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Staff Council SUN

A PERIODIC NEWSLETTER FROM THE
UTD STAFF COUNCIL

Spring 2007 Scholarship Recipients

The Spring 2007 Staff Council scholarship recipients have been notified of their awards. The following received \$250 for the Spring semester. Congratulations to the Spring 2007 recipients.

The deadline for the Fall 2008 Staff Council Scholarship is September 15th. Please visit the Staff Council website at www.utdallas.edu/staffcouncil for the scholarship application form, guidelines and criteria.

Leia Bell from Academic Affairs, working on her MBA at UTD.

Michelle Dunavin from General Studies working on her Associate of Applied Science in Travel Exposition and Meeting Management degree through CCCCD.

Tahmores Elyasi from the McDermott Library. He is pursuing his Bachelors Degree in Computer Science at UTD.

Shella Hayes is with the Registrar's Office and is pursuing her Bachelor of Arts Degree in Psychology at UTD.

Karen Jarrell is the University Registrar and a Ph.D. student in Public Affairs.

Esther Johnston works in General Studies and is pursuing a Master of Arts degree in Negotiation, Conflict Resolution, and Peace Building at California State University.

Chu-Hua Mou is a Web Specialist in the McDermott Library and is working towards her Master of Science degree in Computer Science.

Patrizia Nava works in the Special Collections Department of the Library and is working toward her Archival Management Program Certificate at UT Arlington.

Judith Patterson is an Administrative Assistant in the Computer Science Program currently working towards a Masters degree in Interdisciplinary Studies.

Jill Swayze is an Administrative Assistant in General Studies and graduated with a Bachelors degree in Interdisciplinary Studies.



Recycling Programs You may have noticed recycling bins around campus with large holes in the top of them and have wondered what you might possibly be able to recycle there.

You can place paper, phonebooks, old books or corrugated cardboard boxes in those bins. If you are placing a cardboard

box in the bin, please be sure it is empty of all trash and Styrofoam. Aluminum cans also have designated bins.

Also, keep in mind to recycle your printer cartridges through the Staff Council to help raise funds for our scholarship fund. Let's keep our environment healthy. Recycle!



Corporate Challenge

A community event where everyone wins; benefiting the Texas Special Olympics

It is that time again...time to gear up for Corporate Challenge and defend our title as BB Division Champions!

The 2007 games mark the 10 year anniversary of Corporate Challenge. Corporate Challenge features 40 companies competing in 22 sports starting late August and running through late October. In addition to competing, each company raises money for Special Olympics Texas. As the games get underway, stay tuned for details on how you can contribute to this wonderful organization.

The opening ceremony kicks off at 5pm on Friday, August 24th at Breckinridge Park. All faculty, staff, and retirees are encouraged to bring their families to come out and join us for this giant tailgate party. We need you to come participate in the Great Walk and help us earn points

towards our Participation Medal. This year, there will be a medal award in each division for the most participation, so if you haven't signed up yet, now is the time to do so.

Choose from: 5K, 15K, Badminton, Basketball, Bass Fishing, Billiards, Bowling, Darts, Dominoes (42), Flag Football, Golf, Horseshoes, Kickball, Miniature Golf, Poker, Punt Pass & Kick, Soccer, Softball, Swimming, Table Tennis, Tennis, and Volleyball.

For more details, please contact Megan Greene or visit the website at www.utdallas.edu/recsports/misc/corporate_challenge.html. This site is updated as information is made available and will be updated daily with results once the challenge gets underway.

by Megan Greene and Sandra Sawyer

Community Emergency Response Team

UT Dallas is the first university in Texas to organize a CERT team. CERT is a team of volunteers who are trained in basic rescue, fire fighting, and first aid skills. The team responds to situations that may overwhelm first responders such as fire fighters, EMS, and police. Team members are trained in basic fire fighting, first aid, light search and rescue, and other related skills.



Participants take a series of two-hour classes over eight weeks, and at the end of the training, a practical exercise is held to apply what they learned in the classroom,

and for those who have been through the training, to help maintain their skills.

We have also initiated a SAFE Leader program. People who volunteer to be SAFE Leaders will be responsible for safely

evacuating their respective buildings if an emergency arises. All SAFE Leaders are required to complete CERT training.

