

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

July 15, 2009

TI Auditorium ESCS 2.102

9:00 a.m.

PRESENT: Metta Alsobrook, James Barnes, Ed Bennett, Kristen Blakely, Tysh Coleman, Darlene Coppage, Caroline Crossley, Chaney Edwards, Arturo Elizondo Jr., Patrice Holt, Kimberly Kentfield, Michelle Long, Tricia Losavio, Roxanne Minnish, Randi Mogul, Judith Patterson, Gaby Perkowski, Rena Read, Tara Riall, Douglas Shedd, Lori Skillestad

ABSENT: Carole Abbott, Lynne Boyer, Corina Cantua, Chris Dickson, Erin Dougherty, Colter Fleming, Lisa Garza, Robert Hamilton, Tommi Ivey, Carol Lanham, Jacqueline Long, Irene Marroquin-Bellatin, Lin Maute, Remona McLain, Rebecca Murry, Loreen Phillips, Melissa Rogers, Holly Shumake

GUEST: Daniel Calhoun, Linda Gary, Sandee Goertzen, Chinweolu Greer, McNeill Haywood, Remsen Jennings, Gloria Kelley, Tineil Lewis, Kent Mecklenberg, Jami McDonald, Andrea Moody, Larry Wilson

1. CALL TO ORDER:

President Tricia Losavio called the meeting to order at 9:07am.

2. ROLL CALL:

18 Staff Council members were absent. A quorum was not established.

3. APPROVAL OF MINUTES:

June 10, 2009 Minutes: Approval of meeting minutes as amended was tabled until next meeting since there is not a quorum.

4. COMMITTEE REPORTS:

- a. Executive Board: Ms. Losavio reported that the Board met July 9th and discussed the agenda.

Staff Council Meeting
July 15, 2009

- b. Attendance Report: Ms. Losavio reported that the attendance continues to be an issue. She will meet with the FY10 exec committee and discuss possibly making an adhoc committee to look into possible ways to get attendance up.
- c. Secretary/Treasurer's Report: Ms. Read reported that the treasurer report was included in the agenda packet and pointed out that the scholarships and the telephone bill were deducted.

STAFF COUNCIL TREASURER REPORT - June 2009

	EXPENSES	REVENUE	BALANCE
STATE FUNDS - 316142 Operating Account			
Balance June 1, 2009			8.52
30-Jun-09	No activity this month		0.00
Balance June 30, 2009			8.52

STATE FUNDS - 316405 Operating Account			
Balance June 1, 2009			3,284.42
8-Jun	Tele-Equip/Line – Carolyn Jackson	24.00	24.00
8-Jun	Tele-Equip/Line	24.00	24.00
26-Jun	Tele-Equip/Line	24.00	24.00
Balance June 30, 2009			3,212.42

FUND RAISING – 317807			
Balance June 1, 2009			2,859.14
15-Jun	CRS Printek (recycle cartridges)	(75.00)	(75.00)
Balance June 30, 2009			2,934.14

UTD STAFF ENDOWED SCHOLARSHIP – 525521			
Balance June 1, 2009			1,406.90
15-Jun	Scholarship Awarded to Recipient	250.00	250.00
Balance June 30, 2009			1,156.90

Scholarship Staff Scholarship – 525528			
Balance June 1, 2009			1,065.43
24-Jun	BR Accounting Fee- Scholarships Awarded to Recipients	1,000.00	1,000.00
Balance June 30, 2009			65.43

Jody Nelsen Scholarship – 525725

Staff Council Meeting
July 15, 2009

Balance June 1, 2009		736.61
	30-Jun No Activity this month	0.00
Balance June 30, 2009		736.61

Prepared by: Rena Read

- d. **Benefits Committee:**
Ms. Skillestad stated that there was no meeting to report. They will be meeting this Friday at 9:30am.
- e. **Communications Committee:**
Ms. Ivey was not present to report. Ms. Long stated that they would like a report from committee chairs stating what their committee has done for the past year to include in the SUN letter.
- f. **Development Committee:**
Ms. Patterson reported on the minutes as referenced below.
1. Staff Appreciation Day- need for the Staff Council to encourage their constituents to participate in the 3 day event
 - a. Still need volunteers Monday and Tuesday at the conference center to help with the event
 - b. There will be a silent auction displaying artwork created by our students on campus

Meeting Minutes (Unapproved)

