

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

November 12, 2008

TI Auditorium ESCS 2.102

9:00 a.m.

PRESENT: Carole Abbott, Ed Bennett, Kristen Blakely, Lynne Boyer, Laurie Brown, Corina Cantua, Tysh Coleman, Darlene Coppage, Caroline Crossley, Erin Dougherty, Arturo Elizondo, Colter Fleming, Lisa Garza, Robert Hamilton, Patrice Holt, Tommi Ivey, Kimberly Kentfield, Carol Lanham, Tom Lee, Jacqueline Long, Michelle Long, Tricia Losavio, Irene Marroquin-Bellatin, Lin Maute, Roxanne Minnish, Randi Mogul, Gaby Perkowski, Loreen Phillips, Rena Read, Tara Riall, Melissa Rogers, Brenda Sheifi, Douglas Shedd, Holly Shumake, Lori Skillestad

ABSENT: Metta Alsobrook, JB Barnes, Chris Dickson, Edward Chaney, Kris Faulk, Patrice Holt, Kimberly Kentfield, Remona McLain, Rebecca Murry-Duncan, Judith Patterson, Kathy White

GUEST: Katrina Adams, Shayla Holub, Jenni Huffenberger, Lynda Gary, Kara Leonard, Pat McEachern, Sherry Marek, Candace Mills, Stuart Smith

1. CALL TO ORDER:

Vice President Tricia Lasovio called the meeting to order.

2. ROLL CALL:

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

3. GUEST SPEAKER: E2E Presentation by Pat McEachern

The Employee to Employee Connection is a network of staff members who are willing to share their knowledge and experience with others. Employees new to UTD, or veteran staff encountering an unfamiliar situation, sometimes need assistance or direction with certain activities. While UT Dallas is continually working to provide the latest information and resources to assist all staff in an efficient and high-tech manner, questions and confusions still arise which can best be resolved in a person, one-on-one manner. The E2E is here to assist all staff, new or veteran, in locating the answers to questions, or solutions to difficulties they encounter in their day to day

operation. For information visit the website at <http://www.utdallas.edu/staffcouncil/e2e> or call 972-883-4323. The pilot program will go online as of today November 12th and will run for six months under Staff Council then it will be turned over to Human Resource Management.

4. APPROVAL OF MINUTES:

Ms. Skillestad moved to approve the October 8th meeting minutes as amended and Ms. Minnish seconded the motion. The motion carried.

Ms. Read moved to approve the September 10th meeting minutes as circulated and Ms. Coppage seconded the motion. The motion carried.

5. COMMITTEE REPORTS:

- a. Child Care: Ms. Long made a short presentation giving an overview of the committee's efforts and discussed the status of the child care initiative at this time. Many members of staff and faculty have indicated strong interest in following the Child Care Committee's work.
- b. Executive Board: Ms. Losavio reported that the Board met November 4th, and everything that was discussed is outlined in the Executive Board meeting minutes. Attendance is still an issue with some individuals and will be addressed one-on-one by Mr. Dickson.
- c. Attendance Report: Ms. Losavio reported that the attendance report was included in the agenda packet and if there are any corrections or questions please contact her.
- d. Secretary/Treasurer's Report: Ms. Kirkwood-Brown reported that the treasurer report was included in the agenda packet and is self explanatory.

STAFF COUNCIL TREASURER REPORT - October FY09

	EXPENSES	REVENUE	BALANCE
STATE FUNDS - 316142 Operating Account			
Balance October 1, 2008			358.50
1-Sep-08 FY07 Encumbrance			0.00
Balance October 31, 2008			358.50
 STATE FUNDS - 316405 Operating Account			
Balance October 1, 2008			3,000.00
1-Oct Copy Center (sc brochures)	760.00		760.00
5-Oct PCC-Fastsigns (name tags)	50.00		50.00

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Balance October 31, 2008 **2,190.00**

FUND RAISING - 317807

Balance October 1, 2008 897.94

1-Sep Beginning budget 0.00

Balance October 31, 2008 **897.94**

Total fund raising revenue to date **781.00**

UTD STAFF ENDOWED SCHOLARSHIP - 525521

Balance October 1, 2008 1,195.22

1-Sep Beginning budget 0.00

Balance October 31, 2008 **1,195.22**

Scholarship Staff Scholarship - 525528

Balance October 1, 2008 1,117.43

3-Nov Callier Dallas (flu shots) (112.00) **(112.00)**

Balance October 31, 2008 **1,229.43**

Ms. Kirkwood-Brown reported that she will be keeping a spreadsheet with all the revenue received for a quick reference. It too was included in the agenda packet and is self explanatory.

