

## 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.

January 9, 2008

TI Auditorium ECS 2.102

9:00 a.m.

### PRESENT:

Ed Bennet, Kristen Blakely, Lynn Boyer, Laurie Brown, Darlene Coppage, Caroline Crossley, Chris Dickson, Bob Hamilton, Gayle Holt, Patrice Holt, Carolyn Ivey, Tom Lee, Jacqueline Long, Tricia Losavio, Brenda Mahar, Irene Marroquin, Lin Maute, Remona McLain, Roxanne Minnish, Rebecca Murray, Judith Patterson, Gaby Perkowski, Loreen Phillips, Tara Riall, Lori Skillestad and Kathy White

### ABSENT:

Jacob Abraham, Patsy Aguilera, Heather Burge, Daniel Calhoun, Corina Cantua, Dina Caplinger, Lori Jacobsen, Michelle Long, Paul Oelkrug, Sandra Sawyer, Douglas Shedd

### GUESTS:

Larry Wilson, Claire Occhipinti, Sherrie Mack, Lynda Gary, Emebet Sahle, and Sandy Goertzen.

### 1. CALL TO ORDER:

Chair Chris Dickson called the meeting to order.

### GUEST SPEAKER: Ms. Claire Occhipinti

Ms. Occhipinti reported that 4 Programs on retirement have been planned for the four Tuesdays in February from 11:00 a.m. – 1:00 p.m. in the Training Room in CN 1.202. Flyers were handed out to all council members to distribute in their respective districts.

### 2. ROLL CALL: (taken by Chris Dickson) A quorum was established.

### 3. APPROVAL OF MINUTES:

December 12, 2007 Minutes: A motion to approve minutes as amended and corrected was made by Lynn Boyer and seconded by Kathy White. Motion approved by all.

**4. COMMITTEE REPORTS:**

- a) Executive Committee:  
Mr. Dickson stated that the Executive Committee met Monday morning. The committee discussed Operational Guideline Changes.
- b) Attendance Report:  
There have been a few phone calls but everyone seems to want to be part of the Council and will do better.
- c) Secretary/Treasurer's Report:  
Mr. Dickson gave report in Ms. Kirkwood-Brown's absence. Ms. Kirkwood-Brown is to correct the Treasurer's report before putting in this month's minutes.

**STAFF COUNCIL TREASURERY REPORT - December FY08**

	EXPENSES	REVENUE	BALANCE
<b>STATE FUNDS - 316142 Operating Account</b>			
Balance December 1, 2007			1,989.40
	PCC Postage Stamps - UTD Info		
	5-Nov-08 Depot	8.20	8.20
<b>Balance December 31, 2007</b>			<b>1,981.20</b>
<b>STATE FUNDS - 316405 Operating Account</b>			
Balance December 1, 2007			3,000.00
	New budget for FY08		0.00
<b>Balance December 31, 2007</b>			<b>3,000.00</b>
<b>FUND RAISING - 317807</b>			
Balance December 1, 2007			1,110.00
	30-Nov-08 IDT #IIGP001 (credit)	(120.00)	120.00
	30-Nov-08 IDT #IIGP001 (credit)	(360.00)	360.00
	5-Dec-08 Fund Raising (credit)	(280.00)	280.00
	5-Dec-08 Fund Raising (credit)	(320.00)	320.00
	5-Dec-08 Fund Raising (credit)	(60.00)	60.00
<b>Balance December 31, 2007</b>			<b>2,250.00</b>
<b>UTD STAFF ENDOWED SCHOLARSHIP - 525521</b>			
Balance December 1, 2007			830.36
	No activity reported for December	0.00	0.00
<b>Balance December 31, 2007</b>			<b>830.36</b>

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Scholarship Staff Scholarship - 525528

Balance December 1, 2007			3,042.56
	No activity reported for December	0.00	0.00
<b>Balance December 31, 2007</b>			<b>3,042.56</b>

d) President's Coffee:

No report made due to Ms. Kirkwood-Brown's absence.

e) Benefits Committee:

Ms. White reported they met on Dec. 14<sup>th</sup> and discussed Day Care meeting with Dr. Spector who believes this could be a great recruitment tool. We will put together an assessment of feasibility study. The committee is waiting for the names of the 8 individuals to be awarded scholarships. They will then notify those individuals.

f) Communications Committee:

Discussed the Meet 'n Greet. It will be in the Art Barn from 1-3 on February 22<sup>nd</sup>. Michelle Long will update the Staff Council website. We will have follow-up meeting on January 22<sup>nd</sup>.

g) Development Committee:

Ms. Patterson reported that the committee met in December to clean the Staff Council Display case. New items were added and all displays and the case were cleaned.

Thanks goes to David Gleason for getting the Self-Evaluation tool up and running on the UT Dallas website. An article will be in the next issue of the SUN on how to retrieve and use this survey for annual reviews, etc.

The Development Committee will meet again January 21<sup>st</sup>.

h) Fund Raising Committee:

Ms. Coppage reported that the committee met in January and the Recycled Cartridges were picked up and we received \$485.50. The Balloon Sale will be February 14<sup>th</sup> with balloons costing \$ 0.49 each and selling for \$2.50 each. Sign up sheets and flyers were handed out. The next meeting will be Feb. 7<sup>th</sup>.

