

Official and Approved Minutes

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U.T. DALLAS STAFF COUNCIL MEETING MINUTES

March 11, 2009

TI Auditorium ESCS 2.102

9:00 a.m.

PRESENT: Ed Bennett, Lynne Boyer, Corina Cantua, Tysh Coleman, Darlene Coppage, Caroline Crossley, Erin Dougherty, Chaney Edwards, Colter Fleming, Lisa Garza, Tommi Ivey, Carol Lanham, Jacqueline Long, Tricia Losavio, Lin Maute, Roxanne Minnish, Randi Mogul, Rebecca Murry-Duncan, Judith Patterson, Rena Read, Melissa Rogers, Douglas Shedd

ABSENT: Carole Abbott, Metta Alsobrook, JB Barnes, Kristen Blakely, Arturo Elizondo, Kris Faulk, Robert Hamilton, Patrice Holt, Kimberly Kentfield, Michelle Long, Irene Marroquin-Bellatin, Remona McLain, Gaby Perkowski, Loreen Phillips, Tara Riall, Holly Shumake, Lori Skillestad

GUEST: Nancy Branch, Daniel Calhoun, Carrie Chutes, Blair Flicker, Lynda Gary, David Gleason, Sandee Goertzen, Rochelle Pena, Valerie Lariscy, Murray Leaf, Christine Moldenhauer, Mark Pace, Cathie Ranta, Rey Salinas, Imperio Shanks, Larry Wilson, James Wright

1. CALL TO ORDER:

President Tricia Losavio called the meeting to order.

2. ROLL CALL:

Seventeen Staff Council members were absent; hence a quorum was not established.

3. FALL 2008 SCHOLARSHIP WINNERS:

Ms. Losavio announced the winners and Ms. Kilbourn was on hand to take pictures. Those winners present were: Valerie Lariscy, William (Cole) Detwiler, Blair Flicker, Daniel Calhoun and Imperio Shanks. Those not present were: Irene Marroquin-Bellatin, Janet Collins, Narcely Ruiz and Andrea Moody.

4. GUEST SPEAKER: James Wright, Director of Environmental Health and Safety

Ms. Losavio turned the floor over to Mr. Wilson to introduce Mr. Wright. Mr. Wilson announced that Mr. Wright came to UT Dallas from Iowa State University and that he had worked in the corporate sector for John Deere. Mr. Wright introduced two of his employees, also in attendance, Mr. Mark Pace and Mr. Rey Salinas. The new website for Environmental Health & Safety is www.utdallas.edu/ehs. Please visit this website for safety tips and information. Mr. Wright asked Staff Council members to be ambassadors for safety. What to do in an EMERGENCY? Topics addressed were: What to do in case of a fire, What to do if tornado warnings are heard, What to do if building evacuation is issued, What to do if you see a suspicious person, letter or package and What to do if there is a chemical or hazardous material spill. Call UT Dallas Police at x2331 or EHS at x4111.

5. GUEST SPEAKER: Larry Wilson, Benefits Poll

Mr. Wilson addressed the benefit changes for 2010 and 2011. Medical and pharmacy will go up 10% per year. The question proposed was: Would you want to have two small increases over two years or one slightly larger increase in one year? There is no guarantee that there would not be an increase the second year either way.

6. APPROVAL OF MINUTES:

Minutes for December 10, 2008 and February 11, 2009 meetings were tabled due to a quorum not being met.

7. COMMITTEE REPORTS:

- a. Employee Advisory Council: Ms. Pena reported on the March meeting. Guest speaker was Dan Stewart. Issues discussed were:
 - i. Healthcare increase of 4-5% in Fall 2009
 - ii. How the stimulus program will help in higher education
 - iii. Handguns allowed on college campuses bill in legislation
 - iv. Tuition flexibility the legislation may possibly take it back and more junior college students credits to carry over to four year campuses
 - v. Waiving 90-day probation for benefits may be eliminated
 - vi. Prescription pill splitting
 - vii. TRS 27% loss due to stock market. No changes so far in bill it will go back to highest paid in past three years
 - viii. Working on paid Wellness Coordinator on every UT campus. Senate Bill 2097-state was referenced
 - ix. Link for job postings at other UT campuses for employees transferring
 - x. Diversity

