U.T. DALLAS STAFF COUNCIL MEETING MINUTES
July 15, 2009
TI Auditorium ESCS 2.102 9:00 a.m.


GUEST: Daniel Calhoun, Linda Gary, Sandee Goertzen, Chinweolu Greer, McNeill Haywood, Remsen Jennings, Gloria Kelley, Tineil Lewis, Kent Mecklenberg, Jami McDonald, Andrea Moody, Larry Wilson

1. CALL TO ORDER:

President Tricia Losavio called the meeting to order at 9:07am.

2. ROLL CALL:

18 Staff Council members were absent. A quorum was not established.

3. APPROVAL OF MINUTES:

June 10, 2009 Minutes: Approval of meeting minutes as amended was tabled until next meeting since there is not a quorum.

4. COMMITTEE REPORTS:

a. Executive Board: Ms. Losavio reported that the Board met July 9th and discussed the agenda.
b. **Attendance Report**: Ms. Losavio reported that the attendance continues to be an issue. She will meet with the FY10 exec committee and discuss possibly making an adhoc committee to look into possible ways to get attendance up.

c. **Secretary/Treasurer's Report**: Ms. Read reported that the treasurer report was included in the agenda packet and pointed out that the scholarships and the telephone bill were deducted.

**STAFF COUNCIL TREASURER REPORT - June 2009**

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Meeting Minutes (Unapproved)
June 17 2009

I. Call to Order
Meeting called to order at 9:38am by Judy Patterson

II. Roll Call
Present at meeting: Roxanne Minnish, Kristen Blakely, Arturo Elizondo, Colter Fleming, Judith Patterson, Kimberly Kentfield, Chaney Edwards
Guests: Sue Ann Taylor, Pat McEachern, Caroline Crossley
Excused: David Gleason
Absent: James Barnes, Carol Lanham,
Standing Guests Not Present: Tricia Losavio, Christine Moldenhauer, Tom Hill, Terry Cartwright, Tommi Ivey, Michelle Long

III. Approval of minutes
May minutes approved as submitted. Motion made by Kristen Blakely. Second by Arturo.

IV. Old/New Business
Presentation from Keynote Speaker, Sue Taylor – Q&A
Asked for photos of staff to be available and for 300 small containers of play-doh
Chaney looked into this and recommended Party City and purchasing ‘party packs’ online

E2E Certificates – presented by Pat
Plans to send out flyer as ‘Save the Date’ to advisors

Staff Appreciation ‘Daze’ Discussion
Communications – Flyers/Web-Page/Bookmarks/Brochures – no one from communication present.

Letter from President/VP Business Affairs needs to go out next week – ask Tricia to check on this

Chairman read letter from Peggy Zotter regarding Customer Service Booth on Tuesday afternoon.

Chairman read letter from Tom Hill regarding food services bid from Sonny Bryant’s for Callier and BHC.

Final Outline of Events for Staff Appreciation Daze
Details, Details, Details
Booths
* Judy was asked to invite the Women’s Center to have a booth
Food Services
Chartwells & Sonny Bryant
(times, set-ups, servers???)

Budget to be submitted to Staff Council
Massage Therapists-$600 and Play-Doh - $150

Food at Callier & Brain Health – Kimberly will work out details at CBH
Media Solutions
Streams to Callier and Brain Health
Plant Services Solutions
Table Set-Ups and Take-Downs
Tickets for Raffles-donated by Tricia Losavio
Art and Bidding Sheets for Silent Auction – (when & where)
Games/Karaoke/Prizes
Prizes to be submitted by meeting on July 14th

Staff Appreciation Week – See Assignments

**STAFF APPRECIATION WEEK**

**BOOTHs on MONDAY** – Health and Wellness Fair
Chartwells FOOD
Judy 8 Massage Therapists (will stay 1 ½ hrs. to accommodate some of those who man the booths)
*Need volunteers to have sign-up sheets and help keep the line to 6 to each chair (10 min. each)*
Tricia Can I Get a Witness??? – Testimonies of weight loss from UTD staff – Poster Presentation
Tricia Activity Center – Body Fat Testing/Blood Pressure Screening/Payroll Deduction Memberships
Carol Environmental Health & Safety Committee – Dr. James Wright
Christine Benefits
Kristen Employee Assistance Program
Roxanne Corporate Challenge
Virgil Robinson Crime Prevention
Tricia/Pat/Judy Staff Council/E2E Connection/Staff Development Committee
(what about a jar of something…marbles, pennies…that represent the number of staff we represent with a prize for guessing the closest –HR could give us the number)
Paperclips?