Currently, there are about fifty trained members, but we need more volunteers to join the team. New training sessions will begin in the fall, and monthly meetings are held every third Tuesday, so plan to attend a meeting. Joining CERT benefits the university community, your

home community, and your family. If you are interested in joining CERT, contact **Dorothy Miller** at dorothy@utdallas.edu, 972-883-2562 in the Office of Emergency Management, or contact one of the members of the CERT Advisory Committee:

Terry L. Hockenbrough
tlh0220000@utdallas.edu, x2562

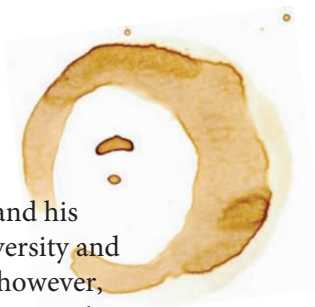
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by Paul Oelkrug

Coffee With the President



Staff members from Districts 3 and 4 gathered in June with Dr. Daniel and his invited guest, **Dr. Magaly Spector**, UTD's new Vice President for Diversity and Community Engagement. Dr. Spector officially joins UTD in January; however, she is spending about one week a month at UTD learning about the University's operations and departments.

Dr. Daniel told the group that Vice President for Communications, **Susan Rogers**, has hired a photographer to work, on a consulting basis, for special events. Her office is also setting up a database of photos for use in various university publications.

The campus beautification plan model is on display in the McDermott Library. The architectural firm, **Peter Walker and Partners**, have presented their plan and estimates and Dr. Daniel is working with others to raise more funds to accomplish the entire beautification plan for the University. Initially some of the campus roads need to be changed or improved before the landscaping can occur.

Parking lots also need a lot of attention and Dr. Daniel encouraged everyone to submit suggestions on how to improve campus safety and lighting. The overall goal is to strive for the highest quality in everything on campus, including parking lots.

The student information system conversion process continues which means we will be switching to **People-**

Soft in conjunction with UT Arlington and UT Tyler. The new system will go live, in various stages, in 2008.

Hackers continue to be a big concern. Our Information Resources staff have determined that none of the information that was feared compromised has been released. It takes a lot of staff to keep a watch on the system, and the biggest challenge is to think several years down the road to determine the best system for the University.

Talks are still in the works for the **DART rail passes**, and a possible shuttle bus for students and staff in the area to go to area grocery stores, shops, etc, and the potential of operating on weekends to go to movie theaters, etc. There is also talk of a shuttle between the main campus in Richardson and the Callier Center Dallas. All these details, when finalized, will be broadcast to the entire campus.

The final coffee of the academic year will be in August for the final districts.

Watch for the announcement of the coffee for districts 1, 6 and 7 to be held on August 29.

by Sandee Goertzen

Take that vacation Check your annual (vacation) leave maximum carry-over hours. On August 31, any vacation hours that exceed the maximum carryover automatically convert to sick leave.

Questions? Email benefits@utdallas.edu.

Total years of state service	Hours accrued per month	Maximum carryover hours
0-2 years	8	180
2-5 years	9	244
5-10 years	10	268
10-15 years	11	292
15-20 years	13	340
20-25 years	15	388
25-30 years	17	436
30-35 years	19	484
35 or more years	21	532

Maximums listed are based on full-time employment. Part-time employee carry-over rate is based on your appointment percent.

For more information on Leaves of Absences see www.utdallas.edu/business/admin_manual/pdf/D61800.pdf

Holidays The employee holiday schedule has been approved. Here are the approved holidays for the 2008 fiscal year.

Holiday	Date	Day of Week
Labor Day	Sept 3	Monday
Thanksgiving Day	Nov 22	Thursday
Day after Thanksgiving	Nov 23	Friday
Christmas Eve	Dec 24	Monday
Christmas Day	Dec 25	Tuesday
Day after Christmas	Dec 26	Wed
Winter Holiday 1	Dec 27	Thursday
Winter Holiday 2	Dec 28	Friday
Winter Holiday 3	Dec 31	Monday
New Year's Day	Jan 1, 2008	Tuesday
MLK, Jr. Day	Jan 21, 2008	Monday
Memorial Day	May 26, 2008	Monday
Independence Day	July 4, 2008	Friday
Floating Holiday 4		

Giving a Hoot; Owls on Campus



Six owls have taken up temporary residence outside the Faculty Records Office in the Administration building. Dr. Larry Sall, Dean of McDermott Library, identified them as Eastern Screech Owls.

Photos by Alex Volfson



Homeland Security: Threat & Risk Assessment

The experts in the various national security agencies all agree that it is not a matter of if terrorists strike America again, but rather, when they will strike; and where they strike is anyone's guess. Knowing this, do you know the possible threats that may harm the UTD campus? Do you know the vulnerabilities of the campus and the various buildings on campus?

