

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

May 14, 2008

TI Auditorium ESCS 2.102

9:00 a.m.

PRESENT: Patsy Aguilera, James Barnes, Lynne Boyer, Daniel Calhoun, Corina Cantua, Darlene Coppage, Chris Dickson, Robert Hamilton, Carolyn Ivey, Tommi Ivey, Tom Lee, Jacqueline Long, Michelle Long, Brenda Mahar, Irene Marroquin, Lin Maute, Roxanne Minnish, Judith Patterson, Gaby Perkowski, Loreen Phillips, Tara Riall, Holly Shumake, Lori Skillestad

ABSENT: Jacob Abraham, Ed Bennett, Kristen Blakely, Laurie Brown, Dina Caplinger, Daroline Crossley, Tricia Losavio, Remona McLain, Rebecca Murry, Sandra Sawyer, Doug Shedd, Kathy White

GUESTS: David Gleason, Sandee Goertzen, Claire Occhipinti

1. CALL TO ORDER:

President Chris Dickson called the meeting to order.

2. ROLL CALL:

There were twelve members not in attendance.

3. APPROVAL OF MINUTES:

Ms. Minnish made a motion to approve the minutes for the March 12th meeting as amended and Ms. Carolyn Ivey seconded the motion. The motion carried.

Ms. Skillestad made a motion to approve the minutes for the April 9th meeting as amended and Ms. Carolyn Ivey seconded the motion. The motion carried.

4. GUEST SPEAKER:

INSURANCE ADVISORY COMMITTEE: Ms. Occhipinti reported that there will be an 8-9% increase in insurance premiums but that UT System is going to absorb this increase in FY09. There is a new newsletter out with more information about benefits. New "Living Well; Make it a Priority" Worksite Health and Wellness

programs have been launched the newest one kicking off May 28th, “America on the Move.” Ms. Occhipinti encouraged everyone to participate. RFP’s have gone out for FY09 regarding disability, vision and maybe prescription plans. Annual enrollment email will start coming out soon from System. A new ERS retirement program is being rolled out to new hires for voluntary enrollment.

5. COMMITTEE REPORTS:

a. Executive Committee: Mr. Dickson reported briefly regarding a meeting that he had with Dr. Jamison. There was discussion about compensation, staff morale, guideline changes to give Staff Council a bigger voice and ways to get the Staff Council story out better. He also discussed Ms. Kirkwood-Brown’s position as Administrative Assistant for Staff Council. She may be moved from this position in the near future. Mr. Dickson will be receiving guidance from Dr. Leaf with the guideline changes.

Mr. Dickson also reported that everything that was discussed at the May 7th meeting was on the general Staff Council agenda.

b. Attendance Report: Mr. Calhoun did not have a report for this meeting.

c. Secretary/Treasurer's Report: Ms. Kirkwood-Brown reported that treasurer report was included in the agenda packet and that is self explanatory. Ms. Kirkwood-Brown added a rough estimate of year-to-date revenue that the Staff Council has raised and stated that she would try to research it further for a more accurate amount hopefully by the next meeting.

STAFF COUNCIL TREASURER REPORT - April FY08

| | EXPENSES | REVENUE | BALANCE |
|--|----------|---------|---------------|
| STATE FUNDS - 316142 Operating Account | | | |
| Balance April 1, 2008 | | | 1,249.34 |
| 5-Mar-08 PCC Printing | 39.00 | | 39.00 |
| 5-Mar-08 PCC Printing | 88.50 | | 88.50 |
| 3-Apr-08 Copy Center - Election | 31.07 | | 31.07 |
| 3-Apr-08 Copy Center - Election | 6.60 | | 6.60 |
| 5-Mar-08 Survey Monkey | 200.00 | | 200.00 |
| 1-Apr-08 Staples - Election Supplies | 309.11 | | 309.11 |
| 15-Apr-08 Staples - Election Supplies (credit) | | 144.48 | 144.48 |
| Balance April 30, 2008 | | | 719.54 |

| | | | |
|---|--|--|-----------------|
| STATE FUNDS - 316405 Operating Account | | | |
| Balance April 1, 2008 | | | 3,000.00 |
| No activity reported for April | | | 0.00 |
| Balance April 30, 2008 | | | 3,000.00 |