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- xi. More police officers and retention of current ones after training. Officers go through a two year training program and then leave for job with area cities
 - xii. Ombudsman position on every UT campus. This would be a completely confidential mediator. Dr. Daniel has already agreed to the position but details have not been finalized. MD Anderson has had one for two years and they say it has worked very well.
 - xiii. Hourly employees have to make up time off unlike salary employees
- b. Executive Board: Ms. Losavio reported that the Board met March 5th, and everything that was discussed is outlined in the Executive Board meeting minutes.
- c. Attendance Report: Ms. Losavio reported that the attendance report has been updated. Vacant positions will be filled during the 2009-2010 election process. New members elected to districts where there are vacancies will be asked if they will start their terms immediately.
- 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 - February 2009

	EXPENSES	REVENUE	BALANCE
STATE FUNDS - 316142 Operating Account			
Balance February 1, 2009			8.52
28-Feb-09 No activity this month			0.00
Balance February 28, 2009			8.52
STATE FUNDS - 316405 Operating Account			
Balance February 1, 2009			1,656.07
9-Feb Budget increase from VPBA		(2,000.00)	(2,000.00)
Balance February 28, 2009			3,656.07
FUND RAISING - 317807			
Balance February 1, 2009			802.64
17-Feb Balloon Sales		(1,434.00)	(1,434.00)
18-Feb Fund Raiser		(248.00)	(248.00)
Balance February 28, 2009			2,484.64
UTD STAFF ENDOWED SCHOLARSHIP - 525521			

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Balance February 1, 2009	1,415.60
31-Jan No activity	0.00
	0.00
Balance February 28, 2009	1,415.60

Scholarship Staff Scholarship - 525528

Balance February 1, 2009	2,815.43
31-Jan No activity	0.00
	0.00
Balance February 28, 2009	2,815.43

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
10-Nov-08	CRS Printek - Cartridge Recycle	525528	148.00
4-Dec-08	Jail 'n' Bail	525521	4,932.48
4-Feb-09	CRS Printek - Cartridge Recycle	317807	77.50
4-Feb-09	CRS Printek - Cartridge Recycle	317807	42.00
17-Feb-09	Balloon/Candy Sales	317807	1,434.00
18-Feb-09	Balloon/Candy Sales	317807	248.00
TOTAL			7,662.98

e. **Benefits Committee:**

Ms. Skillestad not present to report but the committee minutes are referenced below.

Friday February 13, 2009 – 9:30am Bluebonnet Conference Rm

Members Present: Tysh Coleman, Caroline Crossley, Remona McLain, Rebecca Murry, Gaby Perkowski, Rena Read, Douglas Shedd, Lori Skillestad

Members Absent: Jackie Long, Christine Moldenhauer (HR Liaison)

- 1) **Minutes** - The minutes from the last meeting needed the following correction:

- a. Change under staff scholarships where it says “Doug said to sent...” to “Doug said to send...”
- 2) **Staff Scholarships** – Will be awarded at the March Staff Council Meeting. We will work on guidelines for the scholarship process. Doug suggested coming up with steps. Rena stated that we need a cutoff point. It is not a given justification for not giving scholarships. Tysh stated that we need have consistent guidelines and that we have a good base but it needs tweaking. This process also needs to be in writing. Having a scoring system was talked about. Lori and Gaby will pull what the scoring system had been before and come up with a proposal for the scoring system. Gaby will send Doug the point system as he had said he would write up the guidelines. Rebecca agreed with us coming up with a step by step system. We do need to add a deadline for them to provide us transcripts if there is not one already. The statement “Incomplete applications will not be accepted” needs to be put on the application. Doug also suggested we put on the application “full time staff” for eligibility. Rena will be the scholarship Chair the next time around.
- 3) **Suggestion 2009-010** – Tysh brought up that she is worried about this and does not want it to take away from full time employees. We need to specify RA/TA’s are not eligible. Doug suggested getting with HR to get their perspective on the wording. It was suggested that Christine could help us with that. Lori will send updated wording to Christine to get it worded right.
- 4) **Floor proposed suggestion for ESL classes** – There was a question on what was meant by support. Monetary support is not really feasible. Doug suggested that we go back to LULAC to get costs if any. Rena stated that if we are supporting this what does that mean. Staff council does not have the funds to support it. If it could be a reciprocating thing that would benefit the staff more. The committee decided that we need more clarification on what exactly they want form staff council.

