

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 official minutes.

**U.T. DALLAS STAFF COUNCIL MEETING MINUTES**

June 10, 2009

TI Auditorium ESCS 2.102

9:00 a.m.

**PRESENT:** Carole Abbott, James Barnes, Ed Bennett, Corina Cantua, Tysh Coleman, Darlene Coppage, Caroline Crossley, Chris Dickson, Chaney Edwards, Arturo Elizondo Jr., Colter Fleming, Lisa Garza, Robert Hamilton, Kimberly Kentfield, Carol Lanham, Jacqueline Long, Tricia Losavio, Lin Maute, Remona McLain, Roxanne Minnish, Randi Mogul, Rebecca Murry, Judith Patterson, Loreen Phillips, Rena Read, Tara Riall, Douglas Shedd, Lori Skillestad

**ABSENT:** Metta Alsobrook, Kristen Blakely, Lynne Boyer, Erin Dougherty, Patrice Holt, Tommi Ivey, Michelle Long, Irene Marroquin-Bellatin, Gaby Perkowski, Melissa Rogers, Holly Shumake

**GUEST:** Carrie Chutes, Chinweolu Greer, McNeill Haywood, Gloria Kelley, JoEllen Roach, Larry Wilson

**1. CALL TO ORDER:**

President Tricia Losavio called the meeting to order at 9:06am.

**2. ROLL CALL:**

10 Staff Council members were absent. A quorum was established.

**3. APPROVAL OF MINUTES:**

May 13, 2009 Minutes: A motion to approve minutes as amended was made by Ms. Roxanne Minnish and seconded by Ms. Judith Patterson. Motion carried by all.

**4. COMMITTEE REPORTS:**

- a. Executive Board: Ms. Losavio reported that the Board met June 4<sup>th</sup> and discussed the agenda. The Board also discussed some topics that will be tabled until a later date.

- b. Attendance Report: Ms. Losavio reported that the attendance report has been updated. There is still a problem with vacancies. The vacant positions will be discussed after the election process is complete.
- c. Secretary/Treasurer's Report: Ms. Read reported that the treasurer report was included in the agenda packet and that there was currently no new activity to report.

## STAFF COUNCIL TREASURER REPORT - May 2009

		EXPENSES	REVENUE	BALANCE
<b>STATE FUNDS - 316142 Operating Account</b>				
Balance May 1, 2009				8.52
	31-May-09	No activity this month		0.00
<b>Balance May 31, 2009</b>				<b>8.52</b>
<b>STATE FUNDS - 316405 Operating Account</b>				
Balance May 1, 2009				3,284.42
	31-May	No activity this month		0.00
<b>Balance May 31, 2009</b>				<b>3,284.42</b>
<b>FUND RAISING - 317807</b>				
Balance May 1, 2009				2,800.64
	22-May	CRS Printek (recycle cartridges)	(58.50)	(58.50)
<b>Balance May 31, 2009</b>				<b>2,859.14</b>
<b>UTD STAFF ENDOWED SCHOLARSHIP - 525521</b>				
Balance May 1, 2009				1,137.08
	29-May	Endow Qtr Interest (credit)	(38.39)	(38.39)
	29-May	Endow Qtr Interest (credit)	(231.43)	(231.43)
<b>Balance May 31, 2009</b>				<b>1,406.90</b>
<b>Scholarship Staff Scholarship - 525528</b>				
Balance May 1, 2009				1,065.43
	31-May	No activity this month		0.00
<b>Balance May 31, 2009</b>				<b>1,065.43</b>
<b>Jody Nelsen Scholarship - 525725</b>				
Balance May 1, 2009				380.07
	29-May	Endow Qtr Interest (credit)	(50.73)	(50.73)
	29-May	Endow Qtr Interest (credit)	(305.81)	(305.81)
<b>Balance May 31, 2009</b>				<b>736.61</b>

**d. Benefits Committee:**

Ms. Skillestad reported on the minutes as referenced below.

**i. Staff Council Scholarships =**

Ms Skillestad stated that the scholarship awardees have been selected. They will be notified and invited to next month's meeting to receive their scholarship.

