

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**

September 10, 2008

TI Auditorium ESCS 2.102

9:00 a.m.

**PRESENT:** JB Barnes, Ed Bennett, 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, Lisa Garza, Patrice Holt, Kimberly Kentfield, Jacqueline Long, Michelle Long, Tricia Losavio, Lin Maute, Remona McLain, Roxanne Minnish, Randi Mogul, Rebecca Murry-Duncan, Judith Patterson, Loreen Phillips, Rena Read, Tara Riall, Brenda Seifi, Holly Shumake, Lori Skillestad

**ABSENT:** Carole Abbott, Metta Alsobrook, Caroline Crossley, Robert Hamilton, James Hubener, Tommi Ivey, Carol Lanham, Tom Lee, Irene Marroquin-Bellatin, Gaby Perkowski, Douglas Shedd, Kathy White

**GUESTS:** Thom Chesney, Sandee Goertzen, Misty Williams

**1. CALL TO ORDER:**

President Chris Dickson called the meeting to order.

**2. ROLL CALL:**

There were twelve members not in attendance, a quorum was established.

**3. ELECTIONS:**

Mr. Dickson turned the meeting over to Mr. Calhoun and Ms. Kirkwood-Brown to run the elections process. Mr. Calhoun first opened the floor to nominations for President.

Chris Dickson and Tricia Losavio were both nominated. Ms. Patterson moved to close nominations and Ms. Boyer seconded the motion. The motion carried.

Mr. Calhoun asked that each nominee give a campaign speech as to why they should be voted for.

Ms. Losavio stated that everyone should vote for Mr. Dickson.

Mr. Dickson stated “he has been the President for the past two years and feels that there are things he feels that are unfinished and he would like the opportunity to see them through. The story and vision of the Staff Council still needs to get out to every staff member new and current. And he wants to work on better tuition benefits for staff”.

The votes were tallied and Mr. Dickson was named the Staff Council President.

Mr. Calhoun opened the floor for nominations for Vice President. Tricia Losavio and Darlene Coppage were both nominated. Ms. Patterson moved to close nominations and Ms. McLain seconded the motion. The motion carried.

Mr. Calhoun asked that each nominee give a campaign speech as to why they should be voted for.

Ms. Losavio took the floor first to say “that unlike the position of President she would like to be Vice President. She has been on the Staff Council for three years and feels that there are still things that she would like to see done. Also she would like the opportunity to help get the Staff Council story and vision out to every employee”.

Ms. Coppage took the floor to say “that she feels that Ms. Losavio would be great as the Vice President and to vote for Ms. Losavio”.

The votes were tallied and Ms. Losavio was named the Staff Council Vice President.

Mr. Calhoun turned the meeting back over to Mr. Dickson. Mr. Dickson addressed the committee appointments to everyone and asked each member to write in their top three choices of the Standing Committees on the ballots and give them to Ms. Kirkwood-Brown before leaving the meeting. If anyone is interested in being on the ad hoc Wellness committee, they should write it in at the bottom. Mr. Dickson will work with Ms. Losavio to get committee assignments done as soon as possible.

James Finch has left the university and has been replaced by Mary-Margaret Echevarria.

#### **4. APPROVAL OF MINUTES:**

Mr. Barnes moved to approve the minutes for the July 16<sup>th</sup> meeting as amended and Ms. Skillestad seconded the motion. The motion carried.

Mr. Barnes moved to approve the minutes for the August 13<sup>th</sup> meeting as amended and Ms. Garza seconded the motion. The motion carried.

**5. COMMITTEE REPORTS:**

- a. Executive Committee: Mr. Dickson reported that the committee met September 3<sup>rd</sup> and a quorum was not met therefore it was an informal meeting. It was more of an overview meeting and Mr. Dickson informed members that the E2E presentation to Dr. Jamison was scheduled for September 18<sup>th</sup>.
- b. Attendance Report: Mr. Dickson reported that the attendance reporting starts over as of this meeting. Ms. Losavio will update the report as soon as the committee appointments have been made and the chairs report the attendance of their committee meetings.
- c. Secretary/Treasurer's Report: Ms. Kirkwood-Brown reported on the treasurer report below.

