

Official and Approved Minutes

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**U.T. DALLAS STAFF COUNCIL MEETING MINUTES**

March 12, 2008

TI Auditorium ECS 2.102

9:00 a.m.

**PRESENT:** Patsy Aguilera, Edward Bennett, Lynne Boyer, Laurie Brown, Daniel Calhoun, Corina Cantua, Dina Caplinger, Darlene Coppage, Caroline Crossley, Chris Dickson, Patrice Holt, Carolyn Ivey, Tom Lee, Michelle Long, Tricia Losavio, Brenda Mahar, Lin Maute, Remona McLain, Roxanne Minnish, Rebecca Murry, Judith Patterson, Gaby Perkowski, Loreen Phillips, Sandra Sawyer, Douglas Shedd, Lori Skillestad

**ABSENT:** Jacob Abraham, Kristen Blakely, Robert Hamilton, Jacqueline Long, Irene Marroquin, Tara Riall, Kathy White

**GUESTS:** Jerry Alexander, Danny Cordova, Curt Eley, Lynda Gary, Claire Occhipinti, JoEllen Roach, Larry Wilson

**1. CALL TO ORDER:**

President Chris Dickson called the meeting to order.

**2. ROLL CALL:**

There were seven members not in attendance.

**3. APPROVAL OF MINUTES:**

Ms. Coppage made a motion to approve the February 13<sup>th</sup> minutes as amended and Ms. Aguilera second the motion. The motion carried.

**4. COMMITTEE REPORTS:**

- a. Executive Committee: Mr. Dickson reported that everything that was discussed at the March 5<sup>th</sup> meeting was on the General Staff Council agenda.
- b. Attendance Report: Mr. Calhoun reported that the report was in the agenda packet that was distributed and if there were any changes let him know.

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- c. Secretary/Treasurer's Report: Ms. Kirkwood-Brown reported on the February treasurer report below.

## STAFF COUNCIL TREASURER REPORT - February FY08

	EXPENSES	REVENUE	BALANCE
<b>STATE FUNDS - 316142 Operating Account</b>			
Balance February 1, 2008			1,921.37
14-Feb-08 Darlene Coppage - Aprons	54.89		54.89
7-Jan-08 Tom Thumb - Sympathy Cards			19.90
<b>Balance February 29, 2008</b>			<b>1,846.58</b>
<b>STATE FUNDS - 316405 Operating Account</b>			
Balance February 1, 2008			3,000.00
No activity reported for January			0.00
<b>Balance February 29, 2008</b>			<b>3,000.00</b>
<b>FUND RAISING - 317807</b>			
Balance February 1, 2008			853.00
19-Feb-08 Balloon Sale (credit)		(62.50)	(62.50)
19-Feb-08 Balloon Sale (credit)		(45.00)	(45.00)
19-Feb-08 Balloon Sale (credit)		(118.00)	(118.00)
19-Feb-08 Balloon Sale (credit)		(37.50)	(37.50)
19-Feb-08 Balloon Sale (credit)		(1,213.87)	(1,213.87)
19-Feb-08 Balloon Sale (credit)		(20.00)	(20.00)
19-Feb-08 Balloon Sale (credit)		(6.00)	(6.00)
<b>Balance February 29, 2008</b>			<b>2,355.87</b>
<b>UTD STAFF ENDOWED SCHOLARSHIP - 525521</b>			
Balance February 1, 2008			830.36
31-Jan-08 Scholarship disbursement (Patrizia Nava)	250.00		250.00
<b>Balance February 29, 2008</b>			<b>580.36</b>
<b>Scholarship Staff Scholarship - 525528</b>			
Balance February 1, 2008			3,528.06
31-Jan-08 Scholarship disbursement (Michelle Dunavin)	250.00		250.00
31-Jan-08 Scholarship disbursement (Valerie Lariscy)	250.00		250.00
31-Jan-08 Scholarship disbursement (Janet Collins)	250.00		250.00
31-Jan-08 Scholarship disbursement BR Accounting (Leia Bell, William Detwiler, Irene Marroquin, Elizabeth Samuel)	1,250.00		1,250.00
31-Jan-08 BR Accounting (credit - accounting error)		(250.00)	(250.00)

- d. President's Coffee: Ms. Kirkwood-Brown reported the next coffee will be for districts 2, 4, & 7 would be April 2, 2008.
- e. Benefits Committee: Ms. White was not present to report, so Mr. Dickson read the committee report. The committee is working on the Staff Council plaques. The draft of the Staff Council Annual award application will be sent to the next ExCom meeting for approval. The scholarship applications were due last month. The committee will begin working on those applications this week. There are two suggestions to discuss (1-free gym membership and 2-healthcare facility for staff/faculty) at their next meeting Friday, March 14<sup>th</sup>. Ms. Long was not present to report on the status of the Day Care issue.
- f. Communications Committee: Ms. Brown reported that the committee meeting was rescheduled to Thursday, March 20<sup>th</sup>. At that time they will evaluate the Meet-n-Greet.
- g. Staff Development Committee: Ms. Patterson reported that the Staff Survey went out to 1343 employees. Ms. Kirkwood-Brown will run a report on the results and forward it to Ms. Patterson hopefully by Friday, March 14<sup>th</sup>. A suggestion was made that next time a staff survey goes out that possibly there should be some questions to evaluate administration. Ms. Patterson was persistent that this survey is to see in what areas if any, Staff Council could help employees with key issues.