**ii. ESL Class Suggestion =**

It was asked that the Staff Council support their courses by providing half of the costs to cover books and workbooks. The cost would total \$150. The Benefits Committee supports this request. Ms. Losavio stated that the Executive Committee suggested that Staff Council table this expense until FY10. Motion to table the expense was favored by all.

**iii. Staff Council Benefits Committee Meeting Minutes  
Friday May 15, 2009 – 9:30am**

Members Present: Tysh Coleman, Rena Read, Douglas Shedd, Lori Skillestad, Caroline Crossley, Christine Moldenhauer

Members Absent: Remona McLain, Rebecca Murry, Gaby Perkowski, Jackie Long

- 1) **Staff Scholarships** – The Scholarship finalists were announced to the committee. It was stated that we could give up to 6 scholarships.
- 2) **ESL Class suggestion** – David Cordell JR. met with us and gave us some clarification on what they were actually wanting from the Staff Council. They want help in purchasing the books and workbooks for their courses. What they are looking for is for the Staff Council to split the \$300 cost so they are asking for \$150 to purchase the items needed. As for reciprocating, meaning teaching Spanish to our staff, it is not something they can do right now but they would look into doing it in the future. That goes for the other languages as well.

Next meeting will be Friday June 12<sup>th</sup> at 9:30am in the Bluebonnet Conference Room.

Respectfully submitted,  
Lori Skillestad

**e. Communications Committee:**

Ms. Ivey was not present to report. Ms. Phillips reported on the minutes as referenced below.

**i. Communications Committee  
Meeting Minutes  
Thursday May 28, 2009**

**I. Call to order**

**Tommi Ivey** called to order the regular meeting of the **Communications Committee** at **2:07 PM** on **May 28, 2009** in **GR 3.604**.

## II. Roll call

In attendance: Corina Cantua, Patrice Holt, Tommi Ivey, Michelle Long, Lin Maute, Loreen Phillips

Absent: Metta Alsobrook, Holly Orozco

Excused Absence: None

## III. Open issues

### A) SUN Newsletter

- 1) All articles submitted to Ms Ivey and/or Ms Long for the newsletter will need to include source of information (person contacted, website, etc.)
- 2) The committee will develop newsletter guidelines to help current and future committees with putting together the *SUN Newsletter*.

### B) Promoting Staff Council

- 1) Ms Long and Ms Ivey met with the Fundraising committee concerning water bottles
  - a. After being approved, one thousand water bottles have been ordered to promote Jail N' Bail and Staff Council in general.
  - b. The water bottles will be handed out at different Staff Council events.
- 2) Ms Ivey will inquire about the different district email addresses that Staff Council members can use to reach out to their constituents on a more personal level.

### C) Staff Appreciation Events

- 1) Advertising
  - a. The committee will be in charge of sending out emails inviting staff to the events.
  - b. In order to not leave out any staff member who does not have access to email, posters will be placed in their area.
  - c. The committee must make sure to formally invite Facilities Management via an email to Rick Dempsey.
- 2) All Staff Council members will be asked to send any staff pictures to Ms Ivey by July 10<sup>th</sup> to be used in presentation.
- 3) The Communications Committee will be available to help out with event.

## IV. New business

- A) Meeting minutes must be sent out and approved by the committee before Ms Ivey meets with Executive Committee.

## V. Adjournment

**Ms Ivey** adjourned the meeting at **2:43 PM**.

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

Minutes approved by: **Communications Committee**

### *f.* Development Committee:

Ms. Patterson reported on the minutes as referenced below.