**BOOTHs on TUESDAY** – Customer Service/Catch Comet Pride
Chartwells FOOD
Judy 8 Massage Therapists (will stay 1 ½ hrs. to accommodate some of those who man the booths)
Need volunteers to have sign-up sheets and help keep the line to 6 to each chair (10 min. each)
Terry Training
Keisha/Peggy Catch Comet Pride
Kristen Admissions
Loreen Library
Michelle/Jerri A&H Events
Tricia/Pat/Judy Staff Council/E2E Connection/Staff Development Committee (carry-over)
Roxanne Corporate Challenge (carry-over)
Virgil Robinson Crime Prevention (carry-over)
Christine Benefits (carry-over)
Tricia Activity Center – Body Fat Testing/Blood Pressure Screening/Payroll Deduction Memberships (carry-over)

Possible Fun Stuff
JB Silent Auction for student art – money to go to Staff Scholarship?
Staff Council Meeting  
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Keisha/Peggy  Customer Service Ideas Raffle??
Keisha/Peggy  Prizes for Best Comet Pride Attire??

WEDNESDAY-FUN STUFF
Get to know your fellow staff Bingo game…” someone who has lived in Italy”/”someone with one grandchild”/”someone who has more than one member of their family working here”, etc. – JB/Arturo/Roxanne
Slideshow with pictures of staff – Caroline Crossley/Michelle Long/Tommi Ivey
Karaoke – Tricia
   Advertise and get each school and department
   (admission/records/budget/HR/ISSO/Multi-Cultural, etc.)
   Should we limit to 10 or 12???
*Ask for signups with time slots on Monday and Tuesday for Wednesday
Registration & Raffle Tickets – All committee members

PRIZES:
   Night at Hyatt from CS
   6 tee-shirts from Library
   5 mugs from Library
   3 candles from CS
   Bookstore?
   Parking Pass
   Activity Center Membership
   Comet Center?

Next meeting: Tuesday July 14 2009 at 9:30am ECSS 4.910
V. Motion made by Kristen Blakely to adjourn. Second made by Roxanne.
   Meeting adjourned at 11:00am by Judy Patterson.

Monday, July 20th, 10am-12pm, Health & Wellness Day
Presentations- 10am-11am, CN 1.112 (Conference Center Auditorium)
   • Dr. Joylynn Reed, Director of the Center for Excellence in Learning and Teaching and certified Cooper Institute Elite Personal Trainer – Kristen B.
     (Tricia will introduce Dr. Reed and go over the week’s activities)
   • Reserve CN- Colter F.
   • Media Booth- Jennie Wakefield in Communications- Judy P.
   • Media services for CN- Location & Media Committee
   • Media Services at CBH- Kimberly
   • Reserve auditorium at CBH- Judy P.

Health & Wellness Fair, 11am-12pm, CN Lobby
• Snacks provided: fruit, yogurt, granola bars, juice (200 ppl)- provide at CBH too (50 ppl)- **food committee**
• Facilities management work order for tables- **Location & Media Committee**
• Health & Wellness Fair booths:
  o Poster presentation- Testimonies of weight loss from UTD staff – **Tricia L.**
  o Activity Center- payroll deduction, body fat testing, blood pressure screening- **Tricia L.**
  o Environmental Health & Safety Committee- Dr. James Wright – **Carol L.**
  o Benefits- **Christine M.**
  o Employee Assistance Program- **Kristen B.**
  o Corporate Challenge- **Roxanne M.**
  o Staff Council – **Tricia L.**
  o Staff Development Committee & E2E - **unassigned**
  o Crime Prevention- Virgil Robinson- **Carol L.**
  o Massage chairs – **Judy P.**

**Tuesday, July 21st, 2-4pm, Customer Service**

Presentations- 2-3pm, CN 1.112

• Terry Cartwright- Human Resources Training Specialist, “Everything They Forgot to Tell You at Harvey’s Business College – How to Succeed at UTD” -- **Judy P. will introduce**
• Recognize E2E participants- **Terry C.**
• Customer Service Committee presentation - “Catch Comet Pride” – **Peggy Zotter**
• Reserve CN- **Colter F.**
• Media Booth- Jennie Wakefield in Communications- **Judy P.**
• Media services for CN- **Location & Media Committee**
• Media Services at CBH- **Kimberly K.**
• Reserve auditorium at CBH- **Judy P.**

Customer Service Fair- 3-4pm, CN Lobby

• Facilities management work order for tables- **Location & Media Committee**
• Snacks provided: cheese & crackers, veggies, punch (200 ppl)- food at CBH (50 ppl) too- **food committee**
• Booths
  o Staff Devopment Committee & E2E- **unassigned**
  o Benefits- **Christine M.**
  o Training- **Terry C.**
Staff Council Meeting  
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- Catch Comet Pride- Customer Service Committee (Peggy Zotter)
- Activity Center- payroll deduction, body fat testing, blood pressure screening)- Tricia L.
- Corporate Challenge- Tricia L.
- Staff Council- Tricia L.
- Crime Prevention- Virgil Robinson- Carol L.
- Admissions- Kristen B.
- Library- Lorraine- Tricia L.
- A&H Events- Judy P.
- Comet Center- discount tickets- Paulina Schleppenbach - unassigned
- Transportation- Dart Passes- Nancy Branch- unassigned
- Possible silent auction with UTD student artwork- JB
- Prize for best Comet Pride attire- Program committee
- Customer Service Ideas raffle- write down an example of good customer service and submit for raffle- Program committee