Dorothy Miller of the Emergency Management office arranged for UTD to host a three-day workshop titled Threat & Risk Assessment. Texas Engineering Extension Service (TEEX) conducted the workshop from June 19-21, 2007. Staff from UTD, North Texas Turnpike Authority, The University of North Texas, and other agencies from around the Metroplex attended the workshop.

Areas covered were threat assessment activities, threat capabilities, vulnerability assessment, planning factors, capabilities-based planning, and needs assessment.

In addition to classroom work, practical exercises were included in the training. Participants, divided into four teams, were each assigned a building on campus to evaluate. The teams evaluated each building for vulnerabilities and then made recommendations to rectify the identified vulnerabilities. The buildings were Facilities Management, Student Union, Natural Science and Research Laboratory, and North Lab.

After the buildings were evaluated, the teams accessed the equipment, training, and personnel needed to respond to the

perceived threats and compared these needs to the equipment, training, and personnel on hand. Because UTD is heavily dependent upon outside help, the teams decided that awareness training for faculty and staff would most benefit the campus.

While this workshop is geared toward terrorism, the lessons learned can be applied to natural disasters, man-made disasters, and isolated acts perpetrated by irate students or disgruntled employees.

Thanks to the staff who requested to take this workshop and to their supervisors who gave them the time, UTD now has a core group of trained personnel ready to respond to most threats that may possibly befall the university.

by Paul Oelkrug

Staff Council Committee Reports

Your Staff Council Committees are working for you, and here is what they're doing:

Benefits Committee

The Benefits Committee awarded ten Staff Council Scholarships for the Spring 2007 semester. We have been working on several ways to recognize our scholarship recipients better and market the scholarships to the staff.

Our committee is also participating in the Joint Subcommittee on Child Care. That committee is working on several options for providing high-quality child care to UTD staff and faculty either on campus or very nearby. We know the President is interested in their proposal.

As the summer comes to a close, we are already looking forward to the fall semester scholarship application process. If you have a Benefits issue (non-insurance) you would like to have answered or addressed, please make a suggestion to the Staff Council. We're working for you!

Daniel Calhoun, Chair

Fundraising Committee

The fundraising committee has been reviewing ways to facilitate the collection and pick up of the empty printer cartridges. We need help from all the staff at the University to make this the success it has the potential to be.

We are working to establish a collection point in each building and a contact person in that building. This

Communications Committee

The Communications Committee is working on the orientation for the new representatives that will take place on Wednesday, August 15th at 8:15 a.m. prior to the August Staff Council meeting. They have also put together this newsletter that you are reading.

We are always looking for ways to communicate with the staff on campus, so if you have any suggestions, please contact staffcouncil@utdallas.edu. Thanks for the continued support of your Staff Council.

Sandee Goertzen, Chair

Staff Development Committee

The Staff Development committee is currently working on a couple of things regarding the Mentoring program. It was decided that in order to be consistent with the purpose and function of the plan, the name Employee to Employee Connection was chosen to replace the name Mentoring program.

This new title conveys what was established to be the function of this program: to assist new and veteran employees, in locating the answers to questions. When this proposal is

completed, it will be brought back to the Staff Council for approval before sending to President Daniel.

We also identified multiple functions of the program, such as Training, a Self Evaluation Tool for Employees, a New Employee Website like that of UT Austin that serves as a one-stop shopping convenience and offers consistency to the needs of new employees.

Pat McEachern, Chair

does *not* have to be a Staff Council Rep; in fact, we are looking for *you* to get involved.

This individual will be responsible for answering questions related to the cartridges and transporting the empties to the Staff Council collection center. We provide the cart to do this. The collection points and contacts will

be posted on the Staff Council web page when we are finished.

We have placed our initial order for the poinsettia sale in November and are beginning discussion on whether to sell pansies again this Fall.

Rochelle Pena, Chair

by Sandee Goertzen

Brought to you by the
Staff Council Communications Committee

Sandee Goertzen, *Chair* Cassini Nazir
Heather Burge Paul Oelkrug
Carlton Eberhart Sandra Sawyer

www.utdallas.edu/staffcouncil

About the UTD Staff Council

The Staff Council is an advisory body through which eligible staff members can convey information and make recommendations to the President regarding interests and concerns of the university staff. The Staff Council is constituted by the President with the goal of continually improving university operations and the well-being of UTD's employees. The Staff Council addresses matters of general concern to the UTD community and, in particular, to members of the UTD staff and is not intended to supplant existing procedures for addressing individual grievances.