

Official and Approved Minutes

These minutes are disseminated to provide information to the UTD Staff Council. They have been approved by the body in question and, therefore are the official minutes.

U.T. DALLAS STAFF COUNCIL MEETING MINUTES

February 13, 2008

TI Auditorium ECS 2.102

9:00 a.m.

PRESENT: Jacob Abraham, Patsy Aguilera, Edward Bennett, Kristen Blakely, Lynnee Boyer, Laurie Brown, Daniel Calhoun, Corina Cantua, Dina Caplinger, Darlene Coppage, Caroline Crossley, Chris Dickson, Bob Hamilton, Patrice Holt, Carolyn Ivey, Tom Lee, Jacqueline Long, Michelle Long, Tricia Losavio, Brenda Mahar, Irene Marroquin, Lin Maute, Remona McLain, Roxanne Minnish, Rebecca Murry, Gaby Perkowski, Tara Riall, Douglas Shedd, Lori Skillestad

ABSENT: Judith Patterson, Loreen Phillips, Sandra Sawyer, Kathy White

GUESTS: Janet Collins, Cole Detwiler, Andrew Janke, Valerie Lariscy, Murray Leaf, Patrizia Nava, Mary Jo Rex, Elizabeth Samuel, Larry Wilson

1. **CALL TO ORDER:**

President Chris Dickson called the meeting to order.

2. **SCHOLARSHIP AWARDEES RECOGNITION & PHOTOGRAPHS:**

Mr. Dickson announced each scholarship awardees and asked that they come down to be presented with their check and have their picture taken with the big check.

The winners were: Leia Bell, Janet Collins, William Detwiler, Michelle Dunavin, Valerie Lariscy, Irene Marroquin, Patrazia Nava, and Elizabeth Samuel

After individual pictures were taken the awardees were dismissed and asked to take a group picture for the website and the display case.

A special "Thank You" went out to Ms. Margaret Kilbourn for volunteering to take the pictures for Staff Council on such short notice.

3. **ROLL CALL:**

There were four members not in attendance.

4. **APPROVAL OF MINUTES:**

A motion to approve the minutes as amended was made by Tricia Losavio and seconded by Caroline Crossely. The motion carried.

5. **COMMITTEE REPORTS:**

- a) Executive Committee:
Mr. Dickson reported that the committee met February 6th and everything that was discussed in that is on this Staff Council meeting agenda.
- b) Attendance Report:
Mr. Calhoun reported that attendance chart has been updated from the January meeting. Mr. Dickson wants to make sure that all the committee chairs are getting their committee attendances in to Mr. Calhoun in a timely manner.
- c) Secretary/Treasurer's Report:
Ms. Kirkwood-Brown reported:

STAFF COUNCIL TREASURER REPORT - January FY08

	EXPENSE S	REVENUE E	BALANCE E
STATE FUNDS - 316142 Operating Account			
Balance January 1, 2008			1,981.20
Print Services - Staff Council			
3-Jan-08 Letterhead	59.83		59.83
Balance January 31, 2008			1,921.37
 STATE FUNDS - 316405 Operating Account			
Balance January 1, 2008			3,000.00
No activity reported for January			0.00
Balance January 31, 2008			3,000.00
 FUND RAISING - 317807			
Balance January 1, 2008			2,250.00
10-Dec-08 Forest Grove Nursery - Poinsettias	1,397.00		1,397.00
Balance January 31, 2008			853.00
 UTD STAFF ENDOWED SCHOLARSHIP - 525521			
Balance January 1, 2008			830.36
No activity reported for December			0.00

Staff Council Meeting
February 13, 2008

Balance January 31, 2008 830.36

Scholarship Staff Scholarship - 525528

Balance January 1, 2008 3,042.56
25-Jan-08 CRS Printek - Printer cartridges (credit) (485.50) (485.50)
Balance January 31, 2008 3,528.06

