

## Official and Approved Minutes

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

September 8, 2010

ECSS 2.102

9:00 a.m.

**PRESENT:** Katrina Adams, Paula Austell, Lynne Boyer, Drew Brown, Lynn Butler, Daniel Calhoun, Darlene Coppage, Natalie de Leon, Sharon Edwards, Arturo Elizondo, Lisa Garza, Kimberly Kentfield, Carol Lanham, Kara Leonard, Tineil Lewis, Wendy Newton, Jennifer Orme, Rochelle A. Pena, Sheila Rollerson, Mary Jo Venetis, Chelsea Villareal, Victoria Winters, Melissa Wyder

**ABSENT:** James Barnes, Lydia Blackwell, Katherine Burgos, Colter Fleming, Chinweolu Greer, Nancy J. Hong, Laurinda Lara, Remona McLain, Yolande Porter, Chelsea Posey, Dina Rodriguez, Michelle Sancen, Morgan Shockey, Lonny Yarborough

**GUESTS:** Sandee Goertzen, Dina Shahrokhi

#### 1) CALL TO ORDER

President Calhoun called the meeting to order at 9:08 a.m. There was not a quorum, so Mr. Calhoun delayed the election of officers to give more members a chance to arrive. He used the roll call to have representatives introduce themselves. By the time the roll call and introductions were completed, a quorum was met.

#### 2) OFFICER ELECTIONS

##### a. President

At the August Council meeting Daniel Calhoun was nominated for the office of president. Mr. Calhoun opened the floor for additional nominations. Darlene Coppage nominated Rochelle Pena for president. Ms. Pena accepted the nomination. Kimberly Kentfield made a motion to close nominations. Carol Lanham seconded. The motion to close nominations carried. The voting was conducted by secret ballot and Rochelle A. Pena was elected president.

##### b. Vice President

At the August Council meeting Darlene Coppage was nominated for the office of vice president. Mr. Calhoun opened the floor for additional nominations. Wendy Newton nominated Daniel Calhoun for vice president. Mr. Calhoun accepted the nomination. Kimberly Kentfield made a motion to close the nominations. Lynne Boyer seconded the motion. The motion to close nominations carried. The voting was conducted by secret ballot and Darlene Coppage was elected vice president.

#### 3) ROLL CALL

A quorum was met.

4) **STAFF COUNCIL REPRESENTATIVE PLEDGE**

Mr. Calhoun led the representatives in reciting the following pledge:

*“I am a Staff Council representative, and I solemnly pledge to dutifully and faithfully uphold the policies and procedures of UT Dallas as well as the mission and objectives of the Staff Council on behalf of the staff at UT Dallas.*

*As a Staff Council representative, I will honor all of the commitments I make, strive for a positive attitude, communicate to UT Dallas staff members what the Staff Council’s mission is, and work toward excellence in the work place. This will be done to fulfill UT Dallas’ overall goal to help the UT Dallas community to build a stronger University.”*

5) **MEETING MINUTES**

Several corrections to the minutes were noted. Victoria Winters moved to approve the minutes as amended. Darlene Coppage seconded. The motion carried.

6) **COMMITTEE REPORTS**

a. **EXECUTIVE BOARD** (Daniel Calhoun)

Mr. Calhoun reported that the Executive Board met last Thursday and approved today’s agenda. There were no other items to add to the agenda.

b. **ATTENDANCE REPORT**

There was no report.

c. **SECRETARY AND TREASURER’S REPORT** (Vicki Carlisle)

Ms. Carlisle reported the following:

**Staff Council Treasurer Report August 2010**

	EXPENSES	REVENUE	BALANCE
<b>STATE FUNDS - 316405 Operating Account</b>			
Balance August 1, 2010			2,767.69
5-Jul Impressions Marketing (shipping charge)	(20.49)		2,747.20
5-Jul M13 Graphics (Staff Appreciation Day)	(79.95)		2,667.25
5-Jul Impressions Marketing (CARE Awards (Staff Appreciation Day)	(753.45)		1,913.80
5-Aug Rob Richey Co. (Staff Appreciation Day)	(1,444.50)		469.30
5-Aug Impressions Marketing (S. Goertzen Award)	(92.15)		377.15
24-Aug Media Services (Staff Appreciation Day)	(450.00)		(72.85)
<b>Balance August 31, 2010</b>			<b>(72.85)</b>