June 17 2009

- I. **Call to Order**
Meeting called to order at 9:38am by Judy Patterson
- II. **Roll Call**
Present at meeting: Roxanne Minnish, Kristen Blakely, Arturo Elizondo, Colter Fleming, Judith Patterson, Kimberly Kentfield, Chaney Edwards
Guests: Sue Ann Taylor, Pat McEachern, Caroline Crossley
Excused: David Gleason
Absent: James Barnes, Carol Lanham,

Standing Guests Not Present: Tricia Losavio, Christine Moldenhauer, Tom Hill, Terry Cartwright, Tommi Ivey, Michelle Long

III. Approval of minutes

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

IV. Old/New Business

Presentation from Keynote Speaker, Sue Taylor – Q&A
Asked for photos of staff to be available and for 300small containers of play-doh
Chaney looked into this and recommended Party City and purchasing ‘party packs’ online

E2E Certificates – presented by Pat
Plans to send out flyer as ‘Save the Date’ to advisors

Staff Appreciation ‘Daze’ Discussion
Communications – Flyers/Web-Page/Bookmarks/Brochures – no one from communication present.

Letter from President/VP Business Affairs needs to go out next week – ask Tricia to check on this

Chairman read letter from Peggy Zotter regarding Customer Service Booth on Tuesday afternoon .

Chairman read letter from Tom Hill regarding food services bid from Sonny Bryant’s for Callier and BHC.

Final Outline of Events for Staff Appreciation Daze
Details, Details, Details

Booths

*Judy was asked to invite the Women’s Center to have a booth

Food Services

Chartwells & Sonny Bryant

(times, set-ups, servers???)

Budget to be submitted to Staff Council

Massage Therapists-\$600 and Play-Doh - \$150

Food at Callier & Brain Health – Kimberly will work out details at CBH

Media Solutions

Streams to Callier and Brain Health

Plant Services Solutions

Table Set-Ups and Take-Downs

Tickets for Raffles-donated by Tricia Losavio

Staff Council Meeting
July 15, 2009

Art and Bidding Sheets for Silent Auction – (when & where)
Games/Karaoke/Prizes
Prizes to be submitted by meeting on July 14th

Staff Appreciation Week – See Assignments

STAFF APPRECIATION WEEK

BOOTHS on MONDAY – Health and Wellness Fair

Chartwells FOOD

Judy 8 Massage Therapists (will stay 1 ½ hrs. to accommodate some of those who man the booths)

*Need volunteers to have sign-up sheets and help keep the line to 6 to each chair (10 min. each)

Tricia Can I Get a Witness??? – Testimonies of weight loss from UTD staff – Poster Presentation

Tricia Activity Center – Body Fat Testing/Blood Pressure Screening/Payroll Deduction Memberships

Carol Environmental Health & Safety Committee – Dr. James Wright

Christine Benefits

Kristen Employee Assistance Program

Roxanne Corporate Challenge

Virgil Robinson Crime Prevention

Tricia/Pat/Judy Staff Council/E2E Connection/Staff Development Committee

(what about a jar of something...marbles, pennies...that represent the number of staff we represent with a prize for guessing the closest –HR could give us the number)

Paperclips?

BOOTHS on TUESDAY – Customer Service/Catch Comet Pride

Chartwells FOOD

Judy 8 Massage Therapists (will stay 1 ½ hrs. to accommodate some of those who man the booths)

Need volunteers to have sign-up sheets and help keep the line to 6 to each chair (10 min. each)

Terry Training

Keisha/Peggy Catch Comet Pride

Kristen Admissions

Loreen Library

Michelle/Jerri A&H Events

Tricia/Pat/Judy Staff Council/E2E Connection/Staff Development Committee (carry-over)

Roxanne Corporate Challenge (carry-over)

Virgil Robinson Crime Prevention (carry-over)

Christine Benefits (carry-over)

Tricia Activity Center – Body Fat Testing/Blood Pressure Screening/Payroll Deduction Memberships (carry-over)

Possible Fun Stuff

JB Silent Auction for student art – money to go to Staff Scholarship?

Staff Council Meeting
July 15, 2009

Keisha/Peggy Customer Service Ideas Raffle??
Keisha/Peggy Prizes for Best Comet Pride Attire??

WEDNESDAY-FUN STUFF

Get to know your fellow staff Bingo game...” someone who has lived in Italy”/”someone with one grandchild”/”someone who has more than one member of their family working here”, etc. – JB/Arturo/Roxanne

Slideshow with pictures of staff – Caroline Crossley/Michelle Long/Tommi Ivey

Karaoke – Tricia

Advertise and get each school and department
(admission/records/budget/HR/ISSO/Multi-Cultural, etc.)

