

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**

August 12, 2009

TI Auditorium ESCS 2.102

9:00 a.m.

**PRESENT:** James Barnes, Ed Bennett, Lynne Boyer, Corina Cantua, Tysh Coleman, Darlene Coppage, Caroline Crossley, Chris Dickson, Erin Dougherty, Chaney Edwards, Arturo Elizondo Jr., Lisa Garza, Patrice Holt, Carol Lanham, Michelle Long, Tricia Losavio, Lin Maute, Roxanne Minnish, Judith Patterson, Loreen Phillips, Tara Lewis, Rena Read, Douglas Shedd, and Lori Skillestad

**ABSENT:** Carole Abbott, Metta Alsobrook, Colter Fleming, Tommi Ivey, Kimberly Kentfield, Irene Marroquin-Bellatin, Remona McLain, Randi Mogul, Rebecca Murry, Gaby Perkowski, Melissa Rogers, and Holly Shumake

**GUEST:** Katrina Adams, Sharon Edwards, Sandee Goertzen, Chinweolu Greer, Tineil Lewis, Yolande' Porter, Rayna Ruth, Michelle Sancen, Morgan Shockey, Remsen Jennings, Misty Williams, Laurie Yarbrough, and Jennifer Orme

**1. CALL TO ORDER:**

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

**2. ROLL CALL:**

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

**3. APPROVAL OF MINUTES:**

June 10, 2009 Minutes: A motion to approve the minutes as amended was made by Ms. Judith Patterson and seconded by Ms. Roxanne Minnish. Motion carried by all.

July 15, 2009 Minutes: A motion to approve the minutes as amended was made by Lori Skillestad and seconded by Loreen Phillips.

**4. COMMITTEE REPORTS:**

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- a. Executive Board: Ms. Losavio reported that the Board did not meet this month but will meet on August 6, 2009.
- b. Attendance Report: Ms. Losavio reported that there is still an issue with attendance and stressed to the Council that attendance is very important.
- 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 - July 2009

	EXPENSES	REVENUE	BALANCE
<b>STATE FUNDS - 316142 Operating Account</b>			
Balance July 1, 2009			8.52
	31-Jul-09	No activity this month	0.00
<b>Balance July 31, 2009</b>			<b>8.52</b>

### STATE FUNDS - 316405 Operating Account

Balance July1, 2009			3,212.42
	5-Jul	Impressions Marketing - Sandee Goertzen Award	(116.85)
	5-Jul	Progressive - Jail-n-Bail Water Bottles	(346.37)
	5-Jul	Progressive - SC Water Bottles	(741.53)
	5-Jul	American Buttons - Buttons for Advertisement	(62.09)
<b>Balance July 31, 2009</b>			<b>1,945.58</b>

### FUND RAISING - 317807

Balance July 1, 2009			2,934.14
	27-Jul	CRS Printek (recycle cartridges)	107.50
<b>Balance July 31, 2009</b>			<b>3,041.64</b>

### UTD STAFF ENDOWED SCHOLARSHIP - 525521

Balance July 1, 2009			1,156.90
	15-Jun	Scholarship Awarded to Recipient	250.00
<b>Balance July 31, 2009</b>			<b>906.90</b>

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**Scholarship Staff Scholarship - 525528**

Balance July 1, 2009		65.43
	31-Jul No Activity this month	0.00
<b>Balance July 31, 2009</b>		<b>65.43</b>

**Jody Nelsen Scholarship - 525725**

Balance July 1, 2009		736.61
	31-Jul No Activity this month	0.00
<b>Balance July 31, 2009</b>		<b>736.61</b>

**Staff Council Jail N Bail - 525796**

Balance July 1, 2009		0.00
	31-Jul No Activity this month	0.00
<b>Balance July 31, 2009</b>		<b>0.00</b>

Prepared by: Rena Read

**d. Benefits Committee:**

Ms. Skillestad reported on the minutes as referenced below.

**i. Flu Shots =**

Ms Skillestad stated that the flu shots will be coming up and will be needing volunteers for that. Ms. Losavio will be meeting with Dr. Wright and Beverly to discuss the flu shots this month.

**Staff Council Benefits Committee Meeting Minutes**

**Friday July 17, 2009 – 9:30am**

Members Present: Tysh Coleman, Caroline Crossley, Gaby Perkowski, Douglas Shedd, Lori Skillestad

Members Absent: Remona McLain, Rebecca Murry, Christine Moldenhauer

- 1) **Minutes** – The minutes from the last meeting were approved.
- 2) **Staff Scholarships** – A staff member received a scholarship yet resigned the semester she received the scholarship. The committee decided to add the following statement: A staff member needs to be employed for the entire to be eligible to receive the Staff Council Scholarship. Caroline was going to add the above to the guidelines.

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- 3) **Stipends for Staff Council President and Vice-President** – Since the Student Government and Faculty Senate officers receive a stipend, why don't the staff council officers receive one. Tysh will inquire if other university staff council officers receive a stipend.