Next meeting will be Friday March 13 at 9:30am in the Bluebonnet Conference Room.

f. **Communications Committee:**

Ms. Ivey not present to report but the committee minutes are referenced below.

Meeting Minutes

Thursday February 26, 2009

I. Call to order

Tommi Ivey called to order the regular meeting of the **Communications Committee at 2:38**

PM on February 26, 2009 in GR 3.606.

II. Roll call

In attendance: Corina Cantua, Tommi Ivey, Michelle Long, Lin Maute, Loreen Phillips,
Holly Shumake

Absent: Metta Alsobrook, Robert Hamilton, Patrice Holt

III. Open issues

A) SUN Newsletter

The Executive Board has approved the newsletter to change some of its content for summer issues, but other issues will remain the same. They also agreed with assigning each committee member certain part(s) of the newsletter.

- 1) The committee will be putting together two newsletters. One is to go out in May and the other at the end of August.
- 2) The items for the May newsletter and the committee member in charge of each is as follows:
 - a. Staff Appreciation Day information (cover page) – Ms Ivey
 - b. New Employees - Ms Shumake
 - c. Holidays for 2009-2010 - Mr Hamilton
 - d. Wellness Committee update (university wide committee) – Ms Holt
 - e. Wellness: Sun Safety – Ms Alsobrook
 - f. Wellness: Recipe – Ms Holt
 - g. Highlights from meeting with President Daniel – Ms Phillips
 - h. Meet A District, 6 & 7 – Ms Ivey
 - i. Traffic Changes due to Construction – Ms Maute
 - j. CARE Award winners and Scholarship recipients – Ms Cantua
- 3) The items for the August newsletter and the committee member in charge of each is as follows:
 - a. New Members – Ms Long
 - b. Committee's 'Year in Review' reports:
 - i. Communications Committee – Ms Cantua
 - ii. Benefits Committee – Ms Maute
 - iii. Development Committee – Ms Phillips
 - iv. Fundraising Committee – Ms Ivey
 - c. New Employees – Ms Shumake
 - d. New Dining Area – TBD
 - e. Holidays (if not in previous newsletter) – Mr Hamilton
- 4) All articles for May newsletter must be turned in to Ms Long by April 15th. All articles for August newsletter must be turned in to Ms Long by July 15th.
- 5) Ms Cantua will email newsletter assignments to committee members.

B) Staff Appreciation Day

- 1) The committee is ready to work with Benefits committee on this event.
- 2) Staff Council could use the *Spirit Rock* to promote this event.

- 3) Ms Phillips will be looking into the cost of using table tents at the dining areas to promote the event (as well as Staff Council in general).

IV. New business

A) Staff Council Sticker

- 1) Ms Ivey suggested providing Staff Council representatives with a sticker that can be placed outside their office to make them more visible to staff.
- 2) The sticker can include contact information, This will encourage staff to make suggestions, and Staff Council's motto.
- 3) Ms Long will design the sticker and will do research on cost.
- 4) Sticker idea will be presented in the next general meeting. If approved, then it will be promoted in August newsletter.

B) Staff Council Polo Shirts

- 1) Ms Ivey suggested creating Staff Council polo shirts for members, which could be used at any Staff Council function.
- 2) If t-shirts are approved, the committee could look into the possibility of getting them sponsored.
- 3) Committee members will research meeting minutes to determine what happened to a similar shirt suggestion brought up previously.

C) Meeting minutes must be sent out and approved by the committee by Monday March 2nd, 2 PM.