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FUND RAISING - 317807

| | | | |
|---|----------|--------|-----------------|
| Balance April 1, 2008 | | | 2,355.87 |
| 29-Feb Credit for balloon sale | | 13.00 | 13.00 |
| 3-Mar PCC Party City (valentine balloons) | 318.50 | | 318.50 |
| 31-Mar IDT #I-SC-001 Scholarship awards | 1,213.87 | | 1,213.87 |
| 8-Apr Credit for printer cartridges | | 242.00 | |
| Balance April 30, 2008 | | | 1,078.50 |

Total fund raising revenue to date 2,784.00

UTD STAFF ENDOWED SCHOLARSHIP - 525521

| | | | |
|-------------------------------|--|--|---------------|
| Balance April 1, 2008 | | | 785.28 |
| | | | 0.00 |
| | | | 0.00 |
| Balance April 30, 2008 | | | 785.28 |

Scholarship Staff Scholarship - 525528

| | | | |
|--|----------|--|-------------------|
| Balance April 1, 2008 | | | 1,778.06 |
| 31-Mar IDT #I-SC-001 Credit for scholarship awards | 1,213.87 | | 1,213.87 |
| Balance April 30, 2008 | | | (2,991.93) |

- d. President's Coffee: Ms. Kirkwood-Brown reported that the makeup coffee for districts 2, 4, & 7 is scheduled for May 21st. Mr. Dickson also reported that he met with Dr. Daniel and that he would like to host coffees possibly just three times a year. Staff Council might think about scheduling meetings with his cabinet members also.
- e. Benefits Committee: Ms. White was not present to report but Mr. Dickson attended the committee's meeting May 1st and there was discussion about plaques and the possibility of parchment awards instead. Mr. Dickson urged the committee to use the \$358 that is already encumbered for plaques or to come up with a better way to spend these funds. He asks that suggestions be forwarded to the Executive Committee. There was also discussion of an additional display case that would be used strictly for Staff Council achievements while the other would be used to highlight Staff achievements. We hope to move the Staff Council display case to a more visible area soon.
- f. Communications Committee: Ms. Brown was not present to report but Ms. Maute reported that the committee met May 1st and welcomed Holly Shumake to the committee. They discussed the Meet-n-Greet and when and where to have the next one. The next *SUN* newsletter will be coming out soon. All articles should be sent to Ms. Michelle Long.

Mr. Dickson expressed his many thanks to Ms. Long for all her help updating the Staff Council webpage and the election website.

- g. Staff Development Committee: Ms. Patterson reported that the committee met on April 16th. They discussed requesting an additional display case for staff recognition. Ms. McEachern is coming to their meeting on May 15th to give an update on the employee-to-employee connection. The committee is looking at the possibility of UTD offering a tuition program for staff/faculty members. This is after looking at the staff survey results.
- h. Fund Raising: Ms. Coppage reported that the committee met on May 8th and primarily discussed the Jail 'n Bail campaign. The committee is very much in favor of this endeavor. Dr. Daniel and Dr. Jamison also give their support.