One issue is flex-schedules and remote working. Mr. Wilson stated that the state law outside of Austin is 8AM – 5PM but there are creative ways for scheduling.

- h. Fund Raising: Ms. Coppage reported that the committee met on March 4<sup>th</sup>. They recapped the balloon sale; the total sales came to \$1,687.87 with a net profit of \$1,197.87 going to the Staff Council Scholarships. They are looking at the possibility of also selling chocolates next year due to the requests they received this year.

Ms. Coppage also reported on the recycle project that will be ready to rollout in April. Mr. Clayton will have his workers collect the cartridges and deliver them to the central storage location on the second Thursday of each month. He will also supply the plastic bags for the collections. There will need to be one person from each district to monitor the collection sites and be contact person for any questions that arise as to location of the drop boxes

The committee has researched the idea of Staff Calendars. They don't believe this would be a cost effective venture for the Staff Council at this time.

Each committee member has been challenged to visit three local restaurants to see if they would be interested in doing a UTD night with a percentage of the

proceeds being donated to Staff Council for scholarships. Ms. Losavio is still working on the hot dog and beverage sale at a few UTD athletic games. It looks like it might be possible April 3<sup>rd</sup>.

Mr. Dickson is working on a “Jail-a-Thon” suggestion to present to the Executive Committee. This would have the potential to bring in about \$15,000 for Staff Council Scholarships.

- i. Wellness Committee: Ms. Minnish reported that the committee met on February 21<sup>st</sup>. The 100 day heart challenge is going very well. There will be a lot of changes in the Women’s Center this upcoming year. The Center is now reporting to the VP of Diversity, Dr. Spector. The Race for the Cure and Mammogram Van, which fell under the Women’s Center, will now most likely fall to the Wellness Committee.

There will be a lunch brown bag lecture of Balancing Time & Energy; Work and Life, presented by Dr. Rolando Ramón, U.T. System on March 17<sup>th</sup>, 12:00 to 1:00 p.m. in the T.I. Auditorium.

The Activity Center will be offering scuba lessons at \$200 per session. This includes all equipment.

- j. UT System Employee Advisory Council: Mr. Dickson reported that there were several key points of discussion.
- Additional Retirement Programs
  - Wellness - BlueCross BlueShield is run a trial Health Manager program. They are looking for volunteers to use the program. You can earn prizes for using it. TX Round-Up is another program that they were asking employees to look at [www.txroundup.org](http://www.txroundup.org)
  - Risk Management – Presentations are being developed regarding active shooters on campuses
  - Ombudsperson – Very hot topic campuses are looking at UTD to see how this position is setup
  - Emergency Leaves – These leaves are being investigated due to some misuses
  - Time Keeping and Time Reporting
  - More defined training for employees
  - Layoff policies – layoffs are happening in the medical schools
  - New system website – [www.UT4U.com](http://www.UT4U.com)
- k. Faculty Senate: Dr. Leaf was not present to report.
- l. Student Government: Megan Malone was not present to report. Ms. Losavio reported that they did not appreciate the talk regarding the lack of response by Ben Dower.

- m. Retired Faculty/Staff Association: Ms. Roach reported that they had their elections. The results are: Chris Parr/President, Sandee Goertzen/Vice President, Peggy Eckelkamp/Secretary and Sandee Goertzen/Staff Council Liaison.

They are beginning their Discussion Talk Series – Planning is under way for the New Retirees Reception.

- n. University Committees:
- i. Parking and Transportation Committee – Ms. Mahar reported they met March 7<sup>th</sup>. The Dart program is going well. The number of riders seems to be increasing. The route to Callier Dallas is being cancelled due to the lack of participants and a route to WSTC may be added in the future but there is no immediate plan.  
  
Parking ticket appeals are at a high volume.
  - ii. Campus Facilities Committee – Mr. Calhoun reported that there still has been no meeting. They are waiting on Facilities Management to get the project matrix finished before they meet.
  - iii. University Safety & Security Committee – Ms. Boyer reported that the committee met March 5<sup>th</sup>. Police lights are being fixed. They are working on a numbering system so that they can be reported easier. Evacuation locations have been posted. Monitors are being assigned to each building. This person will be responsible for making sure that everyone gets out of the building. A safety policy is in need for event setups. Just recently, there was a blind student that was injured due to someone setting up a table just outside of a building.
  - iv. Women’s Center – Ms. Patterson reported that there are a lot of changes due to the center reporting to Dr. Spector now. Their quarterly meeting will be this month.
  - v. Deans and Directors – no meeting
  - vi. IR Security, Planning & Policy Committee – no meeting
  - vii. Auxiliary Services Advisory Committee – no meeting