NOTE: IDT for \$722.50 for reimbursement of 1/2 of cost of Staff Appreciation t-shirts not reflected in this figure. When that is credited the account balance will be \$649.65

**FUNDRAISING 317807**

Balance August 1, 2010			5,720.15
9-Aug	CRS Printek	237.50	5,957.65
10-Aug	BAF to SC Scholarship Acct. 552528	(3,300.00)	2,657.65
10-Aug	BAF to SC Endowed Acct. 525521	(2,128.00)	529.65
<b>Balance August 31, 2010</b>			<b><u>529.65</u></b>

**UTD STAFF ENDOWED SCHOLARSHIP - 525521**

Balance August 1, 2010			1,054.04
	No Activity This Month		0.00
<b>Balance August 31, 2010</b>			<b><u>1,054.04</u></b>

**STAFF SCHOLARSHIP - 525528**

Balance August 1, 2010			3,210.00
4-Aug	Scholarship Awards	(750.00)	2,460.00
9-Aug	Silent Auction	320.00	3,530.00
<b>Balance August 31, 2010</b>			<b><u>3,530.00</u></b>

**JODY NELSEN SCHOLARSHIP - 525725**

Balance August 1, 2010			1,964.81
	No Activity This Month		0.00
<b>Balance August 31, 2010</b>			<b><u>1,964.81</u></b>

**SC - JAIL N BAIL - 525796**

Balance August 1, 2010			35.00
16-Aug	Donation	5.00	40.00
17-Aug	Donation	3.00	43.00
19-Aug	Donation	1.00	44.00
24-Aug	Donation	13.00	57.00
<b>Balance August 31, 2010</b>			<b><u>57.00</u></b>

d. COMMUNICATIONS COMMITTEE (Colter Fleming)

Mr. Fleming was not present to report.

e. **FUNDRAISING COMMITTEE (Darlene Coppage)**

Ms. Coppage reported that the recent Jail-N-Bail event was excellent. Because of the weather the event was moved inside to the Activity Center and that worked out very well. In fact, there is strong support for moving all of the carnival events inside the Activity Center in the future. So far, \$3,397.00 has been collected, but that figure does not include additional monies that some administrators have pledged. This exceeds the amount raised last year. Ms. Coppage anticipates the total amount of money raised to be over \$4,000.00. She expressed appreciation to the UTD Police and the Print Shop for their support. Facilities management also did an outstanding job of setting up and making sure that the jail cell was secure.

Ms. Coppage gave a brief update on the recycling program. Following his surgery, Leroy is at home and taking physical therapy. It is not clear when or if he will be able to return to work. His wife, Jo, is out as well, so the pickup of ink cartridges has been slower than normal. Ms. Coppage does anticipate having enough cartridges for a pickup by CRS in the next week or so.

Ms. Coppage expressed appreciation to her committee for their support and hard work this year.

Mr. Calhoun took this opportunity to express his appreciation for the work of all the committee chairs in the past year.

f. **BENEFITS AND STAFF DEVELOPMENT COMMITTEES (Carol Lanham)**

Ms. Lanham reported that her Committee has been working on finalizing the outstanding suggestions that have been forwarded to her committee. They are still working on these and anticipate having the information to distribute at the next Council meeting.

g. **FACULTY SENATE (Dr. Murray Leaf)**

Dr. Leaf was not present to report. In his absence, Ms. Carlisle reported that the Faculty Senate had approved the committee charge for the Sustainability Committee. This has been sent to the HOP Committee and approved. We are now waiting on approval from OGC, but Donna Riha is beginning to form the committee.

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

Ms. Shahrokhi reported that Student Government is beginning a new initiative to register students to vote, which will be called Govern the Vote. Voter registration drives will be taking place all over campus. Staff and faculty members are welcome to participate as well. This program will begin next week. The UT System Student Advisory Council will meet in October.

i. **RETIRED FACULTY/STAFF ASSOCIATION (Sandee Goertzen)**

Ms. Goertzen reported that the Retiree Association will have its meeting on September 23 with the retiree group from Texas Instruments. She had nothing else to report.

j. **UNIVERSITY COMMITTEES**

i. **WELLNESS**

No Report

ii. **PARKING AND TRANSPORTATION**

No Report

iii. **CAMPUS FACILITIES** (Daniel)

No Report

iv. **UNIVERSITY SAFETY AND SECURITY** (Lynne Boyer)