Staff Council Meeting  
June 10, 2009

- i. Staff Appreciation Day- Development Committee would like for the Staff Council representative to talk with their supervisors and constituents to get the staff involved and excited about the event.
  - a. The VPBA office will be sending an email out informing the campus that it is ok to participate in this event.
- ii. Staff Council Development Committee  
Meeting Minutes (Unapproved)  
May 27 2009

I. Call to Order

Meeting called to order at 12:03pm by Judy Patterson

II. Roll Call

Present at meeting: Judith Patterson, Kristen Blakely, Arturo Elizondo, Roxanne Minnish  
Guests: Tricia Losavio, David Gleason, Caroline Crossley, Keisha Campbell, Dr. JoyLynn Reed, Tom Hill, Michelle Long  
Excused: Pat McEachern, Kimberly Kentfield, Carol Lanham, Colter Fleming  
Absent: James Barnes, Chaney Edwards

III. Approval of minutes

April minutes approved as submitted. Motion made by Kristen Blakely. Second by Arturo Elizondo.

IV. Old/New Business

1. Dr. Joylynn Reed came to discuss her Wellness speech for our Staff Appreciation Week. She will address the 6 dimensions of wellness: Physical, Emotional, Intellectual, Social, Spiritual, and Vocational. She'll start with a self-rating quiz for everyone to do, and then discuss each aspect and what the university offers in that category. She will need writing utensils to pass out to audience, copies made of her handout, and a wireless presentation remote that Roxanne will let us borrow.
2. We went through all the assigned duties for Staff Appreciation Week and got an update from each member on what they've been able to accomplish. All tasks should be completed by our next meeting since it is our last meeting.
3. We got a quote for the food on Wednesday from Chartwells. For brisket, sausage, potato salad, beans, corn on the cob, rolls, peach cobbler, and

iced tea the total cost is \$3,520 or \$8.80 per person for 400 people. This price included the \$1400 donation that Chartwells is making to the event (so the initial price before donation was \$4,920). This was a better price than the Sonny Bryan's quote of \$9.50 per person, so we decided to have the event catered by Chartwells. We will ask for a quote on Monday and Tuesday food and will make that decision at the next meeting. We decided not to have food at CBH on Monday and Tuesday, and Tom Hill is going to talk to the original Sonny Bryan's that is close to CBH about catering for Wednesday (we're estimating 50 people).

4. Both the Galaxy Rooms and Conference Center have been reserved, as well as the auditorium at CBH. Tricia is going to do the physical plant work request form for getting the tables set up at the Conference Center for food and the Information Fair. Colter will talk to Homer Salazar about the set up for the Galaxy Rooms to accommodate 400 people with a place to sit and eat.
5. Caroline Crossley was present to discuss all of our media needs. We decided not to use the Media Booth on Monday or Tuesday in the Conference Center because it would block the presentation screen. We will still use it on Wednesday. Kimberly suggested a test run of the live stream to CBH.
6. We discussed encouraging everyone to dress in Comet Pride for Tuesday's Customer Service event. The best dressed will get a prize.
7. The Communications Committee has offered to give us all of their leftover prizes they collected for the Meet & Greet from the different departments for us to use in our raffle. They are also putting together a slide show of pictures of staff members to be shown at the Wednesday Appreciation event.
8. Other raffle prizes: parking passes (Keisha will check on), Chartwells food gift cards (Judy), AC passes (Tricia), Thomsen fund tickets (Kristen will check on), Bookstore gift card (Judy will check on), Impressions Marketing materials (Kristen will check on), Staples items (Colter will talk to Katie Simpson), Hi-Ed items (Arturo will talk to Silviro), A&H Tickets (Michelle Long), Sonny Bryan's and Rockfish (Tom will check on).
9. Randi Mogul has a get-to-know-you Bingo game that we can use at the Appreciation event.

10. Roxanne will take pictures at all of the events, and Keisha will talk to Haywood McNeil about coming to take pictures on Wednesday.
11. Keisha Campbell will work on getting a letter from Dr. Jamison to be sent to all faculty and staff asking administrators to promote participation in the events.
12. Kristen will send out an all staff email soon to promote the event. She will also make sure it's added to the UTD Calendar and will contact Jenni Huffenburger about putting it on the News Center. Michelle Long will create a webpage on the Staff Council website promoting the event.
13. Tricia is working on certificates to be awarded to the E2E Advisors during Staff Appreciation Week. Pat is getting her a list of advisors.
14. It was decided to put Staff Council brochures in folders given to new employees during New Employee Orientation instead of having Tricia write a letter.
15. The blurb about E2E and Staff Appreciation Week was included in the previous SUN.

