U.T. DALLAS STAFF COUNCIL MEETING MINUTES
March 9, 2011


ABSENT: Lynne Boyer, Darlene Coggins, Lisa Garza, Chinweolu Greer, Carol Lanham, Laurinda Lara, Tineil Lewis, Remona McLain, Jennifer Orme, Dina Rodriguez, Morgan Shockey, Chelsea Villereal, Misty Williams

GUESTS: Sandee Goertzen, Caroline Ries, Layla D’Entremont, Samuel Scott, Kali Cagnolatti, Nora Hernandez, Aaron Simpson

1) CALL TO ORDER
   Ms. Peña called the meeting to order.

2) ROLL CALL
   A quorum was met.

3) FALL SCHOLARSHIP PRESENTATION
   Ms. Peña presented scholarship awards to the following people:
   
   Kali Cagnolatti, Colter Fleming, Nora Hernandez, Kimberly Kentfield, and Aaron Simpson. Other recipients of the award who were unable to attend today’s meeting were:
   
   Courtney Brecheen, Travis Carruthers, Meagan Dahl, Blair Flicker, Lindsay Martin, Jennifer Mizutowicz, Matthew Ray, and Olga Reyes.

4) MEETING MINUTES
   Lynn Butler moved to approve the minutes of the January meeting as distributed. Drew Brown seconded the motion. The minutes were approved.

5) COMMITTEE REPORTS
   A. EXECUTIVE BOARD (Rochelle Peña)
   Ms. Peña reported that the Executive Board met last week and approved today’s agenda. She announced that there will be a general campus meeting tomorrow in the Conference Center Auditorium regarding the proposed legislation regarding handguns on campus. This will be an open forum to allow everyone to voice their concerns. UTD Police Chief Larry Zacharias will also be speaking at this meeting. Ms. Peña asked that all Council representatives publicize this event to members in their districts.
Many of the committee meetings that Rochelle regularly attends were cancelled in February either because of the weather or due to the PeopleSoft implementation. Ms. Peña stressed the importance of everyone having patience as the rollout continues.

**B. ATTENDANCE REPORT** (Darlene Coppage)

Ms. Coppage was not present to report, but Paula Austell reported in her absence. Ms. Austell reported that Ms. Coppage has not yet phoned those Council members who have not been attending, but she will be contacting them prior to the next meeting and asking for their resignation. Ms. Austell reminded everyone of the importance of attending both the general Council meetings and committee meetings.

**C. SECRETARY AND TREASURER’S REPORT** (Vicki Carlisle)

Ms. Carlisle reported the following:

### Staff Council Treasurer Report February 2011

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<th>EXPENSES</th>
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<td>31-Jan Recognition Express</td>
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No Activity This Month

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**SC JAIL-N-BAIL 525796 (40050011)**

Beginning Balance February 1, 2011
No Activity This Month

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<tr>
<td>Balance February 28, 2011</td>
<td>$3,325.65</td>
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Prepared by Vicki Carlisle

**D. COMMUNICATIONS COMMITTEE** (Lisa Garza)
Ms. Garza was not present to report, but Paula Austell reported in her absence. The next edition of the SUN Newsletter is scheduled to be published the week following Spring Break. The deadline to turn articles in to Ms. Garza is Wednesday, March 16.

**E. FUNDRAISING COMMITTEE** (Paula Austell)
Ms. Austell reported the first Rockfish Monday was held this week in conjunction with Rockfish Restaurant. Through this program the Staff Council receives ten percent of all sales at Rockfish over $4,000.00 for staff scholarships. We do not know exactly how much money was raised, but Rockfish has guaranteed us $100.00 per month. The Retiree Association had approximately twenty people attending. Ms. Austell has received another check from CRS Printek in the amount of $131.50 for the recycling program.

The Valentine’s Day candy and balloon sale was very successful earning a net profit of $1045.00. Ms. Austell expressed her appreciation for everyone who helped with the sale. The School of Management did a great job of promoting the sale in their building.

