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


GUESTS: Jo Ellen Roach, Larry Wilson

1) CALL TO ORDER
President Calhoun called the meeting to order at 9:08 a.m.

2) STAFF SCHOLARSHIP WINNERS
The names of the spring 2010 Staff Council Scholarship winners were read. They are:
- Deborah Buckner
- Kara Leonard
- Colter Fleming
- Ray Matthew
- Jessica Ko
- Amy Williams

Mr. Fleming was the only recipient present to receive his certificate.

The next item on the agenda was to be guest speakers from the Office of Communications. Due to scheduling conflicts they were unable to attend today’s meeting. The guests were invited to address the Council regarding the new communications policy and its effect on the Council and its ability to communicate with all staff in a timely manner. Susan Rogers, VP of Communication, has asked Mr. Calhoun to set up a meeting with Council representatives to address this issue. In Mr. Calhoun’s opinion, the more serious issue is his belief that stakeholders were not involved in the policy creation process. Mr. Calhoun asked the Council their preference on inviting Ms. Rogers to address the entire Council or a smaller representative group of the Council. General discussion followed. Murray Leaf suggested that the Council pass a resolution stating that it is the Council’s opinion that the proper procedure was not followed in establishing this new policy. After further discussion it was agreed that the Council’s first preference is to invite Ms. Rogers and her guests to address the full Council at the August meeting. If that is not possible, Ms. Rogers and guests should be invited to attend the next Executive Board meeting. The third option would be to ask Ms. Rogers to pick a date when she and her staff are available and any Council representative who is interested in attending this meeting will be invited.
James Barnes made a motion that the Council draft a resolution stating that the Council feels that proper procedures were not followed in the creation of the new communications policy. Mr. Calhoun agreed to draft the resolution. Once it is approved by Council he will send it to President Daniel and Dr. Jamison.

3) **ROLL CALL**
A quorum was met.

4) **MEETING MINUTES**
Approval of June Meeting Minutes
Several corrections to the minutes were noted. James Barnes moved to approve the minutes as amended. Caroline Crossley seconded. The motion carried.

5) **COMMITTEE REPORTS**
   a. **EXECUTIVE BOARD** (Daniel Calhoun)
   b. Mr. Calhoun reported that the Executive Board met last week and approved today’s agenda. There was no HOP meeting or Deans and Directors meeting to report. The criminal background check issue has been added to today’s agenda. Mr. Calhoun informed the Council that he attended a meeting earlier this week with Murray Leaf, VP for Business Affairs Calvin Jamison and members of his staff regarding the Customer Service Committee (now being called the Service Excellence Committee.) Dr. Jamison will meet again next week with members of the Academic Council and Staff Council Executive Board. The groups are meeting to work out an acceptable compromise using the customer service principles that the Customer Service Committee has set forth while recognizing the additional and different relationship that exists between faculty and student.
   c. **ATTENDANCE REPORT** (Tricia Losavio)
   Ms. Losavio was not present to report.
   d. **SECRETARY AND TREASURER’S REPORT** (Vicki Carlisle)

**Staff Council Treasurer Report June 2010**

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<td>Balance June 1, 2010</td>
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Balance June 30, 2010

**FUNDRAISING 317807**

Balance June 1, 2010

<p>| 23-Jun   | IDT for Poinsettia Sales    | 120.00 |</p>
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**UTD STAFF ENDOWED SCHOLARSHIP - 525521**

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**Balance June 1, 2010**

**STAFF SCHOLARSHIP - 525528**

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**Balance June 30, 2010**

**JODY NELEN SCHOLARSHIP - 525725**

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**Balance June 30, 2010**

**SC - JAIL N BAIL - 525796**

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<td></td>
<td>No Activity This Month</td>
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</tr>
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</table>

**Balance June 30, 2010**

e. **COMMUNICATIONS COMMITTEE** (Colter Fleming)