Ed Bennett has been working with **Texans Care** to pick up toner and print cartridges for recycling on an as needed basis. Please email Ed if you see an area that needs a recycling box. Help is needed to get the cartridges to the North Building, Room 2.214. Ed has a key to the room that stores the cartridges. Ed is still waiting for information on location of some recycle bins.

i) Wellness Committee:

Met December 12<sup>th</sup>. Implementing a team-based weight loss program. 2-10 people at a cost of \$10 per team. Holly reported brown-bag lunch learning sessions. The announcement was made that Gayle Holt has

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resigned her position from the University and would no longer be chairing this committee or serving on Staff Council.

- j) VP for Enrollment Management:  
Mr. Abraham was not present today. Mr. Dickson reported candidates have been interviewed and the staff council's recommendations have been submitted.
- k) Faculty Senate:  
Dr. Leaf not present – no report
- l) UT System Employee Advisory Council:  
Mr. Dickson reported that the council is moving right along with nothing new to report. The next meeting will be in March, 2008.
- m) Retired Faculty/Staff Association:  
Santee Goertzen gave a calendar of upcoming events for the Retirees including: January 22<sup>nd</sup> in the Regency Room: Steve Ray speaking on "Motivation for U.S. invasion of Iraq; February 13<sup>th</sup> Dr. Jamison will address our meeting; February 19<sup>th</sup> Brian Tinsley will lead a discussion on Global Warming.
- n) University Committees:
  - i) Parking and Transportation Committee – The UTD/DART shuttle will run every 45 minutes from 7:30 a.m. to 10:30 p.m. The buses have been dubbed "Comet Cruisers". They will now go to UTD Callier South. Note: The Staff Council will call Brend a Mahar to ask about the fact Wes Tech building is not on the route and there are security concerns because there is no camera system and no identification required.
  - ii) Campus Facilities Committee – no report
  - iii) University Safety & Security Committee –  
  
Kathy White – Evacuation policies were discussed: Who's responsible for getting people out. The Evacuation route signage is being posted. There will be fire drills during classes. Department of Homeland Security posted watch list of 250 chemicals. If these are part of our inventory they must be located, identified & inventoried.
  - iv) Women's Center – There are several SAFE meets coming up.
  - v) Dean & Directors Meeting – No report.
  - vi) IR Security, Planning & Policy Committee – No report.
  - vii) Auxiliary Services Advisory Committee – Ms. Aguilera is absent today.

**5. OLD BUSINESS:**

- a) Care Awards: Mr. Dickson reported that recipients have been selected and will schedule award meeting.
- b) Community Project: Mr. Dickson stated that this is an ongoing project. He is working with the Student Government president to work jointly with Staff Council. Three staff people are needed to serve on this committee. Students and faculty will meet once a month to clean up the campus. We must give back. Mr. Dickson asked for volunteers and had responses from: Tricia Losavio, Kristen Blakley, and Tara Riall.
- c) Ombudsperson: Chris Dickson and Rochelle Pena will represent Staff Council for the Ombudsperson committee. No meeting yet.
- d) Employee to Employee (E2E) Connection: Ms. Patterson reported that this program had been in jeopardy and the committee chair had resigned. However, it is now being chaired by Pat McEarchen and mission is being supported by Ms. Jody Nelsen. There has been renewed interest in implementing this program in the near future.
- e) Operational Guidelines Change Status: Mr. Dickson stated he would get this information and present to Staff Council.

**6. NEW BUSINESS:**

- a) Staff Council Liaison to Student Government: Chris Dickson said he had received the name of Mac Siner to represent Staff Council and report back to us. Darlene Coppage made motion to ask Mac Siner to be our representative and motion seconded by Kathy White. Motion carried.
- b) Safety and Security Committee Replacement: Mr. Dickson reported that Dina Caplinger had to resign from this committee. He informed the Council that Kathy White is on the committee but from a job duty function and that the Executive Committee did not want her to feel any conflict in representing two entities so we need another individual to represent the Staff Council. Lynn Boyer volunteered to replace Dina. Motion was made, seconded and passed confirming Lynn Boyer as the Staff Council representative on the Safety and Security Committee.

**7. OTHER BUSINESS:**

- a) Suggestions/Proposals from the Floor: Mr. Dickson informed the Council that there are some computer problems and some of the suggestion forms may not be getting through to the council.

Suggestion 1: Staff Spirit – Staff Council Logo on Shirt for staff to wear to raise awareness of presence on campus. Tricia Losavio made a motion to send this to Executive Committee. Tom Lee seconded. Motion carried.

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Suggestion 2: Refurbished Computers for Staff – Presently destroyed hard drives are sent to TDC to train criminals. Could refurbished computers be offered to staff for small cost? Kathy White made a motion to send this to Jim Gary in IR and David Brutan in Property. Tom Lee seconded motion. Motion carried.

**8. ADJOURNMENT:**

Kathy White motioned to adjourn the meeting. It was seconded and passed. The meeting was adjourned.

Respectfully Submitted

Judy Patterson  
Staff Council  
Representative, District 1

AND

Tonja Kirkwood-Brown  
Staff Council  
Administrative Assistant