**STAFF COUNCIL TREASURER REPORT - August FY08**

	EXPENSES	REVENUE	BALANCE
<b>STATE FUNDS - 316142 Operating Account</b>			
Balance August 1, 2008			209.44
1-Jul-08	208.71		208.71
Balance August 31, 2008			0.73
 <b>STATE FUNDS - 316405 Operating Account</b>			
Balance August 1, 2008			3,000.00
12-Aug Jail n Bail Mercury ad	50.00		50.00
15-Aug FastSigns (new members)	315.00		315.00
15-Aug SC Member of the Year Award	170.05		170.05
19-Aug WK #1011773-08 (orientation)	40.76		40.76
21-Aug Cater Charge (orientation)	212.50		212.50
Balance August 31, 2008			2,211.69
 <b>FUND RAISING - 317807</b>			
Balance August 1, 2008			1,078.50
21-Aug Honeybee (researching)	180.56		180.56
Balance August 31, 2008			897.94
<b>Total fund raising revenue to date</b>			<b>3,705.50</b>
 <b>UTD STAFF ENDOWED SCHOLARSHIP - 525521</b>			
Balance August 1, 2008			990.25
2-Sep ENDOW QTR INT (credit)		(55.99)	(55.99)
2-Sep ENDOW QTR INT (credit)		(148.98)	(148.98)
Balance August 31, 2008			1,195.22

Staff Council Meeting  
September 10, 2008

Scholarship Staff Scholarship - 525528

Balance August 1, 2008		927.93
25-Aug CRS Printek (recycle program - credit)	(189.50)	(189.50)
Balance August 31, 2008		1,117.43

Ms. Kirkwood-Brown has updated the total fund raising revenue. She also explained that the negative \$3,705.50 in the scholarship account is actually a positive credit balance.

Mr. Dickson asked that Ms. Kirkwood-Brown try to encumber the \$2,211.69 for use in FY09 if possible. Ms. Kirkwood-Brown will research to see if it can be done.

- d. President's Coffee: Ms. Kirkwood-Brown reported that there was no coffee to report for this month. The dates for the FY09 coffees are October 14<sup>th</sup> and December 16<sup>th</sup>. The districts will be announced at a later date.
- e. Benefits Committee: Ms. White was not in attendance to report.
- f. Communications Committee: Ms. Brown reported that the committee met to discuss the following:
  - i. Staff Council Brochures – are available and have been delivered to Human Resources for distribution in new hire orientations.
  - ii. Meet 'n' Greet – is scheduled for October 29<sup>th</sup> in front of the Green building from 10AM-1PM. The committee is looking at possibly having barbecue, tea and other treats. It will be a Halloween theme this year and each district is asked that they have a contact person for information to field from.
  - iii. Fall Forum – is scheduled for December 3<sup>rd</sup> at 9:30 a.m.
  - iv. SUN Newsletter – articles need to be submitted no later than the last week of September to make it in this issue.
  - v. Staff Council Pictures – group pictures will be taken at the October meeting to be posted on the website.
- g. Staff Development Committee: Ms. Patterson reported that the committee had a really good meeting. They basically reviewed the accomplishments of the past year. There was more discussion about E2E Connection and the possibility of organizing a Staff Development Day.
- h. Fundraising: Ms. Coppage reported that committee met on September 9th and discussed the following:
  - Jail 'n' Bail: this was a debriefing. The event brought in around \$10,000 which was the largest single day fundraising event that UT

Dallas has ever had. Ms. Coppage gave a big thanks to Mr. Dickson for bringing this idea to the committee and to the committee for all their hard work in making the event possible.

Mr. Dickson added that there was a lot of positive feed back regarding the event. There were a couple of negatives but nothing big. The students donated and got to interact with the police department in a positive way. The event was a big success. There was also a big thanks to Erin Dougherty for getting her department to share the cost of the t-shirts.

