U.T. DALLAS STAFF COUNCIL MEETING MINUTES
April 8, 2009 TI Auditorium ESCS 2.102 9:00 a.m.


ABSENT: Lynne Boyer, Caroline Crossley, Chris Dickson, Erin Dougherty, Lisa Garza, Michelle Long, Remona McLain, Rebecca Murry, Melissa Rodgers, Holly Shumake

GUEST: Carrie Chutes, Christine Moldenhauer

1. CALL TO ORDER:

President Tricia Losavio called the meeting to order.

2. ROLL CALL:

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

3. GUEST SPEAKER: Tara Riall

Ms. Riall gave a small presentation on the Texas Equity Conference “Competitive Insurance Benefits” that she attended February 20th at UT Austin. Attendees included: UT Arlington, UT Austin, UT Dallas, UT San Antonio and UT Southwestern. Others include Texas State, MD Anderson and Texas A & M.

Findings:
• Recruitment & retention
• Equity
• Diversity
• Support
• Full report – http://uts.cc.utexas.edu/~pefsa/

Competition:
• US News list of “125 best schools” (HRC, 2007)
  – 90% have general nondiscrimination policies that include sexual orientation
  – 37% have general nondiscrimination policies that include gender identity/expression
  – 60% provide domestic partner benefits to same-sex partners

Cost:
• UT Austin - .0058 of current budget amount
• Board of Regents – not prohibited from providing CIB

Meeting the Mission: UTD serves the Metroplex and the State of Texas as a **global leader** in innovative, high quality science, engineering, and business education and research. The University is committed to:

• Producing engaged graduates, prepared for life, work, and leadership in a **constantly changing world**
• Advancing excellent educational and research programs in the natural and social sciences, in engineering and technology, in management, and in the liberal, creative, and practical arts
• **Transforming ideas into actions that directly benefit the personal, economic, social, and cultural lives of the citizens of Texas**

**4. APPROVAL OF MINUTES:**

December 10, 2008 Minutes: A motion to approve minutes as amended and corrected was made by Ms. Coppage and seconded by Mr. Barnes. Motion approved by all.

February 11, 2009 Minutes: A motion to approve minutes as amended and corrected was made by Ms. Patterson and seconded by Mr. Barnes. Motion approved by all.

March 11, 2009 Minutes: A motion to approve minutes as amended and corrected was made by Mr. Barnes and seconded by Ms. Mogul. Motion approved by all.

**5. COMMITTEE REPORTS:**

a. **Executive Board:** Ms. Losavio reported that the Board met April 2\textsuperscript{nd}, and everything that was discussed is outlined in the Executive Board meeting minutes.

b. **Attendance Report:** Ms. Losavio reported that the attendance report has been updated.
c. Secretary/Treasurer's Report: Ms. Kirkwood-Brown reported that the treasurer report was included in the agenda packet and is self explanatory.

### STAFF COUNCIL TREASURER REPORT - March 2009

#### STATE FUNDS - 316142 Operating Account

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#### FUND RAISING - 317807

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#### UTD STAFF ENDOWED SCHOLARSHIP - 525521

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#### Scholarship Staff Scholarship - 525528

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Benefits Committee:
Ms. Skillestad not present to report but the committee minutes are referenced below.

Staff Council Benefits Committee Meeting Minutes
Friday March 13, 2009 – 9:30am Bluebonnet Conference Room
Members Present: Tysh Coleman, Caroline Crossley, Rena Read, Douglas Shedd, Lori Skillestad, Jackie Long, Christine Moldenhauser (HR Liaison)
Members Absent: Remona McLain, Rebecca Murry, Gaby Perkowski,
1. Staff Scholarships – There was much discussion over the guidelines for the Scholarship process. Below is the point system that was discussed.