The Fundraising Committee continues to work on getting the staff polo shirts ready to sell. Ms. Austell will try to have a pre-order form ready for the April Council meeting.

The Committee has raised $2,775.00 this fiscal year.

**F. STAFF DEVELOPMENT COMMITTEES** (Carol Lanham)
Ms. Lanham was not present to report, but Katrina Adams reported in her absence. The Committee is continuing to work on the E2E program. They are in the process of re-working the employee satisfaction surveys that have been used in the past. They are also developing a guidebook of
contact information to distribute to new employees along with a template for a welcome email that
will be sent to new employees. They plan on working closely with the Communications
Committee to publicize the E2E program when it is fully functional again.

Staff Appreciation Day will be held on Wednesday, June 29. The Business Affairs office has
agreed to provide funds for this event again this year.

G. BENEFITS COMMITTEE (Daniel Calhoun)
Mr. Calhoun reported that the Benefits Committee last met on January 25. They decided on the
recipients of the fall Staff Council Scholarship awards and discussed suggestion 2009-037
regarding the number of credit hours an employee can take during business hours. This suggestion
will be addressed in the meeting under old business. The Committee did not meet in February, but
will begin review of the scholarship applications for the spring at their March meeting.

H. FACULTY SENATE (Murray Leaf)
Dr. Leaf was not present to report. Ms. Peña reported that the Faculty Senate is continuing their
work on the Criminal Background Check policy.

I. STUDENT GOVERNMENT (Dina Shahrokhi)
Ms. Shahrokhi was not present to report. Samuel Scott, the Student Government Treasurer,
reported in her absence. Mr. Scott reported that the Student Government elections will take place
March 28-30, with the newly elected representatives taking office on May 1.

Student Government will be hosting I ♥ UT Dallas on April 9. This is a community event and
will feature a health fair, a 5K walk/run that is co-hosted by a fraternity on campus, Delta Epsilon
Psi. Registration is online and everyone is welcome. Mr. Scott asked if the Staff Council recycling
program was still in place, and Ms. Peña confirmed that it is.

J. RETIRED FACULTY/STAFF ASSOCIATION (Sandee Goertzen)

Ms. Goertzen reported that the Retiree Association had twenty people attend lunch at Rockfish on
Monday to support the fundraising effort.

The New Retiree Reception will be held on April 11 in the McDermott Suite. Thirty six people
will have retired since the end of May 2010. The Association will hold their elections at the April
reception, as well.

K. UNIVERSITY COMMITTEES
   i. WELLNESS
      No Report
   ii. PARKING AND TRANSPORTATION (Wendy Newton)
      No Report
   iii. CAMPUS FACILITIES (Melissa Wyder)
      No Report
   iv. UNIVERSITY SAFETY AND SECURITY
      No Report
   v. WOMEN’S CENTER (Jacqueline Long)
      No Report
   vi. IR SECURITY, PLANNING, AND POLICY (Arturo Elizondo)
6) OLD BUSINESS
   a. OLD SUGGESTIONS
      i. 2009-037: Allow staff more than three credit hours during business hours.
         Mr. Calhoun reported that the Benefits Committee has discussed this suggestion and would like
         to propose raising this from three credit hours to four credit hours. It would still require
         supervisor approval but would perhaps allow more flexibility for employees taking classes
         during the day. The Committee did check with other UT campuses to determine if they had a
         similar policy and if so, what it was. Some campuses had no policy, but of the campuses that
         did have a policy, none allowed more than three credit hours during business hours. Historically, there was a Regents’ Rule that restricted this. That rule is no longer in effect, so
         we now have the opportunity to have more local control over the policy.

         Some Council members expressed the opinion that raising the limit to four hours would
         actually be of very little benefit. Others expressed the opinion that the four hour limit would be
         helpful. Mr. Calhoun explained that the Committee discussed several options, one of which was
         putting no restrictions on the policy and letting individual supervisors decide how many
         hours an employee could be away from work duties during the work week for the purpose of taking
         classes. Their reason for not choosing this option was the concern that there would be too
         much discrepancy among how supervisors enforced the policy.