- ii. Poinsettias/Begonias: the new grower has set December 12<sup>th</sup> as the official delivery date but has said that if a second date is needed that they will be able to accommodate the need (looking at possibly December 5<sup>th</sup> and 12<sup>th</sup>).
  - i. Wellness Committee: Ms. Minnish reported the committee met and discussed the following:
    - i. Corporate Challenge: Events are going well.
    - ii. Campus Wellness: Dr. Jamison has donated 1,500 pedometers to help promote wellness across campus. 247 employees have signed up for the “Move across America Campaign” as of today. The mammogram van will be on campus October 29<sup>th</sup> from 8:00-10:45 a.m. Dr. Jamison is willing to support the wellness committee. Ms. Minnish is working toward getting this ad hoc committee a university-wide committee. She also circulated a document showing UT Dallas’ top health risks by conditions by FY05/06/07. The conditions included diabetes, hypertension, cholesterol and back health.
- Their next meeting will be September 18<sup>th</sup> at 3:30 p.m.
- j. UT System Employee Advisory Council: Mr. Dickson reported that the meeting is October 15<sup>th</sup>-17<sup>th</sup>.
  - k. Faculty Senate: Dr. Leaf was not in attendance to report.
  - l. Student Government: Mr. Rosson was not in attendance to report.
  - m. Retired Faculty/Staff Association: Ms. Goertzen reported that they had Susan Rogers, VP of Communications as a guest speaker at their last meeting and she would like to get retirees more involved. They have a new retirees’ brochure. Ms. Goertzen is the new President of the retiree’s association she will be attending the Association of Higher Education Retirees Convention in Los Angeles. Upcoming activities: bowling, Gaylord ICE Exhibit, Dr. Parks/American Egypt.

- n. University Committees:
  - i. Parking and Transportation Committee – no meeting to report
  - ii. Campus Facilities Committee – no meeting to report
  - iii. University Safety & Security Committee – no meeting to report
  - iv. Women’s Center – no meeting to report
  - v. Deans and Directors – Mr. Dickson reported that this was a very informative meeting. He learned what was going on with identity finder, new construction, the beautification project and he gave a report on what’s new in Staff Council; Sandee Goertzen Staff Council Member of the Year and the Jail ‘n’ Bail fund raiser.
  - 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 there was nothing new to report. UT Dallas worked out an agreement with DIS for a day care. The proposal is for children three years of age and up and private day care for children under three years of age. No benefits or fees for UT Dallas employees. Mr. Dickson requested a list of committee members from Ms. Long.
- b. VP of Development Search Committee: Ms. Patterson reported that there were a total of seven interviews (5-in person at the airport and 2-video) and the three finalists are currently being brought in for tours and interviews. She felt that two were really good and very much interested in staff members.

**7. NEW BUSINESS:**

- a. New Suggestions:
  - i. Reduce Medical Insurance 2009-001S: Mr. Dickson reported that this suggestion came through about ten times by an anonymous sender. The suggestion references an article in TIMES that talks about people that are obese staff members be charged for insurance so as not to pass on the cost to all staff. The Executive Board suggested that this suggestion be brought to the Staff Council to be rejected.

Ms. Coppage moved to reject this suggestion and Ms. Minnish seconded the motion. A roll call vote was done and the motion carried.

- ii. Outdoor Walking Path 2009-002S: Mr. Dickson reported that this suggestion actually was addressed in FY08 and that Ms. Losavio was going to have the walking path by the baseball field marked.

Mr. Barnes moved to forward this suggestion to Ms. Losavio for clarification and Ms. Faulk seconded the motion. The motion carried.

- b. SACS Assessment: Mr. Dickson reported the Assessment report is due to Metta Alsobrook by September 15<sup>th</sup>. He is currently working on it and will have it turned in by the deadline.
- c. E2E Connection: Mr. Dickson and Ms. McEachern will be making the presentation to President Daniel on September 18<sup>th</sup>. Staff Council will run the pilot program for six months then the plan is to turn it over to Human Resource Management.
- d. Fall Forum: Mr. Dickson reported that the potential date for this event is December 3<sup>rd</sup>.

**8. OTHER BUSINESS**

- a. Suggestions/Proposals from the floor:
  - i. Coffee for meetings 2009-003: Ms. Mogul presented this suggestion to have coffee and donuts at the once a month Staff Council meetings.
  - ii. University-wide Wellness Committee: Ms. Minnish presented this suggestion in hopes of getting the ad hoc Wellness committee a university-wide stand alone committee.
- b. Other: No other new business

**9. ADJOURNMENT:**

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

Respectfully Submitted  
*Tenja Kirkwood-Brown*  
Staff Council  
Administrative Assistant