The recycle program is underway but still working through some kinks. Pinteck picked up one and a half truck loads of cartridges for recycle last week so we should be getting a check soon. Ms. Coppage has the bags for recycle locations if anyone needs them.
- i. Wellness Committee: Ms. Minnish reported the committee met on April 16th. The 100 day challenge wrapped up and was very successful. There will be a Brown Bag lunch on the topic of posture awareness and ways to increase your daily movement at the office on May 21st. They have scheduled a conference call with Rolando Ramon from UT System regarding System's new Wellness initiative for their next meeting, May 20th.
- j. UT System Employee Advisory Council: Mr. Dickson reported that there has not been a meeting since March so there was nothing new to report. Mr. Dickson has been nominated for President of the EAC.
- k. Faculty Senate: Dr. Leaf reported that there really wasn't much going on in the Senate that would be of much importance to the staff with the exception of Title 49 "Disruptive Students" being sent to the Regents. Dr. Prior and Mr. Gary met with the Senate on May 7th while they were here from System. UTD has a new attorney representative in the OGC and Dr. Leaf talked to her about Title 49 changes that the Senate approved. Dr. Leaf has also met with Dr. Rachavong regarding the new BAIT team program that has been put in place to deal with unstable or disruptive students. The Senate will discuss Academic Council concerns on May 21st.
- l. Student Government: Ms. Malone was not present to report.
- m. Retired Faculty/Staff Association: Ms. Goertzen reported that they meet in two weeks. The trip to the Bureau of Engraving and Printing in Fort Worth was very interesting. There are only two places that actually print money; one in Washington and the one in Fort Worth. The retirees' website is currently being updated and there are a total of 118 members.

- n. University Committees:
 - i. Parking and Transportation Committee – Ms. Mahar stated that there was really nothing to report with the exception of the cancellation of the UT Southwestern/UTD bus route due to lack of use.
 - ii. Campus Facilities Committee – no meeting to report on but Mr. Calhoun stated that the campus project matrix is being updated and would soon be posted on the website.
 - iii. University Safety & Security Committee – Ms. Boyer reported that the light at Renner and Waterview should be installed soon.
 - iv. Women’s Center – no meeting to report.
 - v. Deans and Directors – no meeting to report.
 - vi. IR Security, Planning & Policy Committee – Ms. Marroquin reported that the committee met to discuss outsourcing email for alumni and graduating students, backup storage systems and updating classroom equipment.
 - vii. Auxiliary Services Advisory Committee – Mr. Dickson reported for Ms. Aguilera that Aramark’s contract expires 6/30/2008. The Auxiliary Services Advisory Committee met on April 10th for the Food Service Management RFP. Deadline for submission for all food services proposals was April 28th. We are hoping UTD will receive three solid proposals. All contracts are being reviewed at this time.

6. OLD BUSINESS:

- a. Website: Mr. Dickson stressed the importance of the website being updated. This was one of his biggest issues when he ran for Staff Council President and now it is a year out of date. It is currently being worked on so if anyone sees things that need to be changed please let us know.
- b. CARE Awards: Mr. Dickson reported that Ms. Attari, the CARE Award liaison has submitted some changes to the guidelines but they have not been approved. They will go before the Executive Committee for review. The ceremony for Spring 2008 will be May 29th at 9:00 a.m.
- c. Child Care Proposal: Ms. Long reported that the proposal has not been presented to the President at this time due to the meeting being cancelled. The meeting not been rescheduled as of yet.
- d. Ombudsperson: Mr. Dickson reported that the committee is still waiting on the policy from Mr. Wilson before proceeding. It is not clear yet as to whether there will be an ombudsperson or a peer panel.
- d. Old Suggestions:
 - i. Suggestion 2008-013 (National Cancer Survivor’s Day): Mr. Dickson reported that due to Mr. Janke having to move the location of the event off campus, the Staff Council sponsorship has been withdrawn.

Ms. Patterson made a motion to withdraw the Staff Council sponsorship and Ms. Coppage seconded the motion. The motion carried.

Ms. Boyer made a motion to close suggestion 2008-013 and Ms. Skillestad seconded the motion. The motion carried.

- ii. Suggestion 2008-019 (Dangerous Students): Mr. Dickson reported that Dr. Rachavong responded to the suggestion but that she felt that it was not a Student Affairs issue. She believes it should be forwarded to UTD Police or the Registrar. Mr. Dickson asked if the suggestion should be closed or should it be sent somewhere else. Dr. Leaf suggested that it be sent to him for the Senate to address.

