

Official and Approved Minutes

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U.T. DALLAS STAFF COUNCIL MEETING MINUTES

October 8, 2008

TI Auditorium ESCS 2.102

9:00 a.m.

PRESENT: Metta Alsobrook, , Kristen Blakely, Lynne Boyer, Laurie Brown, Corina Cantua, Tysh Coleman, Darlene Coppage, Chris Dickson, Erin Dougherty, Mary-Margaret Echevarria, Chaney Edwards, Arturo Elizondo, Kris Faulk, Colter Fleming, Robert Hamilton, Patrice Holt, James Hubener, Tommi Ivey, Kimberly Kentfield, Carol Lanham, Tom Lee, Jacqueline Long, , Tricia Losavio, Irene Marroquin-Bellatin, Lin Maute, , Roxanne Minnish, Randi Mogul, Judith Patterson, Gaby Perkowski, Loreen Phillips, Rena Read, Tara Riall, Brenda Seifi, Holly Shumake, Douglas Shedd, Lori Skillestad

ABSENT: Carole Abbott, JB Barnes, Ed Bennett, Caroline Crossley, Lisa Garza, Michelle Long, Remona McLain, Rebecca Murry-Duncan, Kathy White

1. CALL TO ORDER:

President Chris Dickson called the meeting to order.

2. STAFF COUNCIL PHOTOS:

A brief recess was called so that photos could be taken of the entire Staff Council and the Executive Board members to be posted on the Staff Council website.

3. ROLL CALL:

Eleven Staff Council members were absent; however, a quorum was established.

4. APPROVAL OF MINUTES:

Mr. Barnes made a motion to table approval of the September 10th minutes until the November meeting and Mr. Lee seconded the motion. The motion carried.

5. COMMITTEE REPORTS:

- a. Executive Board: Mr. Dickson reported that the Board met October 1st, and everything that was discussed is outlined in the Executive Board meeting

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minutes. Attendance is still an issue with some individuals and will be addressed one-on-one by Mr. Dickson.

- b. Attendance Report: Mr. Dickson asked that all committee chairs forward minutes from their first FY09 committee meetings to him and to Tricia so the new attendance report can be updated.
- c. Secretary/Treasurer's Report: In Ms. Kirkwood-Brown's absence, Mr. Dickson reviewed the Secretary/Treasurer's Report below.

STAFF COUNCIL TREASURER REPORT - September FY09

	EXPENSES	REVENUE	BALANCE
STATE FUNDS - 316142 Operating Account			
Balance September 1, 2008			358.50
1-Sep-08 FY07 Encumbrance			0.00
Balance September 30, 2008			358.50
STATE FUNDS - 316405 Operating Account			
Balance September 1, 2008			3,000.00
1-Sep Beginning budget			0.00
Balance September 30, 2008			3000.00
FUND RAISING - 317807			
Balance September 1, 2008			897.94
1-Sep Beginning budget			0.00
Balance September 30, 2008			897.94
UTD STAFF ENDOWED SCHOLARSHIP - 525521			
Balance September 1, 2008			1195.22
1-Sep Beginning budget			0.00
Balance September 30, 2008			1,195.22
Scholarship Staff Scholarship - 525528			
Balance September 1, 2008			1117.43
1-Sep Beginning budget			0.00

Mr. Dickson reported that we have an additional \$2000 coming from Dr. Jamison. Mr. Dickson will also be talking to Dr. Daniel regarding the matching funds that have not yet been received. There is a possibility that the endowment for the Jody Nelson Staff Scholarships will replace the matching funds.

- d. Benefits Committee: Ms. Skillestad reported that the committee met to elect officers and that they decided to meet the first Friday of each month at 9:30 AM. The elected officers are: Lori Skillestad, Chair and Gaby Perkowski, Secretary. A Vice Chair will be elected at the next meeting. LCD frames are in the process of being ordered. This is a continuance of the project that was started by previous committee members.
- e. Communications Committee: Ms. Ivey reported that the committee met on October 2nd to discuss the following:
 - i. Elected Officers: Tommi Ivey, Chair, Michelle Long, Vice Chair and Corina Cantua, Secretary
 - ii. Meet 'n' Greet – is scheduled for October 29th from 11:30AM-1:30PM. District tables will be set up in the Pit area of the Green building and games will be conducted outside on the patio. There will also be a Halloween Costume Contest. Ms. Ivey asked departments to donate items to be used as prizes.