- d) President's Coffee:
Ms. Kirkwood-Brown reported the next coffee will for districts 2, 4, & 7 would be April 2, 2008.
- e) Benefits Committee:
Ms. White was not in attendance to report.
- i) The Fall scholarships were awarded. The deadline for Spring 2008 applications is February 15th, Mr. Shedd will have them ready to present to the committee their next meeting.
- ii) The Sandee Goertzen Employee of the Year nominations deadline will be somewhere around June 1st and the committee is looking to present the award at the 2008 Fall Forum.
- f) Communications Committee:
Ms. Brown and Ms. Michelle Long presented a presentation for the Meet-n-Greet and the bookmarks to show the Staff Council what the committee was asking for funding approval.
- i) The Meet-n-Greet is scheduled for Friday, February 22nd in the Visual Arts Building from 1:00 – 3:00 p.m. The bookmarks will be given to those that attend there will be refreshments, campus maps, suggestion forms and door prizes. All the expenses for this event will be on the Staff Council agenda for approval.
- There will be a table for each district to man and decorate during the Meet-n-Greet. There maybe a rolling power point presentation as a testimonial of the Staff Council, getting the story out there. Cookbooks will be on sale.
- Bookmarks are \$127.50 for 1000
Catering is \$581 for snacks, punch and one attendant to serve
- Mr. Dickson urged each member to be at the Meet-n-Greet.
- ii) The next SUN went out Friday, February 8th.
- g) Staff Development Committee:

Staff Council Meeting
February 13, 2008

Ms. Patterson had an emergency and was not in attendance to report. There was an article in the SUN regarding the Self Evaluation Tool. The committee's next meeting will be February 21st.

h) Fund Raising:

Ms. Coppage reported that the committee met on January 3rd to discuss the balloon sale and the recycle program. The next meeting will be on February 7th. The next meeting will be a planning session for new fund raising events.

i) Ms. Coppage will be ordering the balloons for the Valentine's Day sale. She will be going to Party City on Thursday, February 14th with Jerry and George from Receiving to pick up the balloons. This expense to be voted on later by the Staff Council. Balloons will be sold in the McDermott Library, Green Hall, School of Management, Jonasson Building, Founders Buildings, Administration/Multipurpose Building and possibly WSTC.

Balloons \$381.50 for 650

Red Aprons \$54.90 for 6

ii) Ed Bennett is still having trouble with response from buildings as to where the bins are located. Mr. Bennett is working on a contract with Facilities Management Recycle/Bron Clayton on getting these guys to pick the cartridges up and deliver them to the School of Management on Fridays.

i) Wellness Committee:

Ms. Minnish has taken on the roll as the Chair of this committee due to the leaving of Gayle Holt. The committee met on January 16th. There was a Tae Kwon Do workshop at the Activity Center on January 22nd. The Eat and Educate series has begun. The first meeting had a good turn out with 15 in attendance. Please come to the second brown bag lunch on February 21st from 11:30 a.m. to 12:30 p.m. in the School of Management, Room 3.216. The topic covered: Overcoming Weight Loss Plateaus: Simple Ways to Beat the Scales. Also, the Activity Center is seeking contacts for any potential participant that can be featured highlighting a success story for someone losing weight or getting in shape. This would cover a 6 month period and would work with a personal trainer. Anyone interested, please contact Holly Worrell. The 100 Day Challenge is off to a good start. It's still not too late to join.

j) VP for Enrollment Management Search:

Mr. Abraham that Mr. Curt Eley has accepted the position and starts March 1st.

k) UT System Employee Advisory Council:

Mr. Dickson and Ms. Pena will be attending the meeting on March 5th – 7th at UT Permian Basin in Midland/Odessa.

- l) Faculty Senate:
Dr. Leaf reported that Chapter 49 is in the General Council. The faculty is still put off by the fact the information technology keeps crashing. The Senate has been approving Graduate/Undergraduate catalog copy, action on enrollment of graduate students is on the increase, Staff/Faculty eating lounge is suppose to be in the new dining facility and UT System Faculty Advisory Council is looking at appointing a Faculty Regent.

- m) Student Government: no report

- n) Retired Faculty/Staff Association:
Ms. Roach was not present to report.