Next meeting: Wednesday June 24 2009 at 9:30am ECSS 4.910

- V. Motion made by Kristen Blakely to adjourn. Second made by Tricia Losavio. Meeting adjourned at 1:17pm by Judy Patterson.

***g. Fund Raising:***

Ms. Coppage reported on the committee minutes referenced below.

- i. Jail-n-Bail – will be located somewhere near/behind the McDermott Library. Should know the exact location by the next Staff Council meeting.
- j. Sandee Goertzen Award – The second Sandee Goertzen Award will be awarded during the August Staff Council meeting.

**k. Staff Council 2008-2009  
Fund Raising Committee Meeting - Minutes  
May 19, 2009**

**Call to order:** The meeting was called to order at 9:35am.

**Present:** Darlene Coppage, Lisa Garza, Irene Marroquin Bellatin, Lynne Boyer, Erin Dougherty, Tara Riall, Ed Bennett, Melissa Rogers

**Special Guests:** Tricia Losavio, James Balandran, Tommi Ivey, Michelle Long

**Absent:** Carole Abbott

**Approval of minutes:**

Staff Council Meeting  
June 10, 2009

April 21, 2009 – Lynne motioned to approve as corrected, seconded by Melissa. Motion carried.

**Jail ‘n Bail:**

**1. Promotional Products**

- Michelle found information re: water bottle sale (\$.89/ea for 28 oz). Committee discussed purchasing 1000 cups and splitting 300 for Jail ‘n Bail and 700 for general Staff Council use.
- Ed made a motion that we purchase the 28 oz. cups as stated above, seconded by Lisa, motion carried.
- Michelle will determine the cost on 1000 bottles, including color/imprint options and will let Darlene know what she determines.
- Darlene announced that the Copy Center will donate Jail ‘n Bail notepads to use as additional giveaways.

**2. Other ways to promote Jail ‘n Bail**

- Several different ideas were mentioned: marquees, tv sets around campus, sandwich boards on mall, Mercury ad or article, buttons/pins. Darlene will get list of marquees/tvs and contact committee members to help with implementation.
- Discussion of how to get the word out to students. Tricia suggested we focus our ads on fac/staff since students will hear about it through Welcome Week promotions.
- Michelle will work on posters to advertise the event and will get them to Tricia to use the AC poster maker.
- Darlene will contact News Center.
- Tricia suggested we get the “teaser” out on the Staff Council website. Michelle will work on this. Per Erin, the online site is ready for donations, so she will send the link to Michelle to include for the website.
- Tommi suggested another idea of having someone dress up like a “prisoner” and walk around campus with a sandwich board on the day of. Darlene mentioned a concern about international students and she will talk with Anne at ISSO to get the word out so these students know this is not real. Possible suggestion to get some of the SAE members to dress up.

**3. Assignment of responsibilities**

- Update list of assignments will be emailed to everyone on Thursday, June 4<sup>th</sup>.

**Other Business:** None.

**Adjournment:** Lynne motioned and Erin seconded to adjourn meeting. Meeting was adjourned at 10:35am.

Minutes submitted by Lisa Garza.

***h. Wellness Committee:***

Ms. Minnish reported on the committee minutes referenced below.

1. Live Healthy Dallas – Dr. Jamison awarded the 1<sup>st</sup> place team in each category with \$5 gift cards to Barnes and Nobles.

