommendation of the Executive Board.
April 14, 2010

e) **CARE AWARDS**
   It was noted that since the CARE Awards had not been properly publicized, the deadline for submissions was extended to April 30. The award ceremony will be held in June, and recipients will also be recognized at the Staff Appreciation Day.

f) **PRESIDENT’S COFFEE (APRIL 26)**
   The next President’s Coffee will be held Monday, April 26 at 9:00 a.m. Those wishing to attend should email Daniel Calhoun.

8. **NEW BUSINESS**
   Paula Austell addressed the issue of restrictions on communicating with the entire staff with the new email guidelines. Ms. Crossley stated that she feels the important thing now is to try to do it the way the Communications Office wants. Then, if we find it is affecting meeting attendance or fundraising issues, etc. the appropriate venue would be to go back to the Communications Office with suggestions. Ms. Crossley moved to have someone from the Communications Office address the Council to discuss this issue. Kimberly Kentfield seconded. The motion carried. There being no further business, James Barnes made a motion to adjourn. Randi Mogul seconded the motion. The motion carried and the meeting was adjourned.

Respectfully submitted,

*Vicki Carlisle*

Vicki Carlisle
Staff Council Administrative Assistant
HOP Committee Report: April 2010

The Handbook of Operating Procedures (HOP) Committee met on March 31, 2010, in AD 3.104. Associate VP Rafael Martin from the Office of the Vice President of Research presented a draft of a new Effort Certification Policy. This policy will be sent to the Faculty Senate and other campus stakeholders for their review.

UTD has received OGC changes to several policies currently being revised, including the Missing Person, Intellectual Policy, and Alcoholic Beverages Policy. The Sustainability Policy, approved by the Staff Council, is being sent to the Faculty Senate for their review. The Fitness for Duty policies (staff and faculty) have both been approved and will be sent to OGC.

The HOP Committee will meet again on April 28, 2010.

Submitted by Daniel Calhoun
Staff Council President
April 8, 2010