Staff Council Scholarship scoring system:

Current system is 1-5 pts. awarded for Honors/Activities
1-10 pts. awarded for Narrative

GPA:
1pt. for 2.5-2.9
2pts. for 3.0-3.4
3pts. for 3.5-3.9
5pts. for 4.0

Proposed change is GPA:
1 pt. for 2.5-2.9
2pts. for 3.0-3.4
3pts. for 3.5-3.74
4pts. for 3.75-3.9
5pts. for 4.0

Points for Honors/Activities and Narrative remain the same
2. See attached document with the new application suggestion.
3. Suggestion 2009-010 – Tabled to next meeting
4. Floor proposed suggestion for ESL classes – Tabled to next meeting

Next meeting will be Friday April 10th at 9:30am in the Bluebonnet Conference Room.
Communications Committee

Meeting Minutes

Thursday March 26, 2009

I. Call to order

Tommi Ivey called to order the regular meeting of the Communications Committee at 2:07 PM on March 26, 2009 in GR 3.606.

II. Roll call

In attendance: Corina Cantua, Robert Hamilton, Tommi Ivey, Michelle Long, Loreen Phillips
Absent: Metta Alsobrook, Patrice Holt, Lin Maute, Holly Orozco

III. Open issues

A) SUN Newsletter

1) Articles should be emailed to both Ms Ivey and Ms Long to ensure a copy is received for the newsletter.

2) The deadline for the articles is April 15th. If any committee member is having trouble gathering information, they should let Ms Ivey know.

3) Ms Cantua will send out an email reminding the members that the deadline is approaching.

B) Communication Tools

1) Another idea from the committee is to have somebody in the Communications Committee in charge of sending out emails on behalf of the Staff Council President.

2) The committee will bring back up the idea of creating a template for the Staff Council emails.

3) Any item that will be used to promote Staff Council (e.g. t-shirts, stickers) should be ready by the Staff Appreciation Day.

C) Staff Appreciation Day

1) The committee is ready to get together with the Development Committee to help out in the planning of the event. They will be contacted to suggest a meeting time.

2) Ms Phillips will check back with the Student Life staff about using table tents to promote the event.

3) Other ideas about promoting the event will be shared with the Development Committee.
IV. **New business**

A) Meeting minutes must be sent out and approved by the committee before Ms Long meets with Executive Committee.

V. **Adjournment**

Ms Ivey adjourned the meeting at **2:21 PM**.

Minutes submitted by: **Corina Cantua**, Secretary

Minutes approved by: **Communications Committee (pending)**

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**Staff Development Committee:**

Ms. Patterson reported on the minutes as referenced below.

Meeting Minutes (Unapproved)

March 25 2009

I. **Call to Order**

Meeting called to order at 9:36am by Judy Patterson

II. **Roll Call**

Present at meeting: Carol Lanham, Chaney Edwards, Colter Fleming, Judith Patterson, Pat McEachern, Kimberly Kentfield

Guests: David Gleason, Tricia Losavio

Excused: Kristen Blakely, Roxanne Minnish

Absent: Arturo Elizondo, James Barnes

III. **Approval of minutes**

February minutes approved as submitted.

IV. **Old/New Business**

Discussion opened by Tricia -- Staff Appreciation Day

Budget approved during recent meeting with Dr. Jamison

He would like to see a Monday – Thursday event with workshops all week in collaboration with customer service team and ideas.

Final day could be a culmination of weeklong themes and events with an invitation to faculty for the final day reception.

Motion made by Judy, seconded by Pat to accept Monday – Wednesday event with Monday and Tuesday to be planned and collaborated with Peggy Zotter from Dr. Jamison’s office.

Need to work out details of streaming video throughout the week to BrainHealth and Callier Center.

Discussion of speakers:
Judy reported that Robert Nelson was very disappointed that he could not attend and Kay Bailey Hutchison reported that she would be in session in Washington D.C. and would not be available this time but both of them asked that we keep them in mind for a future event. Kristen recommended Dr. Joylynn Reed and one of the Texas Rangers. Pat recommended Sue Taylor and Rhonda Blackburn. David recommended Terry from HR. Committee decided to move Joylynn and add Terry to Monday or Tuesday and add Sue Taylor to Wednesday. Jacqueline Long has recommended a jazz soloist and/or band to play at the event.