Ms. Perkowski made a motion to set a budget of \$200 for food for Meet 'n' Greet and Ms. Brown seconded the motion. The motion carried.
 - iii. SUN Newsletter – The next issue of the SUN is expected to be ready by October 14th. It will spotlight Districts 1 and 2.
- f. Staff Development Committee: Ms. Patterson reported that the committee met on September 18th. Terri Cartwright, from Human Resources, presented a new program, *Being Successful at UT Dallas*, which is being provided for new hires at UT Dallas. Additional business consisted of:
 - i. Election of Officers: Judy Patterson, Chair; Kristen Blakely, Vice Chair and Colter Fleming, Secretary.
 - ii. Suggestion 2008-028 - The suggestion to establish a Secretaries/Administrative Assistants Day on campus was discussed and the committee agreed that there should be a Staff Appreciation Day to honor everyone's hard work and that maybe hold it in July. Ms. Blakely is writing a proposal to promote the event.

Ms. Patterson made a motion to close out suggestion 2008-028 and that a response should be sent to the author of the proposal explaining a day of recognition for all staff is being considered. Mr. Lee seconded the motion and a roll call vote was taken. The motion carried.

- g. Fundraising: Ms. Coppage reported that committee met on September 16th and 30th. In addition to talking about new fundraising ideas, the following was also discussed:
- i. Elected Officers: Darlene Coppage, Chair, Vice Chair, Randi Mogul and Mary-Margaret Echevarria.
 - ii. Poinsettia/Christmas Cactus Sale: In an effort to appeal to more people on campus this year, the committee will offer Christmas Cacti in addition to Poinsettias. The grower is willing to deliver to groups off campus who place large orders (75+plants per site). We have a choice of delivery on Dec. 5 or 12 as long as we have a minimum of 50 plant orders for each day. All plants come in 6” pots.

The committee’s next meeting is October 21st.

- h. Wellness Committee: Ms. Minnish reported that the committee met and discussed the following:
- i. Corporate Challenge: The closing ceremony will take place on October 22nd. UT Dallas came in at sixth place overall. The drawing for UT Dallas prizes will be on Friday. Raffle tickets are still available.
 - ii. Reminders: Dig for the Cure will take place on October 31st and all proceeds will go to the Susan B. Komen Foundation.

The committee’s next meeting will be September 13th.

- i. UT System Employee Advisory Council: Mr. Dickson announced that a report will be made at the next Staff Council meeting.
- j. Faculty Senate: Mr. Dickson gave a report in the absence of Dr. Leaf. Items included:
 - i. Handbook of Operating Procedures: A committee is being formed to review the current Handbook of Operating Procedures for UT Dallas. The committee’s charge will be to submit suggestions, changes and/or corrections to Dr. Daniel. In addition to other committee appointees, there will be one faculty member on the committee and one Staff Council representative.

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- ii. Wellness Committee: A proposal is being put together to make the Wellness Committee a standing university committee.
- k. Student Government: Mr. Rosson was not in attendance to report.
- l. Retired Faculty/Staff Association: In the absence of Chris Parr, a member of the Association reported that events planned for October include a trip to the Main Event on October 7th and to see a movie at the Angelica Theater on October 23rd.
- m. University Committees:
 - i. Parking and Transportation Committee – Rena Read, Tish Coleman and Randi Mogul were nominated to fill a vacancy on the committee. By paper ballot vote, Tish Coleman was elected to represent the Staff Council on the Parking and Transportation Committee.
 - ii. Campus Facilities Committee – Ms. Patterson made a motion to appoint Daniel Calhoun as the continuing Staff Council representative on the Campus Facilities Committee. Ms. Skillestad seconded the motion. The motion carried.
 - iii. University Safety & Security Committee – No meeting to report
 - iv. Women’s Center – Mr. Dickson reported that new board members have been elected and there is a change in agenda for the Women’s Center. More information will be reported at a later date.
 - v. Deans and Directors – No meeting to report
 - vi. IR Security, Planning & Policy Committee – No meeting to report
 - vii. Auxiliary Services Advisory Committee – No meeting to report

6. OLD BUSINESS:

- a. Child Care Proposal: Ms. Jacqueline Long reported that a meeting will take place on Wednesday, October 22nd in the Women’s Center Conference Center. A proposal will be put together at that time.
- b. VP of Development Search Committee: Ms. Patterson reported that Aaron Conley has been hired as the new Vice President of Development and Alumni Relations.
- c. SACS Assessment: Mr. Dickson reported that the assessment is not complete, but will be done soon and submitted to Metta Alsobrook.
- d. E2E Connection: Mr. Dickson reported that he will be meeting with Dr. Daniel on October 14th to discuss the program.
- e. Fall Forum: Mr. Dickson reported that the Forum will be held on December 3rd at 10:00AM. He is checking into the availability of the Davis Auditorium as the location for the event.