Should we limit to 10 or 12??? *Ask for signups with time slots on Monday and Tuesday for Wednesday

Registration & Raffle Tickets – All committee members

PRIZES:

Night at Hyatt from CS
6 tee-shirts from Library
5 mugs from Library
3 candles from CS
Bookstore?
Parking Pass
Activity Center Membership
Comet Center?

Next meeting: Tuesday July 14 2009 at 9:30am ECSS 4.910

V. Motion made by Kristen Blakely to adjourn. Second made by Roxanne.

Meeting adjourned at 11:00am by Judy Patterson.

Monday, July 20th, 10am-12pm, Health & Wellness Day

Presentations- 10am-11am, CN 1.112 (Conference Center Auditorium)

- Dr. Joylynn Reed, Director of the Center for Excellence in Learning and Teaching and certified Cooper Institute Elite Personal Trainer – **Kristen B.**
(Tricia will introduce Dr. Reed and go over the week’s activities)
- Reserve CN- **Colter F.**
- Media Booth- Jennie Wakefield in Communications- **Judy P.**
- Media services for CN- **Location & Media Committee**
- Media Services at CBH- **Kimberly**
- Reserve auditorium at CBH- **Judy P.**

Health & Wellness Fair, 11am-12pm, CN Lobby

Staff Council Meeting
July 15, 2009

- Snacks provided: fruit, yogurt, granola bars, juice (200 ppl)- provide at CBH too (50 ppl)- **food committee**
- Facilities management work order for tables- **Location & Media Committee**
- Health & Wellness Fair booths:
 - Poster presentation- Testimonies of weight loss from UTD staff – **Tricia L.**
 - Activity Center- payroll deduction, body fat testing, blood pressure screening- **Tricia L.**
 - Environmental Health & Safety Committee- Dr. James Wright – **Carol L.**
 - Benefits- **Christine M.**
 - Employee Assistance Program- **Kristen B.**
 - Corporate Challenge- **Roxanne M.**
 - Staff Council – **Tricia L.**
 - Staff Development Committee & E2E - **unassigned**
 - Crime Prevention- Virgil Robinson- **Carol L.**
 - Massage chairs – **Judy P.**

Tuesday, July 21st, 2-4pm, Customer Service

Presentations- 2-3pm, CN 1.112

- Terry Cartwright- Human Resources Training Specialist, “Everything They Forgot to Tell You at Harvey’s Business College – How to Succeed at UTD” -- **Judy P. will introduce**
- Recognize E2E participants- **Terry C.**
- Customer Service Committee presentation - “Catch Comet Pride” – **Peggy Zotter**
- Reserve CN- **Colter F.**
- Media Booth- Jennie Wakefield in Communications- **Judy P.**
- Media services for CN- **Location & Media Committee**
- Media Services at CBH- **Kimberly K.**
- Reserve auditorium at CBH- **Judy P.**

Customer Service Fair- 3-4pm, CN Lobby

- Facilities management work order for tables- **Location & Media Committee**
- Snacks provided: cheese & crackers, veggies, punch (200 ppl)- food at CBH (50 ppl) too- **food committee**
- Booths
 - Staff Development Committee & E2E- **unassigned**
 - Benefits- **Christine M.**
 - Training- **Terry C.**

Staff Council Meeting
July 15, 2009

- Catch Comet Pride- **Customer Service Committee (Peggy Zotter)**
- Activity Center- payroll deduction, body fat testing, blood pressure screening)- **Tricia L.**
- Corporate Challenge- **Tricia L.**
- Staff Council- **Tricia L.**
- Crime Prevention- Virgil Robinson- **Carol L.**
- Admissions- **Kristen B.**
- Library- Lorraine- **Tricia L.**
- A&H Events- **Judy P.**
- Comet Center- discount tickets- Paulina Schleppenbach - **unassigned**
- Transportation- Dart Passes- Nancy Branch- **unassigned**
- Possible silent auction with UTD student artwork- **JB**
- Prize for best Comet Pride attire- **Program committee**
- Customer Service Ideas raffle- write down an example of good customer service and submit for raffle- **Program committee**

Wednesday, July 22nd, 10:30-1:30pm, Staff Appreciation Day

Presentations, 10:30-11:30am, CN 1.112

- 10:30-10:45am- Welcome, Dr. Jamison, Vice President for Business Affairs – **Tricia L.**
- 10:45-11:30am- Sue Taylor, Asst. Vice President for Information Resources – “Dare to Face Success” – **Tricia L.**
- Reserve Galaxy and tables- **Colter F.**
- Media Booth- Jennie Wakefield in Communications- **Judy P.**
- Media services for Galaxy – **Location & Media Committee**
- Media Services at CBH- **Kimberly**