Mr. Fleming reported that the Committee is working to publish one more SUN newsletter before the end of the Council year, and asked for all information to be submitted to him or Lisa Garza no later than August 11. The anticipated publication date of the newsletter is August 18, which will give ample time to promote Jail-N-Bail. Mr. Fleming also indicated that the Committee is still considering the idea of creating a Staff Council Facebook page as a way of communicating Council news and events to staff who are interested.
f. **FUNDRAISING COMMITTEE** (Darlene Coppage)
Ms. Coppage reported that the Fundraising Committee met yesterday and the focus of their meeting was Jail-N-Bail. Both Chief Zacharias and Lt. Bartek attended the meeting. They will be assigned to work Jail-N-Bail and Chief Zacharias will ask additional officers to volunteer. He suggested getting mug shot photos of all those arrested. Lynne Boyer is ordering t-shirts for the event. The Committee will be using the same vendor that provided the shirts for the Staff Appreciation Day. Ms. Coppage will compose a brief email to send to staff promoting Jail-N-Bail. She will also use the sign boards that the Council uses to promote the CARE Awards and place those around campus with signs advertising Jail-N-Bail. Ms. Coppage asked that any Council members who are interested in volunteering let her know. Lynne Boyer is requesting donations for snacks, and Paula Austell will accept the warrants. There is a link to the warrant form on the Staff Council website.

g. **BENEFITS AND STAFF DEVELOPMENT COMMITTEES** (Carol Lanham)
Ms. Lanham reported that the recent Staff Appreciation Day was a great success. There were 482 people attending on this campus. She does not have figures for those attending at Callier Dallas or the Center for Brain Health. She expressed appreciation to her committee for their work in putting the event together. Ms. Lanham mentioned that there is a link with video of the event on the UTD homepage. The Committee will meet next week to begin work on the open suggestions that have been assigned to them.

h. **FACULTY SENATE** (Dr. Murray Leaf)
Dr. Leaf reported that the Senate is working on committee assignments for the upcoming year. They will also be reviewing and revising some committee charges, primarily the Campus Facilities Committee and the Information Resources, Security, Planning & Policy Committee.

Dr. Leaf stated that President Daniel has proposed a change to the current criminal background check policy that would have everyone in a “security sensitive” position. This is being considered at the System level as well. Dr. Leaf feels that there are serious legal and constitutional issues involved. The Executive Board of the Faculty Advisory Council has agreed on some general policies and the Office of General Council is considering these at this time. Dr. Leaf is urging President Daniel to hold off on making a decision on our policy until the System policy is revised.

Dr. Leaf reported that the Customer Service Committee has now been renamed the Service Excellence Committee, and the faculty approves of that change. However, the customer-student distinction is still a serious problem for faculty. The Academic Council will meet next week along with the Executive Board of the Staff Council and Dr. Jamison. Dr. Leaf has asked the Academic Council to think about and define the difference between a student and a customer before their meeting next week.

i. **STUDENT GOVERNMENT** (Dina Shahrokhi)
Ms. Shahrokhi was not present to report.
j. Retired Faculty/Staff Association (Sandeep Goertzen)
Ms. Goertzen was not present. In her absence, Jo Ellen Roach attended and reported that they will be going to Fort Worth to visit the Cowgirl Hall of Fame to see the Georgia O’Keefe exhibit on Friday.

On July 28 the Texas Instruments Retiree Association is sponsoring a seminar on entrepreneurship and has invited our retiree association to attend. They are hoping to build a stronger relationship with the TI retiree group. On Sunday, August 8, Ms. Roach is hosting an ice cream party at her home.

k. University Committees
   i. Wellness
      No Report
   ii. Parking and Transportation (Tysh Coleman)
      No Report
   iii. Campus Facilities (Daniel)
      No Report
   iv. University Safety and Security (Lynne Boyer)
      No Report
   v. Women’s Center (Jacqueline Long)
      No Report
   vi. IR Security, Planning, and Policy (Arturo Elizondo)
      No Report
   vii. Auxiliary Services Advisory (Patrice Holt)
      No Report
   viii. Deans and Directors (Daniel Calhoun)
      No Report
   ix. Handbook of Operating Procedures (Daniel Calhoun)

6. Old Business
   a) Staff Council Elections
      President Calhoun announced the results of the recent elections. The following handout was distributed to all representatives in the agenda packet prior to the meeting:

**2010 Staff Council Election Results**
District 1  5 Vacancies

1. Drew Brown (District 3)
2. Arturo Elizondo
3. Kara Leonard
4. Rochelle Peña
5. Chelsea Posey

District 2  2 Vacancies

6. Katherine Burgos
7. Victoria Winters

District 3  2 Vacancies

8. Lisa Garza
9. Mary Jo Venetis

District 4  2 Vacancies

10. Chelsea Villareal
11. Melissa Wyder

District 5  1 Vacancy

12. Carol Lanham

District 6  4 Vacancies

13. Lydia Blackwell
14. Lynn Butler (District 4)
15. Natalie de Leon (District 4)
16. Nancy Hong (District 4)

District 7  4 Vacancies

17. Colter Fleming (District 3)
18. Kimberly Kentfield (District 3)
19. Remona McLain
20. Talia Jaryszak

Alternates (District)