7. **NEW BUSINESS:**

a. New Suggestions:

- i. 2009-00301S Staff Council Refreshments: To consider having refreshments at the monthly meetings. Ms. Mogul volunteered to pick up refreshments each month. Mr. Dickson asked that the cost be kept under \$50.

Ms. Skillestad moved to approve and close the suggestion and Ms. Echevarria seconded the motion. A roll call vote was taken and the motion carried.

- ii. 2009-004S Wellness Committee Suggestion: To make the Wellness Committee a Standing Committee of the Staff Council. Two resolutions were presented for a vote:
(1) Resolution 1: Propose that the Wellness Committee become a Standing Committee of the Staff Council.

Mr. Barnes made a motion to reject Resolution 1 and Ms. Boyer seconded the motion. The motion carried.

- (2) Resolution 2: Propose that the Wellness Committee become a University-wide committee.

It was moved by Ms. Patterson and seconded by Ms. Read to forward Resolution 2 to the Faculty Senate. The motion carried.

- iii. 2009-005S Staff Spirit: Ideas to boost staff spirit and sense of unification, and to show students how fun we can be. It was suggested that an adhoc spirit committee be established as part of the Communications Committee.

Ms. Skillestad made a motion to forward this suggestion to the Communications Committee. Ms. Minnish seconded the motion and the motion carried.

- iv. 2009-006S Activity Center: To provide staff the ability to pay for group/individual workout lessons without having to also pay the annual fee; discounted membership fee; and extra time off during work hours to exercise.

It was moved by Ms. Minnish and seconded by Ms. Patterson to send this suggestion to the Wellness Committee. The motion was carried.

- v. 2009-007S Paper Recycling: To have a program for recycling inter-office envelopes. Mr. Dickson brought up the fact that we already have a paper recycling on campus that can also be used for these envelopes.

Ms. Minnish made a motion to close this suggestion and Ms. Phillips seconded the motion. A vote was taken and the motion carried.

- vi. 2009-008S Free Gym Membership: To offer staff and faculty a free membership to the University's Activity Center.

A motion to send this to the Wellness Committee was made by Ms. Patterson and seconded by Ms. Ivey. The motion passed.

- vii. 2009-009S Building Access and Badge Processes: To increase help during the beginning of each semester to activate security badges for NSERL building faculty, staff and students.

Ms. Mogul made a motion to close this suggestion and to respond to the writer of the suggestion that this is not a Staff Council issue. Ms. Minnish seconded the motion. The motion passed.

- viii. 2009-010S Staff Council Wiki Usage: To use UTD wiki (<http://confluence.utdallas.edu>) as a means of communication and interaction with staff and Council members.

Ms. Coppage moved and Ms. Perkowski seconded the motion to forward this suggestion to the Executive Board.

- b. Suggestion Tracking: Mr. Dickson reported that it is difficult to keep up with the progress of suggestions once they are forwarded to departments on campus. He asked that suggestions for a better tracking system be emailed to him.
- c. Flu Shots: Mr. Dickson reminded everyone about the free flu shots that will be available to all full-time staff and UT Dallas retirees. Part-time employees working 50% or less are not eligible. The \$18 per shot cost is being funded primarily by the Environmental Health & Safety department with Workers Comp money that was not used in 2008. The schedule is as follows:

Oct. 27	-	1:00-3:00	-	Facilities Management Classroom
Oct. 28	-	10:00-12:00	-	Tricia is checking on Activity Center availability.
Oct. 29	-	Callier Center		
- d. "P" Drive: It was moved by Ms. Patterson and seconded by Ms. Minnish to table discussion on this issue. The motion passed.
- e. District 6 Vacancy Election: Mr. Dickson reported that there were three nominations to fill the vacancy in District 6. They were Melissa Rogers, Laurinda, and Serenity King. Paper ballots were cast and resulted in the selection of Serenity King to fill the position.

8. OTHER BUSINESS

- a. Suggestions/Proposals from the floor: No new suggestions or proposals were submitted from the floor.
- b. Other: No other new business.

9. ADJOURNMENT:

Ms. Mogul made a motion to adjourn the meeting and Ms. Skillestad seconded the motion. The meeting was adjourned.

Respectfully Submitted

Darlene Coppage

Staff Council