Staff Appreciation Party, 11:30-1:30pm, Galaxy Rooms

- Lunch- Sonny Bryan’s- 400 ppl- **food committee**
- Raffles- **JB**
- Karaoke- SUAAB- GNO White- **Tricia L.**
- Other music- Jackie Long?- **Program committee**
- Get to know your fellow staff Bingo game- “find someone who has been to Russia” etc.- **Program committee**
- Slideshow with pictures of staff members- Caroline Crossley- **Program committee**

Other things to do:

- Dr. Leaf is presenting to Faculty Senate and inviting faculty to participate each day
- Dr. Daniel will send letter to all staff/faculty asking administrators to promote participation
- Invite retirees **(Judy will ask Sandy)**
- Communications- Photos- Lorraine O'Neal or Joe Torres, Haywood McNeil- camera **(Judy will talk to Peggy Z.)**
- Add events to UTD Calendar- **Calendar & Communication Committee**
- Create email and postcard invitation- **Calendar & Communication Committee**
- SUN Article- **Calendar & Communication Committee**
- Raffle prizes- **JB**
 - **Each committee member talk to your department**
 - Parking passes- **Peggy Z.**
 - Chartwells food gift cards- **Judy P.**
 - Activity Center- **Tricia L.**
 - Thomsen fund tickets?- **Kristen B.**
 - Bookstore- **Judy P.**
 - Impressions Marketing- **Kristen B.**
 - Staples- **unassigned**
 - Hi-ed- **unassigned**

Committees:

- Calendar & Communication: Kristen & Chaney
 - Program & Entertainment: JB, Arturo, Roxanne
 - Food: Pat, Carol, Tom
 - Location & Media: Colter, Judy, Kimberly
-

Mark your calendars...

BUSINESS AFFAIRS & STAFF COUNCIL APPRECIATE YOU

Staff Appreciation Week- July 20-22nd, 2009

Please join us for a couple of hours each day to celebrate all that staff do for UTDallas!

Mon. July 20th- Health & Wellness, 2 hrs

Tues. July 21st- Customer Service, 2 hrs

Wed. July 22nd- Staff Appreciation, 3 hrs

2.

g. Fund Raising:

Ms. Coppage reported on the committee minutes referenced below.

1. Jail-n-Bail – they had buttons made for the staff council to wear to advertise the event. The location of the jail-n-bail is now unknown since the construction on campus continues to grow.
2. Sandee Goertzen Award – The second Sandee Goertzen Award will be awarded during the August Staff Council meeting.\

**Staff Council 2008-2009
Fund Raising Committee Meeting - Minutes
June 17, 2009**

Call to order: The meeting was called to order at 9:37am.

Present: Darlene Coppage, Lisa Garza, Lynne Boyer, Tara Riall, Carole Abbott

Special Guests: Tricia Losavio, James Balandran, Michelle Long

Absent: Irene Marroquin Bellatin, Erin Dougherty, Ed Bennett, Melissa Rogers

Approval of minutes: May 19, 2009 – Lisa motioned to approve, Carole seconded. Motion carried.

Jail ‘n Bail:

1. Per Darlene, we have received confirmation that Sam Eicke has the jail. Facilities Management will still donate their time to put up the jail, but since this will now be an annual event, we will have to find a new place to store it permanently.
2. We received confirmation that Tonya has 500 envelopes to give to Gloria; Tricia has labels.
3. Banners – Darlene hasn’t looked at the existing ones yet. Tricia will get with Tonya to look at banners since they will be needed for Staff Appreciation Day as well.
4. Per Michelle, the water bottles will be delivered to Tricia tomorrow. Michelle and Darlene also worked on the website a bit. We will start additional advertising/posters about a month in advance.
5. Carole volunteered to walk around campus in a prison costume the week before the event to help get the

Staff Council Meeting
July 15, 2009

word out. SAE may be able to help with this as well.