- o) University Committees:
 - i) Parking and Transportation Committee – Ms. Mahar reported that the bus routes are underway and the ticket appeals are coming in too.
 - ii) Campus Facilities Committee – no meeting
 - iii) University Safety & Security Committee – Ms. Boyer reported that the committee has been working on the evacuation procedures and the moving of the animal care facilities.
 - iv) Women’s Center – Ms. Patterson was not present to report. Ms. Aguilera reported *Diversity Leadership Speaker Series: Breaking the Silence tonight 2/13 at the Conference Center with speaker Katie Koestner.
*Vagina Monologues will be presented this Friday 2/15 & Saturday 2/16 at the UTD Theatre. All proceeds to go to Victim's Outreach, a women's shelter.
*2nd Annual Women's Leadership Conference "Defining Leadership" will be this Friday 2/15 at the Student Union.
 - v) Deans and Directors – no meeting
 - vi) IR Security, Planning & Policy Committee – Ms. Marroquin reported that the committee would have their first meeting on Friday, February 22nd.
 - vii) Auxiliary Services Advisory Committee – Ms. Aguilera reported that the committee met on January 22nd to discuss:
 - * New outdoor vending machines outside SU
 - * Aramark to have "clear containers" of "grab n go foods" in Java City and Green building: yogurt with fruit and granola, fruit, salads, chicken wraps.
 - * New dinning room should be built by summer 2009 and will be run by Aramark. It will be attached to SU on the west wall. Seat approximately 440. It will have a separate MP room to hold another 144 seats. Total 584 seats. Presently there are 329 seats n Pub and Comet Cafe. Possible expansion of the Pub kitchen.
 - * Implementing meal plans for 400 student dorm rooms. There will be a mandatory meal plan. Dorms will have no kitchens.

6. **OLD BUSINESS:**

- a) CARE Awards: Mr. Dickson announced the Fall winners were Bill Conoley, Nancy Lozano, Sherry Marek, Kent Mecklenburg, Randi Mogul, Lori Skillestad.
- b) Child Care Proposal: Ms. Long reported that Dr. Spector is trying to schedule a meeting with President Daniel to submit the committee's proposal.
- c) Community Clean-up Project: Mr. Dickson is still waiting on Ben Dower, President of Student Government so get back with him on this project.
- d) Ombudsperson: Mr. Dickson reported that there is talk of bringing in a consultant company to help with the guidelines for this position. The committee has been chosen but due to Dr. Nelsen being busy with SACS a meeting has not been scheduled at this point. Dr. Leaf will be sending out information that he has put together to the committee members.
- e) Operational Guidelines Change Status: Mr. Dickson reported that the policy changes that were requested had been approved by System. That means that his position is now the President of Staff Council and Mr. Calhoun's position is now Vice President instead of Chair and Vice Chair. This also means that vacancy position on Staff Council can be appointed without an election process.
- f) Old Suggestions:
 - i) 2008-007-S: Staff Council Banner - This suggestion was rejected by ExCom members. It was recommended that the suggestion be closed.

A motion was made by Mr. Calhoun to close this suggestion and was seconded by Ms. Brown. The motion carried with one no vote.

- ii) 2008-008-S: Staff Council Shirts - Ms. Kirkwood-Brown reported the following information **K469**-men's version \$21.98 each prior to embroidery
L469-ladies version \$21.98 each prior to embroidery Or
K448-men's version \$19.98 each prior to embroidery
L448-ladies version \$19.98 each prior to embroidery

Just go to this website www.sanmar.com and you will see a search box on the left where you simply enter the item number.

I'd also like to suggest that you take a look at the **K455** and **L455** in Papaya, as well as in green. The papaya is a great shade of orange (not bright pumpkin orange) and has been ordered and very well received by several departments since it came out last year. They also offer three different shades of green in this style. They run \$25.98 each before the embroidery.

Additionally, I sent your logo to our embroiderer and have just heard back from him with the specific pricing. It would be a one time set up "tape charge" of \$75.00 and each shirt would run \$4.75 each if embroidered all in one color. If you decided you want to do the UTD

logo, filled in using two colors of thread (obviously white and orange) and the rest in white, it would be \$5.00 per shirt. I would recommend the later for only .25 more each. They would really look sharp and the UTD would “pop” so to speak, (I just did some for Enrollment Services and the logo looks much better in two colors and filled in. It would run around \$1,500 - \$1,600 for fifty shirts for current members. These shirts could be worn to Staff Council function or possibly one day month on a Staff Council shirt day. Ms. Kirkwood-Brown will get samples to bring to the next meetings.

A motion was made by Ms. Crossley to table this suggestion until the next meeting and was seconded by Ms. Boyer.

A motion was made to extend the meeting about 30 minutes by Ms. Maute and seconded by Ms. Boyer. The motion carried.

7. **NEW BUSINESS:**

a) New Suggestions:

- i. 2007-010-S: WSTC Dart Bus Routes - A recommendation was made to forward this to the Parking and Transportation Committee.

A motion was made by Ms. Losavio to accept this recommendation and was seconded by Mr. Shedd. The motion carried.

