

## Official and Approved Minutes

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### UT DALLAS STAFF COUNCIL MEETING MINUTES

November 10, 2010

CN 1.120

9:00 a.m.

**PRESENT:** Katrina Adams, Paula Austell, Lydia Blackwell, Lynn Butler, Daniel Calhoun, Darlene Coppage, Natalie de Leon, Sharon Edwards, Colter Fleming, Lisa Garza, Chinweolu Greer, Nancy Hong, Kimberly Kentfield, Carol Lanham, Kara Leonard, Tineil Lewis, Jacqueline Long, Remona McLain, Wendy Newton, Jennifer Orme, Rochelle Peña, Yolandé Porter, Chelsea Posey, Sheila Rollerson, Michelle Sancen, Morgan Shockey, Mary Jo Venetis, Chelsea Villareal, Victoria Winters, Melissa Wyder

**ABSENT:** JB Barnes, Lynne Boyer, Drew Brown, Katherine Burgos, Arturo Elizondo, Laurinda Lara, Dina Rodriguez, Misty Williams, Lonny Yarborough

**GUESTS:** Sandee Goertzen, Dina Shahrokhi, Caroline Ries, Layla D'Entremont, Kate Jones

1) **CALL TO ORDER**

President Peña called the meeting to order at 9:08 a.m.

2) **ROLL CALL**

A quorum was met.

3) **MEETING MINUTES**

A correction to the October meeting minutes was noted. Darlene Coppage made a motion to approve the minutes as amended. Victoria Winters seconded. The minutes were approved as amended.

4) **COMMITTEE REPORTS**

**A. EXECUTIVE BOARD** (Rochelle Peña)

Ms. Peña reported that the Executive Board met last week and approved today's agenda. There were no other items to add to the agenda.

**B. ATTENDANCE REPORT** (Darlene Coppage)

Ms. Coppage reported that she is posting attendance on the attendance chart. She does not yet have all attendance figures from all of the committee meetings. However, she noted that we are starting off the year with quite a problem with attendance. Ms. Coppage will begin to distribute the attendance chart in the monthly agenda packet. Ms. Peña took this opportunity to stress the importance of representatives attending all meetings – both the general Council meetings and committee meetings.

**C. SECRETARY AND TREASURER'S REPORT** (Vicki Carlisle)

Ms. Carlisle reported the following:

# Staff Council Treasurer Report October 2010

	EXPENSES	REVENUE	BALANCE
<b>STATE FUNDS - 316405 Operating Account</b>			
Beginning Balance October 1, 2010			3,000.00
No Activity This Month			
<b>Balance October 31, 2010</b>			<u><u>3,000.00</u></u>
<b>FUNDRAISING 317807</b>			
Beginning Balance October 1, 2010			289.00
No Activity This Month			
<b>Balance October 31, 2010</b>			<u><u>289.00</u></u>
<b>UTD STAFF ENDOWED SCHOLARSHIP - 525521</b>			
Beginning Balance October 1, 2010			1,342.00
Scholarship Award (from 27-Oct July)	(250.00)		(250.00)
<b>Balance October 31, 2010</b>			<u><u>1,092.00</u></u>
<b>STAFF SCHOLARSHIP - 525528</b>			
Beginning Balance October 1, 2010			5,580.00
No Activity This Month			
<b>Balance October 31, 2010</b>			<u><u>5,580.00</u></u>
<b>JODY NELSEN SCHOLARSHIP - 525725</b>			
Beginning Balance October 1, 2010			2,343.00
No Activity This Month			0.00
<b>Balance October 31, 2010</b>			<u><u>2,343.00</u></u>

**SC - JAIL N BAIL -  
525796**

Beginning Balance October 1, 2010		3,207.00
21-Sep Donation	20.00	3,227.00
28-Sep Donation	3.65	3,230.65
29-Sep Donation	10.00	3,240.65
6-Oct Donation	60.00	3,300.65
7-Oct Donation	5.00	3,305.65
8-Oct Donation	5.00	3,310.65
<b>Balance October 31, 2010</b>		<b><u>3,310.65</u></b>

Prepared by Vicki Carlisle

**D. COMMUNICATIONS COMMITTEE (Lisa Garza)**

Ms. Garza reported that the Communications Committee is in the process of working on the next issue of the SUN newsletter. The deadline to turn in articles is tomorrow, November 11. She asked that all information be sent to her attention. The Committee does have a member who has volunteered to maintain the Staff Council website. Ms. Garza noted that the Committee is also working to get a new staff mailing list created so that the Council can use this as a communication tool. This list would be strictly for Staff Council communication, not for all staff mailings such as lost and found, cars with lights on, etc.

**E. FUNDRAISING COMMITTEE (Paula Austell)**

Ms. Austell reported that she has received a check for \$158.00 from the ink cartridge recycling program. It has come to her attention that some people who work in the recycling area do not feel that their work is appreciated. The Committee will work with Donna Riha to find some way to express our appreciation to those people.

Poinsettia order forms have been emailed to all staff. Hard copies of the order form will be distributed in campus mail. The online order form is functional as well. So far 100 orders have been received, which is almost half of the total amount received last year. At the next Council meeting Ms. Austell will be asking for volunteers to help unload and distribute the poinsettias.

The Committee is considering ordering and selling Staff Spirit shirts. Ms. Austell distributed a picture of the polo shirt that is under consideration. The shirts would have UTD Staff embroidered on them along with a motto (Striving for Excellence, etc.) The cost of the shirt would be approximately \$22.00, and the Committee would sell them for \$30-\$35.00. If enough people express interest, they will pre-order approximately 35 shirts. As people wear them around campus the hope is that more interest will be generated and more people will be interested in purchasing the shirts. Order forms will be included in the orientation packets for newly hired employees. Anyone who is interested in purchasing a shirt should contact Ms. Austell. It was asked if it would be possible to have departmental or corporate sponsorship so that the shirts could be given to all staff. The Committee will consider this proposal.