V. Adjournment

Ms Ivey adjourned the meeting at **3:20 PM**.

Minutes submitted by: **Corina Cantua**, Secretary

Minutes approved by: **Communications Committee**

g. *Staff Development Committee:*

Ms. Patterson reported on the minutes as referenced below.

Meeting Minutes (Unapproved)
February 25 2009

I. Call to Order

Meeting called to order at 9:30am by Judy Patterson

II. Roll Call

Present at meeting: Kristen Blakely, Carol Lanham, Chaney Edwards, Colter Fleming, Arturo Elizondo, Judith Patterson, Pat McEachern, Kimberly Kentfield, James Barnes
Guests: David Gleason
Excused: Roxanne Minnish, Kris Faulk
Absent: N/A

III. Approval of minutes

December & January minutes approved as submitted. Motion made by Kristen Blakely. Second -- Arturo Elizondo.

IV. Old/New Business

Discussion -- Staff Appreciation Day
Committee Reports:

Calendar & Communication

Date confirmed: Wednesday July 22nd
Time: 10am – 1pm
Location: Conference Center
Attendance Goal is 400 people
Will confirm with President's Office
Add event to Comet Calendar
Inquire about placement in News Center
For RSVP/planning purposes -- create email address:
staffappreciation@utdallas.edu
Chaney to assist with this

Program & Entertainment

Working on keynote speaker
Arturo, Pat and Kristen each offered options
Pat: Sue Taylor & Rhonda Blackburn
Arturo: Eunice Murray @ UTA & James Quick
Kristen: UTD Professors
Plan to search within university resources for speakers
Working on refining entertainment ideas
Print local discount and benefits information as flyers
Need to create evaluation to for next year

Food

Sonny Bryan's
Appropriate forms
Inquire about sponsorship from retirement vendors via HR

Location & Media

Conference Center is reserved
Kim will reserve Callier Center/Brain Health and inquire about ability to broadcast/stream

*Create letter to Staff Council Executive Committee

*Will need to create budget proposal for Executive Committee

Approximates:

\$100 – Facilities Management
\$300 – Media Services
\$200 – Speaker honorarium
\$100 – Food
\$100 – Printing and material
\$800

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*New frame to placed in display case -- MP/AD building

Next meeting: Wednesday March 25 2009 at 9:30am ECSS 4.910

V. Meeting adjourned at 10:55am by Judy Patterson.

h. Fund Raising:

Ms. Coppage reported on the minutes as referenced below.

**Fund Raising Committee Meeting - Minutes
February 24, 2009**

Call to order: The meeting was called to order at 2:38pm.

Present: Darlene Coppage, Randi Mogul, Lisa Garza, Irene Marroquin Bellatin, Lynne Boyer, Erin Dougherty, Tara Riall

Absent: Carole Abbott, Ed Bennett, Melissa Rogers

Approval of minutes: We did not have a quorum at the start of the meeting so this was tabled for next meeting.

Valentine's Balloon/Candy Sale - Debriefing

- Candy/Balloon Sales

Total cash at end of sale	\$2062
Petty cash we started with	- 280
Cost for balloons	- 294
Cost for candy	- 454.84
Net profit for sale	<hr/> \$1033.16

- This total was a little bit less than last year's profit (\$1197.37). Some ideas on why: Friday sale may have hurt numbers; Lack of volunteers prevented us from walking all buildings.
- General discussion – The candy went over very well and we probably need more candy and less balloons for next year. Feedback has been good regarding the candy and the bundle was a very good selling point.
- We sold out the candy, but had approx. 130 balloons left at the end of the event.
- Volunteer Numbers/Duties – there was some concern regarding a lack of volunteers from Staff Council outside of Fundraising Committee. Generally speaking, this committee meets more and has more events than other committees and is therefore more labor intensive. To continue to operate at this level and to regularly increase amounts raised, we need more participation from all Staff Council members.
- Tables – general consensus was that these are helpful to have in various locations around campus. There was some question raised as to whether or not we need to have as many in the future.