**Wellness Committee Minutes**

**April 8, 2009 – 2:00 p.m.**

**AD 3.106**

Staff Council Meeting  
June 10, 2009

Members Present: Marilyn Bechtol, Danielle Derbes, Jacqueline Long, Roxanne Minnish, Wendy Newton, Joanne Owens

Members Absent: Mark Chavez, Nahid Karimi, Marilyn Bechtol, Nikki Tadlock Hamilton, Cindy Filo, Julie Spanos, Gail Thompson, Ruth Oldham, Vivian Rutledge, Holly Worrell

- I. **Call to Order:** Meeting was called to order by Roxanne Minnish, 2:00 p.m.
- II. **Approval of Minutes from 3/11/09 Meeting:** The minutes were approved. Minutes from 2/4/09 meeting also approved (following previous review via email).
- III. **New Business:**
  - A. **SUN Newsletter Article:** The draft of the article to be submitted to the SUN was presented, and suggestions made on content and wording.
  - B. **May 10-16, Women's Health Week:** Discussion on brown bag lunch possibility. Topic will center on women's health. Suggested talk, "Is It Hot In Here?" Wendy Newton will ask her OB-GYN if s/he or colleague could speak. Dates discussed are Tues 5/12 or Thur 5/14.
- IV. **Old Business**
  - A. **Corporate Challenge Update:** Roxanne announced that Carrie Chutes and Carol Lanham volunteered to be UTD CC representatives.
  - B. **Live Healthy Dallas Update:** Discussion on possible awards for teams in 3 areas: 1) most participants, 2) most weight lost, 3) most activities logged. Committee agreed these would be great awards to make. Ms. Minnish will contact Dr. Jamison for possibilities.
  - C. **Relay for Life:** No new information presented. Event is May 1-7 (7am – 7pm), contact Julie Spanos if interested.
- V. **Other Business**
  - A. **Staff Appreciation:** July 20-22 are designated as Staff Appreciation Days. Dr Jamison has proposed this cover 3 days (to the previous one day observance), with different kinds of activities and speakers to be offered.
  - B. **April 30:** Groundbreaking for the new Student Services building at 11:00 am.
  - C. **April 25:** There will be recycling at the Activities Center.

**Next Meeting:** Wednesday, May 13, 2:00 pm in AD 3.106 (Blue Bonnet Conference Room).

Meeting Adjourned 2:45 p.m.

*i. **Faculty Senate:***

Dr Leaf reported on the following

*1. Faculty Senate is trying to develop a policy for closing programs and firing people in the case of financial exigency, meaning there is just not enough money to keep going.*

*a. **One of the things this program will do is define outline what exigency is***

*b. **Policy has been drafted and is being circulated for review.***

*2. **Facilities Committee has still not met.***

*3. **Going through the cycle of appointing people to committees. Hope to have the recommendations ready to give to the Senate by the August meeting.***

*j. **Student Government:** Ms. Diana Kao was not in attendance to report.*

*k. **Retired Faculty/Staff Association:** Ms. Roach reported that they currently have several activities planned for the upcoming weeks such as visiting Collin College to listen to a well know Dallas speaker, seeing the new Harry Potter movie, and sundaes on Sunday.*

*m. **University Committees:***

*i. Parking and Transportation Committee – No meeting to report.*

*ii. Campus Facilities Committee – No meeting to report*

*iii. University Safety & Security Committee – Ms. Boyer was not in attendance to report.*

*iv. Women's Center – Ms Patterson reported that they have started discussions for women's staff over a broad range of topics. Next Safe Zone Ally Training will be held Friday, June 26<sup>th</sup>. For those who complete this training they will have stickers to display in their area to let others know that they have been trained. There is also a nursing facility for staff, faculty, and students to use.*

*v. Deans and Directors – No meeting to report.*

*vi. IR Security, Planning & Policy Committee – Ms. Marroquin-Bellatin was not in attendance to report.*

*vii. Auxiliary Services Advisory Committee – Ms. Chutes reported that dining hall and residence hall is still on schedule to open. Will be discussing the proposals for a new bookstore contract. Will be building a new bookstore in front of the Activity Center along with the Visitor's Center.*