New tentative agenda for Staff Appreciation Week
- Monday – Health & Wellness w/ Keynote Speaker Dr. JoyLynn Reed
- Tuesday – Customer Service/E2E/Employee Retention/Success @ UTD w/ Keynote Speaker Terry Cartwright
- Wednesday – Fun/Food/Entertainment w/ a welcome by Dr. Jamison and the Keynote Speaker Sue Taylor

E2E Update
- Committee met on March 3rd to discuss program
- Currently 4 months into 6 month long pilot
- Recently sent survey to advisors using survey monkey
- Survey review and discussion will take place in the near future

Next meeting: Wednesday April 22 2009 at 9:30am ECSS 4.910

V. Meeting adjourned at 10:50am by Judy Patterson.

h. Fund Raising:
Ms. Coppage reported on the minutes as referenced below.

Fund Raising Committee Meeting - Minutes
March 24, 2009

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

Present: Darlene Coppage, Randi Mogul, Lisa Garza, Irene Marroquin Bellatin, Ed Bennett, Lynne Boyer, Erin Dougherty, Tara Riall, Melissa Rogers

Special Guests: Tricia Losavio, Chris Dickson, Gloria Muhammad

Absent: Carole Abbott

Approval of minutes:
- February 3, 2009 – Lynne motioned, Randi seconded to approve as corrected. Motion carried.
- February 24, 2009 – Randi motioned, Melissa seconded to approve as corrected. Motion carried.
Jail ‘n Bail:
Updates:
- Darlene – emailed Phyllis to confirm we will have our event during Cometville Carnival (per Randi – tentative date of 8/26)
- Darlene – emailed Sam Eicke to confirm they have jail and to see if they will donate time for set-up/take down. Still waiting for confirmation for both.
- Darlene – by June, with Chris (and others), will approach VPs and other possible donors regarding larger donations.
- Discussion re: “splitting” donations. Per Gloria, this was a nightmare last year. Committee agreed to open separate Jail ‘n Bail gift account (Tricia will handle). Will make it clear to donors that money will be split separately for student/staff scholarships. Gloria (and staff) will update to a simpler form for “day of” donations and will update link for online donations.
- Tricia – still waiting on “official” approval from Dr. Daniel. (Per Chris, this is just a courtesy, and we should proceed with plans.)
- Tricia suggested that we get a “teaser” out by end of April or beginning of May re: the event and possibility of donating early.
- Chris – will get picture CD from last year to Darlene asap to use for next year’s publicity
- Discussion re: t-shirts. General agreement for no t-shirts this year. Committee will look into getting some more general Staff Council items made to use for giveaways for this and other events throughout the year. Possible ideas include: cups, gum, etc. We will look into a banner to be used for advertising/thanking any sponsors. (There will be a higher cost upfront for the banner, but it can be reused.) Darlene will contact promotional products distributor and Fast Signs for quotes.
- Donations – will need snacks/drinks (water!). We will NOT need pizza again this year.
- Per Chris – PD will wear Welcome Week shirts or some other shirt to denote their participation.
- Randi will talk to APO about assisting with the event this year. Darlene said that SAE has also volunteered to help if we need them.

Darlene went over planning log. Committee members should think about schedule and what they can commit to in terms of time in advance and the day of the event. Next meeting we will decide on committee member assignments.

Adjournment: Lisa motioned and Erin seconded to adjourn meeting. Meeting was adjourned at 10:55am.

NEXT MEETING – TUESDAY, APRIL 21ST AT 9:30AM.
Minutes submitted by Lisa Garza.

i. Wellness Committee: Ms. Minnish reported the next meeting would be April 18th at 2:00 p.m.

ii. Brown Bag Lunch:

j. Corporate Challenge Representative: Ms. Minnish reported that a UT Dallas representative was needed and if anyone was interested to contact her. The first meeting will be April 22nd 11:00 a.m. – 1:00 p.m. Carrie Chutes and Carol Lanham volunteered to be co-representatives. Ms. Ivey will make sure the event is announced in the next issue of the SUN.

j. Faculty Senate: Dr. Leaf was not in attendance to report.
k. **Student Government:** Mr. Rosson was not in attendance to report.

l. **Retired Faculty/Staff Association:** Ms. Goertzen nor Mr. Parr were in attendance to report.