STAFF COUNCIL FUND RAISING REPORT - FY09

DATE	EVENT	ACCOUNT	DEPOSITED
10-Oct-08	CRS Printek - Cartridge Recycle	525528	219.00
27-Oct-08	Flu Shots - Richardson Campus	525528	226.00
28-Oct-08	Flu Shots - Richardson Campus	525528	224.00
29-Oct-08	Flu Shots - Callier Dallas	525528	112.00

TOTAL **781.00**

- d. Benefits Committee:
Ms. Skillestad reported that the committee met October 10th and a quorum was met.

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- i. Vice Chair: the committee discussed this position and decided that this position would be combined with the secretary position. Ms. Perkowski agreed to absorb both duties.
- ii. LCD Frames: the frames are in and Ms. Kirkwood-Brown is holding them for the committee.
- iii. Scholarship Applications: Ms. Long has agreed to take on this process since Mr. Shedd is not able to do it this year due to workload. Ms. Long will contact Ms. Kirkwood-Brown to pick the applications up for review.

The committee will meet on November 14th.

- e. Communications Committee: Ms. Ivey reported that the committee met on November 6th to discuss the following:
 - i. Meet 'n' Greet – Was a big success and the pizza and games were well received. There were a couple of suggestions to cut the event time down to 1-1½ hours next time.
 - ii. Fall Forum – Is setup for December 3rd in the Davidson Auditorium. The committee discussed door prizes and decided against it due to the event being so close to the Meet 'n' Greet. Each member is working on their assignments to make the event a success.
 - iii. SUN Newsletter – The deadline for articles will be December 15th. There will be an article from the Vice President in the next issue. It will spotlight Districts 3, 4 and 5.
- f. Staff Development Committee: Ms. Patterson was in attendance to report. The committee met on October 23rd and a quorum was met. A summary was included in the agenda packet
 - Reviewed EAC report sent by Chris Dickson
 - Reintroduced the Ombudsperson discussion
 - Salary Variance/Flex Time/Diversity in Leadership/Wellness Initiative/Career Ladder
 - Respond to Suggestion 2008-028 that there will be a more inclusive initiative which will become Staff Appreciation Day.
 - Ask Staff Council to close suggestion.
 - Staff Appreciation Day
 - Committee Signup sheets
 - E2E Status Update from Pat McEachern

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- Training
- Initial roll out for Nov. 12th
- Next Meeting November 20th – Will meet at Display Case
- e. Fund Raising: Ms. Coppage reported that the committee met on October 21st and a quorum was met.
 - i. Poinsettia and Christmas Cactus Sale: orders are going really well. Ms. Mogul is working on getting the flyer posted with all the media avenues. Ms. Skillestad and Ms. Patterson are going to post it on the SOM and ECS TV's in the schools for more advertising. The committee is working on scheduling who will work the pickup days. Deadline for orders will be November 20th.
 - ii. Book Sale: a suggestion was discussed regarding a book sale in conjunction with Waterview.
 - iii. Recycle: since the program started, it has brought in more than \$1,800.

The committee's next meeting is November 18th.

- h. Wellness Committee: Ms. Minnish reported that the committee met and discussed the following:
 - i. America on the Move: The program was successful. There were approximately 400 people that signed up and received pedometers.
 - ii. Brown Bag Lunches: "Surviving the Holidays" and "Ways to Stay Motivated" are coming up in November and December.
 - iii. Mammogram Van: Participation was great this year. UT Southwestern provided the van 2 separate days, providing approximately 50 mammograms.

The committee's next meeting will be December 3rd.

- i. UT System Employee Advisory Council: In Mr. Dickson's absence Ms. Pena reported that the meeting was October 2nd & 3rd at UT San Antonio. Two committees were setup, one being the Ombudsman and the other Benefits. The next meeting will be in March at UT Austin.
- j. Faculty Senate: Dr. Leaf reported that he will have a draft of the committee charge by the next meeting.
- k. Student Government: Mr. Rosson was not in attendance to report.