6. Per Tara, we can use the Res. Life button maker. Tara will get the details on cost for supplies from Pam and Pam will help if needed. Ideas to put on the buttons: "Ask me about Jail 'n Bail"; Jail 'n Bail and the date; "Bail me out". SAE will help with making the buttons.
 - a. Darlene will email everyone once we know when the button supplies will arrive.
 - b. Michelle will work on the design and Tara will get her the sizing.
 - c. We will try to have the buttons made asap to start promoting the event.
7. We will start getting emails sent out (via Rena) the beginning of July. They will start with a "teaser" and become more progressive with later emails to include the actual arrest warrants and more detail.
8. There was some discussion regarding ways to get the word out to students. James will contact Tineil regarding outreach to student organizations and SOF.

Other Business: None.

Adjournment: Meeting was adjourned at 10:50am.
Minutes submitted by Lisa Garza.

h. Wellness Committee:

Ms. Minnish reported on the following:

1. Corporate Challenge – New logo and t-shirts have been created. On Aug 4th there will be an ice cream social from 3:00pm-4:00pm. On Aug 21st the opening ceremony will be held at Gallatin Park at 5:00pm

i. Faculty Senate:

Dr Leaf reported on the following

1. No meeting in June or July. Nothing to report at this time.

- j. Student Government:*** Mr. Jennings reported that they just had their 3rd meeting. They are currently working on their student discount program and are working to combine it with the staff to make it one large discount list.

- k. Retired Faculty/Staff Association:*** Ms. Goertzen reported that they are working on getting their name changed. Currently do not have too many activities planned but they will be going to see the new Harry Potter movie and their next meeting is in September.

m. University Committees:

1. **Parking and Transportation Committee –**

- Kent Mecklenberg reported that they discussed the changes in route 83 since the neighbors were complaining about the

exhaust. They have changed the route and are working on providing shelters at a few of the bus stops. Dart will be paying for a lot of the shelters.

- The Bicycle Working Group is trying to create a more bike friendly campus. Trying to encouraging a bike parking pass that would be free but help to track what bikes have been abandoned. Working towards getting a bicycle website to point out the bike routes. www.shattock.com is there the bikes are auctioned. This is handled through surplus.
 - Prices on parking permits went up.
2. **Campus Facilities Committee** – No meeting to report
 3. **University Safety & Security Committee** – No meeting to report.
 4. **Women’s Center** – Ms Patterson reported that they have received a request to announce to the staff council that they are looking for members to be on an advisory board and would like for the advisory board to include staff members. There are applications available that she can forward to you.
 5. **Deans and Directors** – No meeting to report.
 6. **IR Security, Planning & Policy Committee** – No meeting to report.
 7. **Auxiliary Services Advisory Committee** – Ms. Chutes was not in attendance. Ms Losavio did sate that the dining hall is scheduled to open Aug 12th.
 8. **Intellectual Property Committee** – No meeting to report.

5. OLD BUSINESS:

- a. Suggestion 2009-030: *Creation of a Staff Council suggestions response webpage*
 - The executive committee suggests that we move forward with this but when posting the suggestion, making it a generic statement to eliminate the sarcasm or keep from pinpointing them. Will do an email vote to close the suggestion

6. NEW BUSINESS:

- a. **Staff Council Scholarships-** The following scholarships were awarded in person:
 - William “Cole” Detwiler
 - Daniel Calhoun
- b. **Committee on Committee Appointments:**
 - Academic Calendar Committee: David Maldonado has agreed to continue serving on this committee. Caroline Crossley will be our staff representative on this committee

- Campus Wellness Committee: Will be submitting Vivian Rutledge, Roxanne Minnish, and Danielle Derbes for recommendations.
 - Parking and Transportation Committee: Kent has accepted to continue his term
 - Diversity and Equity Committee: All 3 former members have declined to continue to serve on this committee. Will be submitting Andrea Wagner, Daniel Cordova, Randi Mogul for recommendations and Tara Riall as alternate if one of the other suggested recommendations declines.
 - Information Resources, Security, Planning, and Policy Committee: Arturo Elizondo will be our staff representative on this committee.
 - University Safety and Security Committee: Lynne Boyer has agreed to serve again on this committee.
 - Auxiliary Services Committee – Patrice Holt will be our staff representative on this committee.
 - Student fee advisory committee – Amanda Smith has agreed to continue serving on this committee.
- c. Suggestions: All suggestions will be tabled until the next meeting since there is not a quorum.

7. OTHER BUSINESS

- a. Suggestions/Proposals from the Floor:
- i. No suggestions from the floor
- d. Other: Facilities Management will be examining doorways to meet ADA requirements. All round door knobs need to be replaced with levers

8. ADJOURNMENT:

The meeting was adjourned at 10:12 am.

Respectfully Submitted,
Rena Read
Staff Council Secretary