*viii. Intellectual Property Committee – No meeting to report.*

**5. OLD BUSINESS:**

- a. Election Updates: Ms Kirkwood-Brown reported that elections were slim this year. We still need 1 or 2 representatives to serve in several districts. We did, however, receive several write-ins that we will contact to see if they are willing to serve.
  - i. The winners are as follows:
    - District 1: Katrina Adams (still need one more rep)
    - District 2: Sharon Edwards and Daniel Calhoun (still need 2 more reps)
    - District 3: Darlene Coppage (still need 2 more reps)
    - District 4: Yolande' Porter, Lori Skillestad, Tineil Lewis and Chinweolu Greer
    - District 5: JB Barnes, Chris Dickson, and Lonny Yarbrough (still need 1 more rep)
    - District 6: Misty Williams and Laurinda Lara (still need 2 more reps)
    - District 7: Tommi Ivey and Lynne Boyer, (still need 2 more reps)
  - ii. 1555 ballots were sent out and only 251 responses were received
  - iii. Ms Losavio suggested that next fiscal year the staff council may need to consider restructuring the way we select Staff Council members in order to get more people involved.
    1. Ms Losavio suggested that we illuminate electing people to represent based on the district they are in
    2. Mr. Fleming suggested that we consider being able to vote proxy for someone within our district so that reps did not have to attend every meeting
    3. Ms. Long suggested that we consider changing the quorum requirements
    4. This topic will be tabled until next FY
  - iv. All winners will be contacted to make sure they still want to serve on the Staff Council and the write-ins will be contacted to see if they are interested in serving.

**6. NEW BUSINESS:**

- a. Suggestions:
  - 2009-022 - *Moving the mail box to a more central location*:
    - Ms. Minnish motioned to send the suggestion to Pete Bond in Procurement Management. Ms. Coppage seconded. Motion carried by all.
  - 2009-023 - *Updating the Staff Council website*:
    - Ms. Losavio forwarded this suggestion to Michelle Long so that she could update the Staff Council webpage.
    - Roll call vote was conducted to close this suggestion. Vote to close suggestion carried.

- 2009-024 - *Complaint regarding the requirements listed on job postings:*
  - Mr. Dickson motioned to send the suggestion to Larry Wilson in Human Resources Management. Ms. Maute seconded. Motion carried by all.
- 2009-025 – *Requesting a notification before asbestos work is performed in a building:*
  - Mr. Barnes motioned to send the suggestion to Rick Dempsey in Facilities Management. Ms. Lanham seconded. Motion carried by all.
- 2009-026 – *Overflow of inkjet cartridge collections in the NSERL building:*
  - Ms. Losavio sent this suggestion to Ed Bennett and he has since resolved this problem.
  - Lorraine will check with Tommi Ivey to look at the slide show to see which district the NSERL building is assigned to so that we can update the website.
  - Mr. Dickson motioned to send to the Executive Committee. Ms. Maute seconded. Motion carried by all.
- 2009-027 – *Post signs in parking lots that indicate the name of the parking lot:*
  - Ms. Minnish motioned to send the suggestion to Business Affairs. Ms. Skillestad seconded. Motion carried by all.
- 2009-028 – *Request for more walkways and access to the Student Union during the construction:*
  - Mr. Dickson motioned to send the suggestion to Rick Dempsey in Facilities Management, and Dr. Jamison and Haywood McNiel in Business Affairs. Ms. Garza seconded. Motion carried by all.
- 2009-029 – *Pursue an effort to minimize electricity usage at UTD:*
  - Mr. Barnes motioned to send the suggestion to Mary Walters and the Business Affairs Office. Ms. Minnish seconded. Motioned carried by all.

## 7. OTHER BUSINESS

- a. Suggestions/Proposals from the Floor:
  - i. Ms. Read suggested that we create a tab on our webpage to list the responses to the suggestions received. Ms. Patterson suggested that we forward this suggestion to the Executive Committee. Ms. Minnish seconded. Motion carried by all.

Staff Council Meeting  
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d. Other: Ms. Chutes gave an informal presentation on the meal plans for the new dining facility. This will be the first dining hall on campus. Various meal plans will be available for purchase by staff, faculty, and students that will be applied to your comet card.

**8. ADJOURNMENT:**

Ms. Coppage moved to adjourn the meeting. Mr. Dickson seconded the motion. Motion carried by all. The meeting was adjourned at 10:45am.

Respectfully Submitted,  
Rena Read  
Staff Council Secretary