**F. STAFF DEVELOPMENT COMMITTEES (Carol Lanham)**

Ms. Lanham reported that the annual flu shot event went very well. Over 450 shots were given between all the locations. There was enough vaccine to give 600 shots. The turnout at Callier was much lower than expected. It was felt this might be that people did not sign up this year since there was a shortage of vaccine last year. The Council does not have to pay for the additional doses that were ordered but not used.

Ms. Peña complimented Ms. Lanham and the other members for ensuring that the event moved smoothly.

The Committee still has outstanding suggestions to be addressed. Ms. Lanham hopes to have responses to these issues at the next Council meeting.

**G. BENEFITS COMMITTEE (Daniel Calhoun)**

Mr. Calhoun reported that the Committee met yesterday. They have three pending suggestions that they are still working on. The majority of yesterday's meeting was spent reviewing applications for scholarships. There were eighteen applications and scholarships will be awarded to fifteen of those, pending receipt of acceptable transcripts. The Committee plans to meet again on Tuesday, November 30.

**H. FACULTY SENATE (Murray Leaf)**

Dr. Leaf was not present to report. In his absence, Ms. Peña reported that the major topic of discussion at the last Senate meeting was the criminal background check policy. She also noted that the academic calendar was discussed at this meeting.

**I. STUDENT GOVERNMENT (Dina Shahrokhi)**

Ms. Shahrokhi reported that Student Government is working on developing a textbook swap program in certain schools. They hope to have this up and running by the end of this semester.

They have seen architectural drawings for the first floor of the new Student Union Building and are very excited about that.

Student Government is working with the UT Dallas Police Department to purchase and distribute bicycle bells to anyone who rides their bike on campus as a way to address the safety issue of pedestrians being surprised because they did not hear a cyclist approaching.

Homecoming festivities will begin on Wednesday, November 17. The Homecoming Parade is Friday, November 19 at 12:15 p.m.

**J. RETIRED FACULTY/STAFF ASSOCIATION (Santee Goertzen)**

Ms. Goertzen reported that the Retiree Association is traveling to the Meadows Museum this morning.

**K. UNIVERSITY COMMITTEES**

**i. WELLNESS**

No Report

**ii. PARKING AND TRANSPORTATION (Wendy Newton)**

No Report

**iii. CAMPUS FACILITIES (Melissa Wyder)**

No Report

**iv. UNIVERSITY SAFETY AND SECURITY**

No Report

**v. WOMEN'S CENTER (Jacqueline Long)**

No Report

**vi. IR SECURITY, PLANNING, AND POLICY (Arturo Elizondo)**

No Report

**vii. AUXILIARY SERVICES ADVISORY (Drew Brown)**

No Report

**viii. DEANS AND DIRECTORS (Rochelle Peña)**

No Report

**ix. HANDBOOK OF OPERATING PROCEDURES (Rochelle Peña)**

No Report

**5) NEW BUSINESS**

**a. NEW SUGGESTIONS**

**i. 2011-003: MASS E-MAILS FOR LOST AND FOUND**

*“I understand why faculty and staff e-mails cannot all be sent through. However, it would seem if an employee loses something of value on campus an e-mail should be let through to staff asking if anyone has found the item. I lost a gold watch I've had many years and tried to send an e-mail to the staff. I asked at the communications office and the woman told me it could not be sent through. Is this the way employees should be treated? There is no other way to reach all employees to ask if it was found. I realize there is a lost and found.”*

It is the recommendation of the Executive Board that the Council respond to the initiator advising that the Council is currently researching what other options for communicating this type of information are available. No further action will be taken on this suggestion.

The question of establishing a Facebook page was brought up. Ms. Garza stated that the Communications Committee has discussed this in the past and there does not seem to be any interest at this time.

It was further noted that student and faculty forums have been created in E-Learning. This has been quite successful for students but less successful for faculty. It might be possible to set up a similar forum area for staff as well.

Sheila Rollerson made a motion to respond to the initiator of the suggestion as noted above. Katrina Adams seconded the motion. The motion carried.

**6) OTHER BUSINESS**

**a. EXTEND CARE AWARD DEADLINE**

Daniel Calhoun reported that once again the Council failed to publicize the CARE Awards and we only received three nominations. Mr. Calhoun made a motion to extend the nomination deadline to November 30. Paula Austell seconded the motion. The motion carried. Ms. Garza will send an email to the staff publicizing the CARE awards and advising of the extended deadline.

**b. PRESIDENT’S COFFEE – NOVEMBER 16**

Ms. Peña reported that the President’s Coffee will be held Tuesday, November 16. All ten spaces have been filled.

**c. STAFF COUNCIL PICTURE**

Since several Council members had to leave today’s meeting for prior commitments, it was agreed to wait until next month’s meeting to take the Council Picture. This will be taken immediately following Dr. Daniel’s presentation to the Council.

**d. SPEAKER FOR DECEMBER MEETING – PRESIDENT DAVID DANIEL**

Ms. Peña reported that Dr. Daniel will be the speaker for the December Council meeting. She encouraged the representatives to invite others in their districts so there is a good turnout to hear him speak.

There being no further business, Kimberly Kentfield made a motion to adjourn. Carol Lanham seconded the motion. The motion carried and the meeting was adjourned.

Respectfully submitted,

*Vicki Carlisle*

Vicki Carlisle  
Staff Council Administrative Assistant