**5. OLD BUSINESS:**

- a. Day Care: Ms. Long was not present to report.
- b. Community Project: Mr. Dickson reported that this was not going to happen due to the lack of interest by the student body.
- c. Ombudsperson: Mr. Dickson reported that he was unable to attend the committee meeting but that the draft policy was included in the agenda

packet. He asked that the members read over it. If anyone has any suggestions or comments, please forward them to him by Wednesday, March 19<sup>th</sup>. He will take them to the meeting on the 19<sup>th</sup>.

d. Old Suggestions:

- i. 2008-013 National Cancer Survivor's Day: Mr. Dickson reported that the Executive Committee is in favor of sponsoring this endeavor. Ms. Maute is concerned with having an event such as this on campus. Ms. Losavio brought up that people would be all for it but when the time got here they wouldn't follow through with their commitment. Mr. Dickson brought up the fact that Staff Council currently has a member that is battling cancer and if we don't sponsor this event then what kind of a message are we sending to him and to the staff members that are cancer survivors? UTD/Staff Council supports the Susan G. Komen race for the cure. This would be no different.

Mr. Dickson turned the floor over to staff visitor Danny Cordova. Mr. Cordova is not in favor of a car show on campus. He doesn't think this type of event has a place/right to be on campus.

Ms. Patterson made the motion to grant Mr. Janke sponsorship in name only and Ms. Coppage seconded the motion. The motion carried.

- ii. 2008-016 Handicap Parking During Events: Mr. Dickson reported that the responses from Chief Ridge and Mr. Bettley states that handicap individuals can park anywhere at anytime. Hang tags should be in clear view and/or have handicap license plates.

Ms. Losavio made a motion to close this suggestion and Ms. Perkowski seconded the motion. The motion carried.

- iii. 2008-006 Staff Important Date Calendars: Mr. Calhoun made a motion to close this suggestion and Ms. McLain seconded the motion. The motion carried.

**6. NEW BUSINESS:**

- a. CARE Awards: Mr. Dickson announced that the CARE Award email went out and that flyers & yard signs need to be distributed to promote employee nominations.
- b. CARE Award Signage: Ms. Kirkwood-Brown reported that yard signs were not returned after the Fall nominations. New yards signs need to be ordered. The cost is \$322.50 for 15-signs and 15-step stakes. Mr. Dickson suggested that only ten be set out and five be kept as replacements for unreturned or broken ones.

Ms. Skillestad made a motion to approve the purchase of the signs and Ms. Boyer seconded the motion. The motion carried.

c. New Suggestions:

- i. 2008-018 Building Liaison Email Groups: There was discussion as to where this should go. The outcome was to send a letter back to the suggestor telling them to contact their building liaison with their concern.

Ms. Losavio made a motion to close this suggestion with sending the response letter to the suggestor and Ms. Perkowski seconded the motion. The motion carried.

Ms. Boyer made the motion to extend the meeting by 30 minutes and Ms. Skillestad seconded the motion. The motion carried.

- ii. 2008-019 Dangerous Students: Ms. Boyer made the motion to send to Dr. Rachavong and Ms. Coppage seconded the motion. The motion carried.

- iii. 2008-020 Assistance with Disparity of Work Status: Ms. Minnish made a motion to close the suggestion with a letter to the suggestor advising that they go through the proper grievance process, not through Staff Council. Ms. Perkowski seconded the motion. The motion carried.

- iv. 2008-021 Valentine's Day Balloon Sales: Ms. Caplinger made a motion to send this suggestion to the Benefits Committee and Ms. Skillestad seconded the motion. The motion carried.

- v. 2008-022 Paying for Parking: Ms. Minnish made a motion to close this suggestion with a letter going to the suggestor stating that the current parking policy is a mandate from U.T. System. Mr. Shedd seconded the motion. The motion carried.

- vi. 2009-023 Staff Achievements: Ms. McLain made a motion to close this suggestion with a letter to the suggestor advising them to contact Ms. Patterson regarding the items for display. Mr. Bennett seconded the motion. The motion carried.

d. Floor Nominations for Open Staff Council Positions: Mr. Dickson opened the floor for nominations for the open positions. The list is as follows:

- i. District 1 – Joanne Owens, Dee Lambert, Linda Gary (alternate)  
ii. District 3 – Holly Shumake  
iii. District 5 – Nancy Branch, Carol Lanham  
iv. District 7 – Tommie Ivey, Kent Mecklenburg, Vy Trang

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Mr. Dickson asked that any other nominations be emailed to him by Friday, March 14<sup>th</sup> so that he can prepare them to present to the Executive Committee for approval..

**7. OTHER BUSINESS**

There was no other business to discuss.

**8. ADJOURNMENT:**

Ms. Caplinger made a motion to adjourn the meeting and Ms. Minnish seconded the motion. The meeting was adjourned.

Respectfully Submitted

Tonja Kirkwood-Brown  
Staff Council  
Administrative Assistant