No Report

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

No Report

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

No Report

vii. **AUXILIARY SERVICES ADVISORY** (Patrice Holt)

No Report

viii. **DEANS AND DIRECTORS** (Daniel Calhoun)

ix. **HANDBOOK OF OPERATING PROCEDURES** (Daniel Calhoun)

**7) OLD BUSINESS**

a) **STAFF MASS E-MAIL POLICY**

Mr. Calhoun gave a history of the problem for the new representatives. Basically, the new policy prohibiting the sending of mass emails has negatively affected the Council because in the past we relied heavily on email to promote our activities. Mr. Calhoun met last week with President Daniel and Susan Rogers of the Office of Communications. Ms. Rogers suggested that the Staff Council create a new mailing list which would be populated with every staff member on campus. This list would have no moderation. All emails sent using this list must have a link included on the email with the option for an employee to "opt out" if they no longer wished to receive information from the Staff Council. The Council website would also include a link for people to join or opt out of the mailing list. Mr. Calhoun is satisfied with this solution and it his recommendation that the new Communications Committee take this on as their first project.

Ms. Goertzen asked where the retirees would fit in to this system - specifically would people with a non-UTD email address be allowed to subscribe to the list? Mr. Calhoun stated that these were issues that would need to be reviewed by the Communications Committee when they begin their work.

**8) NEW BUSINESS**

a) **NEW SUGGESTIONS**

**i. 2011-001: WHERE TO PLACE NEW PARKING DECALS**

*"The new parking decal needs to be better communicated to campus. Only on the parking decal does it indicate where it needs to be placed. I was informed if I don't put it there I would get a ticket, it's not document if you don't put it there that you will get a ticket."*

There was a general discussion about the new parking stickers. It is the recommendation of the Executive Board that this suggestion be forwarded to the Parking and Transportation Committee. Lisa Garza made a motion to accept this recommendation. Rochelle Pena seconded the motion. The motion carried.

**ii. 2011-002: CHANGING PARKING SPACES' COLORS**

*“Business Affairs should inform students, faculty, and staff BEFORE they change the color of parking spots on campus. They should not change parking spots in August right after new permits have been purchased. It is unfair and not at all customer-friendly to spend over \$200 on an orange decal and find out a week later that the orange spaces have been replaced with purple spaces.”*

There was continued general discussion regarding parking in general and specifically the changes in the number of spaces allotted to specific levels of parking and how the changes were handled. Darlene Coppage made a motion to forward this suggestion to the Parking and Transportation Committee. Victoria Winters seconded the motion. The motion carried.

b) **COMMITTEE PREFERENCES**

Mr. Calhoun asked all representatives to complete and turn in their committee preference sheets so that committee assignments can be made.

c) **MEETING DATE/TIME**

Mr. Calhoun stated that the Council as a body can choose the date and time of its meetings. Traditionally meetings have been held at 9:00 a.m. on the second Wednesday of the month, but if everyone is in agreement that could change. He asked if anyone would like to suggest alternative dates, time or venue. There were no suggestions for changes at this time.

**9) OTHER BUSINESS**

a) **PRESIDENT’S COFFEE (OCTOBER 6)**

The next Coffee will be held on Wednesday, October 6. There is room for ten people to attend. Mr. Calhoun asked any representatives who are interested in attending to email Ms. Pena or Ms. Carlisle to reserve a spot.

b) **FLU SHOTS**

The Staff Council will once again be sponsoring flu shots in conjunction with the Environmental Health and Safety Office. The scheduled dates are October 26-28. One of these dates is reserved for the Callier campus. This project will be the responsibility of the new Staff Development Committee. We will need volunteers for this event.

c) **GUEST SPEAKERS**

Mr. Calhoun explained to the new representatives that Council meetings often included a guest speaker at the beginning of the meeting. Anyone with a suggestion for a guest speaker should let the Council president or vice president know. President Daniel is scheduled to be the guest speaker at the December 8 meeting.

d) **SUGGESTIONS FROM THE FLOOR**

Ms. Coppage took this opportunity to remind all representatives that there was still time to go online and make a donation for the Jail-N-Bail fundraiser.

There being no further business, Rochelle Pena made a motion to adjourn. Victoria Winters seconded the motion. The motion carried and the meeting was adjourned.

Respectfully submitted,

Vicki Carlisle  
Staff Council Administrative Assistant