Recycling Update: Since we started the new process in Dec. 2007, we have raised \$2219.50.

Jail ‘n Bail

- There was some discussion about how things worked last year and suggestions for this year. Since we have several new members, Darlene will provide a list prior to next meeting of discussion points re: last year’s sale. This will be the main agenda topic for next meeting.
- 2 points to consider: Construction may be an issue this year, so we will need to find out what the plans will be for Welcome Week (locations) and plan accordingly. Also, we will need to find another student group to co-sponsor and another student scholarship to sponsor.

Other business: We will most likely be forgoing a spring flower sale. General committee consensus was that it would be too much work between the Valentine’s sale and planning for Jail ‘n Bail.

Adjournment: Lynne motioned and Tara seconded to adjourn meeting. Meeting was adjourned at 3:42pm.

NEXT MEETING – TUESDAY, MARCH 24TH AT 9:30AM.

Minutes submitted by Lisa Garza.

- i. Wellness Committee: Ms. Minnish reported that the committee hasn’t met since the February Staff Council meeting.
- i. Brown Bag Lunch: Wednesday, March 18th, 12-1PM featuring Nutritionist - Dr. Robin Palmisano Shuchman in the Galaxy Room. Ms. Minnish encouraged everyone to come and support the event.
- j. Faculty Senate: Dr. Leaf reported on the comprehensive memo that he has drafted regarding safety and security issues. It has been forward to the Safety and Security Council.
- k. Student Government: Mr. Rosson was not in attendance to report.
- l. Retired Faculty/Staff Association: Ms. Goertzen reported that they sponsored a seminar on tinnitus (ringing in ears) and it was very well attended. There will be a seminar April 19th on Nanotech. Last week they went to Theater 3 to see the play “Don’t Dress for Dinner” and next week there is a planned trip to the Dallas Arboretum.
- m. University Committees:
 - i. Parking and Transportation Committee – Ms. Coleman reported that the committee has not met but that they reviewed 180 tickets for the month of February.
 - i. Campus Facilities Committee – No meeting to report.
 - iii. University Safety & Security Committee – Ms. Boyer reported the committee met last week but a quorum was not met.

- 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 – Ms. Carrie Chutes reported that there hasn't been a meeting yet but that she is working on getting the committee together soon.
- viii. Intellectual Property Committee – No meeting to report.

8. OLD BUSINESS:

- a. Wellness Committee Charge: this is now a university-wide committee. Work on Corporate Challenge has started.

9. NEW BUSINESS:

- a. New Suggestions:
 - i. Comet Calendar: Ms. Losavio will start posting Staff Council events on the calendar.
 - ii. Activity Center Free Membership: Ms. Minnish will forward the memo that addressed this repeated suggestion to Ms. Kirkwood-Brown to send to submitter.
- b. Staff Appreciation Budget Approval: This was removed from the agenda.
- c. Vacancies: Ms. Losavio reported that the Executive Board discussed the many vacancies and decided that it would be better to fill these positions during open elections. New members elected in districts where there are vacancies will be asked to start their terms immediately.
- d. Nominations for Vice President: Ms. Losavio opened the floor for nominations for the vacant position. Randi Mogul, Darlene Coppage and Douglas Shedd were nominated. Darlene Coppage declined the nomination due to her committee work. Ms. Losavio will send an email out asking if there are any other nominations then the election will be sent through survey monkey. Ms. Losavio is going to talk to Metta Alsobrook regarding the campus program SNAPPED.

10. OTHER BUSINESS

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

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- b. Other: Ms. Losavio asked if there was any other business that should be addressed.
 - i. Dr. Leaf reported on the Faculty Regent position that is being reviewed
 - ii. Trash Bash event on April 25th will start at 8AM. The plan is to clean up the UT Dallas campus and surrounding areas.

11. ADJOURNMENT:

Ms. Patterson moved to adjourn the meeting and Ms. Garza seconded the motion. The meeting was adjourned.

Respectfully Submitted
Tonja Kirkwood-Brown
Staff Council Secretary