Next meeting will be Friday August 14 at 9:30am in the Bluebonnet Conference Room.  
Respectfully submitted,  
Gaby Perkowski

*e.*     **Communications Committee:**  
Ms. Ivey was not present to report.

*f.*     **Development Committee:**  
Ms. Patterson reported on the minutes as referenced below.

Staff Council Development Committee  
Meeting Minutes (Unapproved)  
July 14 2009

I.   Call to Order

Meeting called to order at 9:38am by Judy Patterson

II.   Roll Call

Present at meeting: Tricia Losavio, Roxanne Minnish, Kristen Blakely, Arturo Elizondo, Colter Fleming, Judith Patterson, Chaney Edwards, James Barnes, Carol Lanham

Guests: Tom Hill, Tysh Coleman

Excused: David Gleason, Kimberly Kentfield, Pat McEachern

Absent: none

Standing Guests Not Present: Christine Moldenhauer, Terry Cartwright, Tommi Ivey, Michelle Long, Sue Ann Taylor, Caroline Crossley

III. Approval of minutes

June minutes approved as submitted. Motion made by Carol. Second by Roxanne.

IV. Old/New Business

Tom Hill gave an update on Sonny Bryan's catering at Callier and Brain Health  
100 meals will be delivered to Callier/ 50 to CBH

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Meals include brisket, turkey, etc.

Total is \$1498

Communication Issues

Michelle is making posters for E2E and working on staff photo slideshow.

She will also help to send out another invitation

Photo Media Presentation

Bookmarks & Tri-Fold Handout

\*make sure to send any staff photos to Michelle Long

Brain Health & Callier Issues

Food

Prizes-Tickets

Tricia will bring double sided tickets for raffle

Caroline is taking care of the Stream Video

Plant Services Issues

Map of Tables & Food & Massage Chairs

Set up and Take down

Blue Dividers (stand alone Poster Presentation from EE-Sandy Zimcek)

Posters for Staff Council & Staff Development

CARE AWARDEES

SCHOLARSHIP AWARDEES

TUITION REIMBURSEMENT

E2E POSTER

FLU SHOTS

LOCAL MERCHANT DISCOUNT OPPORTUNITIES

SUN NEWSLETTER

FUND RAISING EVENTS – Jail n Bail/Balloon Sales/Poinsettia

Sales/Cookbooks

MEET N GREET

Flyers with Date, Time, Speakers, etc.

Details and Work Assignments

Tricia proposed locking Silent Auction items in a Conference Center mechanical closet

Tricia will send out a follow up thank you with a survey

Kristen will make signs for table/poster

Listing of prizes

Colter will make a volunteer signup sheet for the Staff Council meeting

Next meeting: Staff Appreciation Week – July 20--22

- V. Motion made by Kristen Blakely to adjourn. Second made by James. Meeting adjourned at 10:40am by Judy Patterson.
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***g. Fund Raising:***

Ms. Coppage reported on the committee minutes referenced below.

- i. Jail-n-Bail – The event will be held on August 26<sup>th</sup>, the Wednesday of Welcome Week. The website does have the form available to issue a warrant.

**Staff Council 2008-2009  
Fund Raising Committee Meeting- Minutes  
July 21, 2009**

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

**Present:** Darlene Coppage, Lynne Boyer, Tara Riall, Erin Dougherty, Ed Bennett

**Guests:** James Balandran, Michelle Long, Gloria Muhammad

**Absent:** Lisa Garza, Carol Abbott, Melissa Rodgers, Irene Marroquin-Bellatin

**Approval of Minutes:** June 17, 2009 minutes; Erin motioned to approve as submitted, Lynne seconded. Motion carried.

**Jail 'n Bail:**

1. SAE made 150 buttons for fraternity members, Staff Council members and others to wear to advertise the event. SAE members will be there on the day of the event to help with whatever we need.
2. Tricia and Darlene will email UTD Administrators by the end of next week to ask for their personal support.
3. The first general Jail 'n Bail email to staff and faculty will be sent August 1 with some teaser emails sent beforehand.
4. On August 18 Tricia and Darlene will make a presentation to Student Government to explain Jail 'n Bail and to get their donations and support. International Student Services has spoken to their international students so they will not be confused or worried by the event when it takes place.
5. No decision has been made as of this meeting concerning the location of Welcome Week.
6. Michelle Long will have the flyer email and teaser email done by the end of the week. Posters should be put up 2 weeks prior to the event. She has pictures from last year for advertising. More information will be put in the Sun. The Staff Council web page will be revised and an email will be sent out campus wide.
7. The water bottles we ordered turned out well and will be handed out at the Staff Council Appreciation luncheon this week.
8. Still need to find a permanent storage place for the Jail. Tricia is looking for places on campus.
9. Lynne is contacting Randi about the marquee message and Carol about the SOM TV message advertising Jail 'n Bail.
10. Tara is updating the arrest warrants. We need places around campus to accept warrants and money. Locations are Ed- Johnson, Lynne – Green Hall, Tricia – Activity Center, Darlene – Library, Development Office – MP, Police Department. Money and warrants will have to be hand delivered to Lisa for security reasons. Darlene checking to see if Facilities Mgmt. has a portable generator in case there is no electricity at event site.