Ms. Patterson made a motion to send suggestion 2008-019 to the Academic Senate and Ms. Minnish seconded the motion. The motion carried.

7. NEW BUSINESS:

a. New Suggestions:

- i. 2008-019 Get the Staff Council Story Out: Ms. Patterson made this suggestion from the floor. Create, print and distribute some type of brochure or bookmark telling the history, mission, accomplishments and vision of the Staff Council. This will go to the Executive Committee for recommendations on what group should work on it.

- b. Staff Council Elections: Mr. Dickson reported that Ms. Kirkwood-Brown would be sending out the election ballots today (May 14th) through Survey Monkey. This is the first time for this type of election to be done therefore we would appreciate any comments pro or con that anyone may have.

Mr. Dickson asked that Mr. Barnes inform Facilities Management employees that the ballots will be sent to their email addresses. Please encourage them to vote. If they do not have net ID's they can go through the IR website to retrieve them.

The election will run from May 14th – May 21st.

- c. University Committee Recommendations: Mr. Dickson requested that this be tabled until the June meeting.

Ms. Coppage made a motion to table this item until the June meeting and Mr. Barnes seconded the motion. The motion carried.

- d. EAC Recommendations: Mr. Dickson reported that his term expires August 31st but he is willing to serve for another term if nominated. The Executive Committee is recommending Mr. Dickson for another term.

Ms. Patterson made a motion to submit Mr. Dickson's name to represent UTD on the EAC and Ms. Minnish seconded the motion. The motion carried.

- e. UT System Insurance Advisory Council Representative: Mr. Dickson reported that Ms. Occhipinti's term is expiring and she is retiring this year therefore the Executive Committee is recommending Ms. Sharpling and Ms. Moldenhauer's names be submitted.

Mr. Barnes made a motion to submit Ms. Sharpling and Ms. Moldenhauer's names be submitted to represent UTD on the Insurance Advisory Council and Ms. Maute seconded the motion. The motion carried.

- f. Staff Council and Recognition Plaques: Mr. Dickson reported that the plaques issue has become a big deal. The \$358 has to be used for plaques because that is what it was approved for. It is very important to get the story/history of the Staff Council out to every employee. It is also important to recognize those that founded the Staff Council and all those that have contributed to the success of the Staff Council over the years. Mr. Dickson opened the floor to suggestions and/or comments.

Suggestion/Comments:

- i. With plaques, there are the issues of where to put them where staff can see them.
- ii. Stickers: these are something that are inexpensive to produce and can be put by name plates or doors that say "I'm a Staff Council Rep".
- iii. Fountain/Statue/Wall/Bench donated by Staff Council: that could be placed for everyone to see.
- iv. Bookmark/Brochure given to new hires in orientation.
- v. Website could post a membership list of all that have been members since induction.
- vi. Research to see how other universities/colleges tell their Staff Council stories.
- vii. Research to see if there is a statewide EAC group that we can compare our policies/guidelines to.

tkbrown 6/23/08 10:43 AM
Deleted: plaques

8. OTHER BUSINESS

- a. Suggestions/Proposals from the floor: Mr. Dickson opened the floor for any new suggestions.
- i. 2008-019 Get the Staff Council Story Out: Ms. Patterson made this suggestion from the floor. Create, print and distribute some type of brochure or bookmark telling the history, mission, accomplishments

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and vision of the Staff Council. This will go to the Executive Committee for recommendations on what group should work on it.

b. Other: No other business was brought to the floor.

9. ADJOURNMENT:

Mr. Calhoun made a motion to adjourn the meeting and Ms. Patterson seconded the motion. The meeting was adjourned.

Respectfully Submitted

Tonja Kirkwood-Brown
Staff Council
Administrative Assistant