         James Barnes moved to increase the current limit of three hours to four hours per week that an
         employee could be away from their work station during business hours for the purpose of
         taking classes. The motion was seconded. The motion carried. Ms. Peña will forward this to the
         President’s Cabinet for their consideration.

         ii. 2010-014: DIS discounts for UTD staff.
             Mr. Calhoun reported that he has nothing new to report on this suggestion.

         iii. 2010-002: Employee mentoring.
             Ms. Lanham was not present to report. In her absence, Ms. Peña reported that the Committee is
             working on bringing back the E2E program and Ms. Lanham will report on their progress at the
             next Council meeting.

7) NEW BUSINESS
   a) CARE Award Honorees
      Ms. Peña announced that the CARE Awards ceremony will be held on Friday, March 11 in the
      McDermott Suite. The recipients are:

         Lynn Butler        Colter Fleming
Caroline Crossley        Tara Lewis
Jody Everson            Pat McEachern

The nomination period for the spring awards is open, and the deadline to receive nominations is April 30. Ms. Peña asked the representatives to distribute this information to their districts. She hopes to have the awards presented sometime in May.

b) EAC Spring Meeting

Ms. Peña announced that the UT System Employee Advisory Council meeting will be held at the end of March in El Paso. She asked that anyone with cost-cutting suggestions send them to her prior to this meeting. One suggestion that she has received has been to scan documents and send them electronically rather than printing.

Ms. Peña has also received several suggestions regarding the possibility of staff layoffs. At our campus, Dr. Daniel gave his Cabinet members the responsibility for deciding how to reduce costs in their respective areas. There was no across the board edict on how the cuts should take place. Because of this, Ms. Peña felt that there is really no response that the Council can make and that is why she has not presented these suggestions. She feels that administration at UTD does recognize the importance of staff, and while some areas have been affected by staff reductions, that is not how the budget cuts have been addressed university-wide.

8) OTHER BUSINESS

a) President’s Coffee Report

Lydia Blackwell attended the Coffee in February and gave a brief report. President Daniel has been spending a great deal of his time in Austin dealing with legislative issues. There are still budget decisions to be made and that our enrollment growth will help determine how the cuts affect our campus. There is a possibility that there might be issues with state financial aid that will affect us for the next couple of years. President Daniel continues to believe that UT Dallas is in a better position than other public universities in the state. Our enrollment growth exceeded expectations by 8.5% for the fall semester.

President Daniel said that he continues to receive pressure about increasing and improving parking. He also wanted to dispel the rumor that visitors are charged for parking – they are not.

President Daniel was asked his opinion of guns on campus. He did not advocate it or speak against it. There will be a Town Hall meeting to discuss this issue tomorrow in the Conference Center.

President Daniel asked the attendees about their efforts to communicate with all staff since the staff-bounce e-mail list is no longer available. He was very pleased to learn that the Staff Council had set up a Facebook page.

Ms. Blackwell also said that since she came to UTD one of her goals has been to get Dr. Daniel to record a “welcome to UTD” video that can be shown at new employee orientation. This has been done and she will begin using it at all faculty and staff orientations. Ms. Blackwell will put a link to this video on the Staff Council webpage as well as the Council Facebook page.

b) District Newsletters
Ms. Peña shared a copy of the district newsletter that Arturo Elizondo created for District 1. He sends this out electronically to everyone in the district. She would like for each district to develop something like this to communicate with everyone in the district. Ms. Peña feels that if we can communicate to the districts on a regular basis more people will be interested in participating in our events.

James Barnes moved to adjourn the meeting. Drew Brown seconded the motion and the meeting was adjourned.

Respectfully submitted,

Vicki Carlisle
Staff Council Administrative Assistant