- ii) 2008-011-S: Staff Gym Memberships – Ms. Losavio stated that Recreational Sports has to raise funds and that the Activity Center is a student facility and that students have to pay then it is not feasible that staff memberships would be given away free. UTD is a student driven campus. A suggestion was made that possibly that memberships could be paid at the department level or maybe there could be some discount rates for staff and faculty.

A motion was made to send this suggestion to the Benefits Committee by Mr. Lee and seconded by Ms. Skillestad. The motion carried.

- a. 2008-012-S: Staff Sam’s Memberships – The consciences was that this suggestion is illegal therefore a recommendation was made to send a letter to the suggestor stating that fact and then close the suggestion.

A motion was made to close this suggestion by Mr. Shedd and seconded by Ms. Boyer. The motion carried.

- iv. 2008-013-S: National Cancer Survivor’s Day – Mr. Dickson turned the floor over to Mr. Janke to explain his adventure. He needs a UTD Sponsor so that he can hold a two - three day event and he needs a

couple of volunteers to help with the organization of the event. The event would be the 1st Sunday in June which is National Cancer Survivor Day. He is looking to have a Kick-off party that Friday, then a Car Show that Saturday and a music concert that Sunday. He is not looking for monetary sponsorship he is just looking for a group sponsor so that he can hold the event on the UTD Campus. All proceeds would go toward cancer survivor organizations.

A motion was made to send this back to ExCom for more information and then it will be represented to the Staff Council by Ms. Minnish and seconded by Mr. Shedd. The motion carried.

- v. 2008-014-S: Staff Junk Mail – A motion was made to forward this suggestion to Jim Gary, VP & Chief Information Officer for Information Resources by Ms. Boyer and seconded by Ms. Caplinger. The motion carried.
- vi. 2008-015-S: Staff Discounts to local restaurants – Ms. Megan Malone, Staff Council’s student liaison reported that there is a list of vendors that give UTD students/staff/faculty discounts on the Student website. Ms. Malone also reported that there are people working on adding new vendors all the time. She will send the list to Mr. Dickson and he will forward it to the Staff Council members.

A motion to close this suggestion was made by Mr. Lee and seconded by Ms. Losavio. The motion carried.

- vii) 2008-016-S: Handicap parking during events – A motion was made to forward this suggestion to Chief Ridge and to Steve Bettley, Parking Manager by Ms. Murry and seconded by Mr. Calhoun. The motion carried.
- b) Resolution for Emergency Management Evacuation Signs – Mr. Dickson passed the new signs around for comments so that he could get information for the resolution to give to Ms. Miller, Emergency Management Coordinator. Some of the comments were that it’s hard to see, if you have a sight handicap you can’t read it, it’s too small, the red isn’t bright enough and it should be in neon glow in the dark print.
- c) Budget Expenditures – Mr. Dickson outlined the expenses as referenced below for Staff Council approval:
 - i) Bookmarks \$ 127.50
 - ii) Meet-n-Greet 581.50
 - iii) V-day Balloons 381.50
 - iv. SC Red Aprons 54.90
 - v. Survey Monkey 359.40
 - Grand Total \$1,504.30

A motion to approve these expenditures was made by Mr. Calhoun and seconded by Ms. Jacqueline Long. The motion carried.

- d) Floor nominations for open Staff Council Positions – Mr. Dickson wanted to make sure first that everyone was aware that by President Daniel’s policy that each department supervisor/manager is required to give each staff member six hours a month to contribute to Staff Council.

There are two positions that currently need to be appointed one in district 5 and one in district 7. Mr. Dickson requested that since there were no nominations made from the floor that if anyone had anyone in mind to email them to him as soon as possible so that these positions could be filled by next months meeting.

8. **OTHER BUSINESS**

- a) Suggestions/Proposals from the floor:

i) 2008-017-S Staff/Faculty Health Center – There are a lot of staff and faculty that complain that they can’t be treated at the Student Health Center. Why can’t there be a minute clinic or something of that nature on campus for staff and faculty? This could be setup maybe in the Women’s Center or some place like that.

A motion was made to forward this suggestion to the Benefits and Wellness Committees by Ms. McClain and seconded by Ms. Cantu. The motion carried.

- b) The next meeting will be Wednesday, March 12th at 9:00 a.m.

9. **ADJOURNMENT:**

Ms. Boyer made a motion to adjourn the meeting. Ms. McClain seconded the motion. The meeting was adjourned.

Respectfully Submitted

Tonja Kirkwood-Brown
Staff Council
Administrative Assistant