- l. Retired Faculty/Staff Association: Ms. Goertzen attended the National Retiree's Association meeting in Los Angeles. This organization has been around about 30 years. Some universities offer housing for retirees on and off campus. The retirees have been asked to helping Susan Rogers with putting together a comprehensive history of UT Dallas. They are planning their Christmas luncheon.
- m. University Committees:
 - i. Parking and Transportation Committee – Ms. Coleman reported that the committee met to discuss basic parking instruction, DIS reserve parking, and some kind of short term parking tags. The committee receives around 20 appeals a day.
 - 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 – No meeting to report
 - vi. IR Security, Planning & Policy Committee – No meeting to report
 - vii. Auxiliary Services Advisory Committee – No meeting to report
 - viii. Intellectual Property Committee – Ms. Pena reported that they will meet next week.

6. OLD BUSINESS:

- a. SACS Assessment: Ms. Losavio reported that Mr. Dickson does not have the assessment completed, but will be done soon and submitted to Metta Alsobrook.
- b. Fall Forum: Ms. Ivey reported the committee is working on flyers for distribution. The forum will be on December 3rd at 9:00 a.m. in the Davidson Auditorium. Signs for Scholarship/CARE Award winners, Executive Board, Staff Council for reserved seating need to be made. The committee feels that door prizes would be a bad idea. The Staff Council presentation needs to be updated. An official invitation needs to go out to District 7-Facilities Management so they can be aware of the date.
- c. Meet 'n' Greet: Ms. Ivey reported that there were approximately 106 that signed in for their districts. The event was very successful.
- d. SUN Newsletter: Ms. Losavio reported that there were a couple of errors in the newsletter and a couple complaints were received regarding the issue. A suggestion was made that a couple of proofreaders should proof the next issue and it should be someone that is not affiliated with Staff Council so that there are fresh eyes looking at the articles.
- e. 2009-004S Wellness Committee Suggestion: Ms. Losavio reported that the Academic Council has approved the idea to make this a university-wide

committee. Dr. Leaf will have a committee charge ready by the next meeting. Once the charge has been drafted it will go to the HOP committee then to the ROU (Dr. Jamison) for final approval then it will go to the OGC for approval and when it is received back to UT Dallas, the committee can be made as a stand alone committee. Ms. King in the Provost office has developed a website that will track the status of the document.

7. NEW BUSINESS:

a. New Suggestions:

- i. 2009-008S SHARE Colorado: Mr. Fleming reported that he has done some research on this and it is kind of like a food bank. Employees would be able to order food at a discount because of bulk ordering. Some of the issues are: who would monitor it and where would food be received/stored? It was unanimous that at this time Staff Council does not have the manpower to handle a project of this size.

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

- ii. 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. Garza made a motion to forward this suggestion to the Larry Wilson. Ms. Long seconded the motion and the motion carried.

- iii. 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. Long made a motion to forward this suggestion to the Benefits Committee. Ms. Minnish seconded the motion and the motion carried.

- b. Flu Shots: Ms. Losavio reported that this was addressed earlier in the committee reports.
- c. “P” Drive: Ms. Kirkwood-Brown is working on a way to streamline the processing of getting members access. An email has been sent to Leah Teutsh but no response has been received.
- d. District 6 Vacancy: Ms. Losavio reported that the District 6 vacancy has been filled with Melissa Rogers from Human Resources.

- e. District 3 Vacancy: Ms. Losavio reported that the District 3 vacancy has been filled with Colter Fleming. He was moved from member at large to the vacant position.
- f. District 2 Vacancy: There are two possible vacancies. This item was tabled until the December meeting.
- g. Breakfast Supplies: Ms. Losavio reported that Ms. Kirkwood-Brown bought items for the Staff Council meetings and an approval is needed.

Ms. Boyer moved to approve the purchase and Ms. Skillestad seconded the motion. A roll call vote was taken and the motion carried.

- h. New HR Liaison: Ms. Losavio reported that Christine Moldenhauer is the new liaison.

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. Minnish moved to adjourn the meeting and Ms. Mogul seconded the motion. The meeting was adjourned.

Respectfully Submitted
Tonja Kirkwood-Brown
Staff Council Secretary