m. **University Committees:**
   i. **Parking and Transportation Committee** – Ms. Coleman reported on the following:
      I. **Bus Ridership**
         • Huge increase in ridership at the end of the summer due to gas prices.
         • Additional shelters being installed by DART
         • Suggestion made to add “curb cuts” at bus shelters to make them handicap accessible; believe this would increase ridership as well.
      II. **Working Group on Bicycle Policy**
         • Students have expressed a need for a bicycle trail; therefore, a working group has been established.
         • There is a representative for faculty, staff and students on this committee
         • Nancy Branch - Group Leader, Kelly Kinnard – Facilities Mgmt., Gardner Williams – Student, Van Miller – Faculty, Joel Dille – Staff, UTD Police Dept. – Sgt. Angela Willis
      III. **Ticket Statistics**
         • Approximately 3500 tickets for the months of January & February
         • 709 appealed; over 400 dismissed without being sent to Appeals Committee
         • Approximately 23% of appeals sent to

   ii. **Campus Facilities Committee** – Mr. Daniel was not in attendance to report.

   iii. **University Safety & Security Committee** – Ms. Boyer was not in attendance 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** – Ms. Carrie Chutes reported that the committee met and discussed new meal plans for students/faculty/staff; 6-plans for students and 4-plans for faculty/staff. New facility set to open August 12th for Fall 2009 dining.

   viii. **Intellectual Property Committee** – No meeting to report.
8. **OLD BUSINESS:**

a. **Comet Calendar Suggestion:** Ms. Losavio reported that all Staff Council events/meetings have been added to the calendar.

b. **Activity Center Membership Suggestion:** Ms. Minnish provided Ms. Kirkwood-Brown with the response for this suggestion that was submitted in January 2009. A study was done comparing other gym memberships in the Richardson area. The following was reported for monthly membership prices: 24-hour Fitness $31.99, Lifetime Fitness $79.00 and Bally’s $45.00. UT Dallas charges staff $16.25 per month and spouse and alumni $20.25 per month. The committee agrees that $16.25 a month is a great benefit to each employee. It was also noted that students pay a mandatory fee each semester for gym access through tuition charges. Therefore, it would not be possible for employees to receive free gym memberships while students are being required to pay for theirs. The Wellness committee agrees that we are receiving a great benefit paying what we pay now for gym memberships.
c. **Trash Bash Reminder**: Ms. Dougherty reported:

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**Trash Bash**

Join Team UT Dallas for the 16th Annual Trash Bash

Volunteer with UT Dallas Alumni and the Students for Environmental Awareness (SEA) at the City of Richardson’s 16th Annual Trash Bash.

UT Dallas often gets overlooked in the Trash Bash because neighborhood groups want to clean up their own neighborhoods. Since UT Dallas is our neighborhood, UT Dallas alumni and students have formed “Team UT Dallas” to help clean up UT Dallas.

**Saturday, April 25**

8:45 a.m. – 12 p.m.

The UT Dallas Activity Center parking lot

- Celebration at City Hall 11 a.m. – 12 p.m. with refreshments and door prizes
- In honor of Arbor Day, the City will be giving out free sapling trees
- Bring gloves and wear comfortable clothes
- Drinks, release forms, and trash bags will be provided

Please let us know if you are interested in volunteering by contacting:

Erin Dougherty, UT Dallas Alumni Relations
(972) 883-2328 or erin.dougherty@utdallas.edu

Since the Texas Department of Transportation launched the “Don’t Mess With Texas” anti-litter campaign in 1983, our state has seen an over 75 percent decrease in roadside litter. This is the 16th year Richardson has participated in the Texas Trash Bash, which will include approximately 80,000 volunteers across the state and is considered the largest one-day clean-up in the nation.
7. **NEW BUSINESS:**
   a. **Vice President Election Results:** Ms. Losavio reported that Randi Mogul was elected.

8. **OTHER BUSINESS**
   a. **Suggestions:** No new suggestions or proposals were submitted from the floor.
   b. **Other:** Ms. Losavio reported that the ground breaking ceremony for the new Student Services building would be April 30th at 11:00 a.m.

9. **ADJOURNMENT:**

   Ms. Minnish moved to adjourn the meeting and Ms. Patterson seconded the motion. The meeting was adjourned.

Respectfully Submitted

*Tonja Kirkwood-Brown*

Staff Council Secretary