11. Carole will dress up in jail costume and walk around campus promoting Jail 'n Bail the day before the event.
12. Set up on August 26 will start at 10:00. Committee members asked to sign up for a time to help during the day. Darlene will send out an updated work schedule by August 7<sup>th</sup>.
13. Erin suggested that students who don't want to have someone arrested could pay \$1 to have their picture taken with their face in a cutout board painted like a prisoner. We would need someone to make the board. Picture could be posted on a website so students could access them and print them. The committee agreed and asked Erin to be in charge.

**Other Business:**

1. Darlene encouraged everyone to attend the Staff Appreciation sessions if at all possible.
2. Ed reported that we also need to find a new storage place for the recycled ink cartridges because Engineering needs the room we are using now. Ed is checking into two other possible locations.

**Next Meeting: August 18, 2009 at 9:30 am in the Career Center Seminar Room, MC 1.312.** This will be our last meeting before Jail-N-Bail, so we need everyone to attend if at all possible. Please email Darlene if you are NOT able to attend.

**Adjournment:** Ed Bennett motioned to end the meeting. Tara Riall seconded. Meeting was adjourned at 11:45 am.

Minutes by Lynne Boyer.

***h. Wellness Committee:***

Ms. Minnish reported on the following:

1. Stress Management Seminar – Being held in the Lone Star Room today at noon.
2. Corporate Challenge – Next Friday, August 21, 2009, is the opening ceremony at Gallatin Park starting at 5:15 pm. Our two Special Olympians will be there to meet. There is a walk that UTD will receive participation points for.

***i. Faculty Senate:*** Dr Leaf reported on the following:

- a. Currently appointing all new committees.

***j. Student Government:*** Mr. Remsen Jennings reported on the following:

- a. Working with the International Student Services Office on International Pick Up for incoming international students. They are working towards providing buses to pick up the students from the airport.
  - b. Currently working on the discount program to receive discounts for students, staff, and faculty from local businesses. They have received 52 yeses for discounts and only 1 no.
  - c. Working with Business Affairs on customer service. They have created Ask a Senator so that anyone with questions may come in and ask questions.
  - d. Looking into forming a Sustainability Committee with Business Affairs to make the University a more environmentally friendly community.
  - e. Doing a service event during Homecoming which will be Breast Cancer Awareness. They will be contacting the Wellness Committee to see if they would like to participate.
- j. Retired Faculty/Staff Association:*** Ms. Goertzen reported on the following:
- a. They did go to see the new Harry Potter movie and they met last Sunday for Sundaes on a Sunday.
  - b. Effective September 1, 2009 they will be known as the UTD Retiree Association.
  - c. The next meeting will be on September 9, 2009 and Susan Rogers will be their guest speaker.
  - d. They are currently in the process of getting some volunteers together to help out the Customer Service Committee hand out maps and water on the first day of school.
- 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 – 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 – No meeting to report.

**5. OLD BUSINESS:**

- a. Suggestions:
  - 2009-030 – *Pertaining to creating a tab on the Staff Council Website which will list suggestions submitted and the responses to the suggestions.*
    - A roll call vote was conducted to move forward and close this suggestion. Motion carried by all.
  - 2009-031 – *Starbuck’s style Kiosk located on the northern end of campus*

- Executive Committee recommended sending this to Business Affairs. Motion was carried by all.
- 2009-032 – *Conducting an electricity audit.*
  - Motion carried by all to forward to Facilities Management and the Student Government.
- 2009-033 – *Follow-up on previous suggestion regarding the erosion of dirt around the roots of the trees on Lookout leading onto campus.*
  - Motion carried by all to forward to Sam Eike in Facilities Management.
- 2009-034 – *Staff should not be charged a parking ticket for missing a placard.*
  - Motion carried by all to forward to the Parking and Transportation Committee, Tysh Coleman.
- 2009-035 – *Arrange a picnic style lunch to recognize the hard work done by the yard care & gardening persons.*
  - Staff Appreciation Daze was designed to show appreciation for all staff. A roll call vote to close this suggestion was conducted. Motion was carried by all.

**6. NEW BUSINESS:**

- a. Sandee Goertzen Award: This year's recipient is Chris Dickson.
- b. Staff Council Orientation: Ms. Losavio presented a slide show to review general guidelines with the new Staff Council members.
- c. Suggestions:
  - 2009-036 – *Areas for the staff to take their lunch break.*
    - Motion carried by all to forward to Tricia Losavio and Tysh Coleman.

**7. OTHER BUSINESS**

- a. Suggestions/Proposals from the Floor: No suggestions were submitted from the floor.
- b. Other:

**8. ADJOURNMENT:**

Ms. Minnish moved to adjourn the meeting. Ms. Patterson seconded the motion. Motion carried by all. The meeting was adjourned at 10:30am.

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Respectfully Submitted,  
Rena Read  
Staff Council Secretary