- Noel Byrd (4)
- Ellen Curtis (1)
- Kevin Dillin (3)
- Raul Hinojosa, Jr. (6)
- Troy McFarland (5)
- Rena Read (6)
- Enedina Rodriguez (2)
- Rayna Ruth (1)
- Francine Simpson (6)
- Bryan Whitt (4)

Bold alternates were nominated.
Lynne Boyer made a motion to approve the election results. James Barnes seconded the motion. The motion carried.

b) SUGGESTION RESPONSES

   i. 2010-024: CATERING LEFTOVERS (PETE BOND)
   This suggestion was sent to Pete Bond. He responded that when Chartwells caters an event they increase the amount of food to be served by at least 10% to allow for unexpected guests. After they have served the people in attendance at the event, Chartwells has completed the job requested of them. The leftovers technically belong to Chartwells. Additionally, when serving perishable foods, there are Health Department guidelines that must be followed. Chartwells’ policy is that there will be no carry-out of perishable food not consumed at an event or credit given for food not consumed.

   Erin Dougherty made a motion to send this response to the initiator and close the suggestion. Carol Lanham seconded the motion. A roll call vote was held and the motion carried.

7. NEW BUSINESS

   a) NEW SUGGESTIONS

      i. 2010-036: Potholes in Lots C and D

      “Please do something about the potholes in lots C and D. It is like an obstacle course trying to avoid the many pot holes. It is dangerous.”

      It is the recommendation of the Executive Board to send this suggestion to Rick Dempsey. James Barnes made a motion to follow the recommendation of the Board. Darlene Coppage seconded the motion. The motion carried and the suggestion will be forwarded to Rick Dempsey.

   b) SANDEE GOERTZEN STAFF COUNCIL MEMBER OF THE YEAR AWARD

      Ms. Coppage reminded everyone that the deadline to receive nominations is Thursday. She will email the nomination form out to all representatives again this afternoon. She encouraged everyone to consider nominating one of their fellow representatives for this award.

   c) NOVEMBER 10 STAFF COUNCIL MEETING (MOVED TO CN 1.120)

      Mr. Calhoun announced that due to a scheduling conflict, the November meeting will be held in CN 1.120. Ms. Carlisle will remind everyone of the change of location when the agenda packets are sent for this meeting.

   d) TRANSFER FUNDRAISING MONEY TO ENDOWMENT

      Mr. Calhoun asked the Council to consider taking $2500.00 from the Fundraising account and moving it to the Endowed Scholarship account to increase the amount of the endowment and increase the amount of interest we are earning. Paula Austell made a motion to move these funds. James Barnes seconded the motion. The motion carried.

   e) REVISIONS TO CRIMINAL BACKGROUND CHECK POLICY

      This policy was distributed for review prior to the meeting and is attached as an addendum to these minutes. Mr. Calhoun briefly reviewed the changes in the policy. With these changes now all faculty, staff and student positions will be considered security sensitive. Every person hired, regardless of their position, will now have to have a criminal background check done prior to hiring. This will not affect staff at this time as this is already being done. It will, however, affect faculty.
There was general discussion regarding how departments handle hiring and background check issues now. Larry Wilson noted that just because a check may come back with some negative information, it does not necessarily preclude the hiring of that person. The final decision is up to the hiring manager.

Rena Read made a motion to approve the policy. Carol Lanham seconded the motion. The motion carried.

8. **OTHER BUSINESS**

    a. **PRESIDENT’S COFFEE (AUGUST 10).**
    The next President’s Coffee will be held August 10 at 9:00 a.m. in the President’s Conference Room. Mr. Calhoun will send out an email invitation to all representatives, but asked anyone that would like to attend to let him know.

    b. **SUGGESTIONS FROM THE FLOOR:**
    i) Ms. Lanham again expressed appreciation to all the departments who donated prizes for Staff Appreciation, for the volunteers who helped set up for the event, and for the work of her committee.

    ii) Paula Austell announced that she had Corporate Challenge sign-up sheets and event calendars for representatives to pick up and distribute in their areas.

There being no further business, James Barnes made a motion to adjourn. Carol Lanham seconded the motion. The motion carried and the meeting was adjourned at 10:27 a.m.

Respectfully submitted,

**Vicki Carlisle**

Vicki Carlisle  
Staff Council Administrative Assistant