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**Wednesday, July 22nd, 10:30-1:30pm, Staff Appreciation Day**

Presentations, 10:30-11:30am, CN 1.112

- 10:30-10:45am- Welcome, Dr. Jamison, Vice President for Business Affairs – Tricia L.
- 10:45-11:30am- Sue Taylor, Asst. Vice President for Information Resources – “Dare to Face Success” – Tricia L.
- Reserve Galaxy and tables- Colter F.
- Media Booth- Jennie Wakefield in Communications- Judy P.
- Media services for Galaxy – Location & Media Committee
- Media Services at CBH- Kimberly

Staff Appreciation Party, 11:30-1:30pm, Galaxy Rooms

- Lunch- Sonny Bryan’s- 400 ppl- food committee
- Raffles- JB
- Karaoke- SUAAB- GNO White- Tricia L.
- Other music- Jackie Long?- Program committee
- Get to know your fellow staff Bingo game- “find someone who has been to Russia” etc.- Program committee
- Slideshow with pictures of staff members- Caroline Crossley- Program committee
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Other things to do:

- Dr. Leaf is presenting to Faculty Senate and inviting faculty to participate each day
- Dr. Daniel will send letter to all staff/faculty asking administrators to promote participation
- Invite retirees (Judy will ask Sandy)
- Communications- Photos- Lorraine O’Neal or Joe Torres, Haywood McNeil- camera (Judy will talk to Peggy Z.)
- Add events to UTD Calendar- Calendar & Communication Committee
- Create email and postcard invitation- Calendar & Communication Committee
- SUN Article- Calendar & Communication Committee
- Raffle prizes- JB
  - Each committee member talk to your department
  - Parking passes- Peggy Z.
  - Chartwells food gift cards- Judy P.
  - Activity Center- Tricia L.
  - Thomsen fund tickets?- Kristen B.
  - Bookstore- Judy P.
  - Impressions Marketing- Kristen B.
  - Staples- unassigned
  - Hi-ed- unassigned

Committees:

- Calendar & Communication: Kristen & Chaney
- Program & Entertainment: JB, Arturo, Roxanne
- Food: Pat, Carol, Tom
  - Location & Media: Colter, Judy, Kimberly

Mark your calendars...

BUSINESS AFFAIRS & STAFF COUNCIL APPRECIATE YOU
Staff Council Meeting
July 15, 2009

Staff Appreciation Week- July 20-22\textsuperscript{nd}, 2009

Please join us for a couple of hours each day to celebrate all that staff do for UTDallas!

Mon. July 20\textsuperscript{th} - Health & Wellness, 2 hrs
Tues. July 21\textsuperscript{st} - Customer Service, 2 hrs
Wed. July 22\textsuperscript{nd} - Staff Appreciation, 3 hrs

2.

\textbf{Fund Raising:}

Ms. Coppage reported on the committee minutes referenced below.

1. Jail-n-Bail – they had buttons made for the staff council to wear to advertise the event. The location of the jail-n-bail is now unknown since the construction on campus continues to grow.

2. Sandee Goertzen Award – The second Sandee Goertzen Award will be awarded during the August Staff Council meeting.

Staff Council 2008-2009
Fund Raising Committee Meeting - Minutes
June 17, 2009

Call to order: The meeting was called to order at 9:37am.

Present: Darlene Coppage, Lisa Garza, Lynne Boyer, Tara Riall, Carole Abbott
Special Guests: Tricia Losavio, James Balandran, Michelle Long
Absent: Irene Marroquin Bellatin, Erin Dougherty, Ed Bennett, Melissa Rogers

Approval of minutes: May 19, 2009 – Lisa motioned to approve, Carole seconded. Motion carried.

\textbf{Jail ‘n Bail:}

1. Per Darlene, we have received confirmation that Sam Eicke has the jail. Facilities Management will still donate their time to put up the jail, but since this will now be an annual event, we will have to find a new place to store it permanently.

2. We received confirmation that Tonya has 500 envelopes to give to Gloria; Tricia has labels.

3. Banners – Darlene hasn’t looked at the existing ones yet. Tricia will get with Tonya to look at banners since they will be needed for Staff Appreciation Day as well.

4. Per Michelle, the water bottles will be delivered to Tricia tomorrow. Michelle and Darlene also worked on the website a bit. We will start additional advertising/posters about a month in advance.

5. Carole volunteered to walk around campus in a prison costume the week before the event to help get the
word out. SAE may be able to help with this as well.

6. Per Tara, we can use the Res. Life button maker. Tara will get the details on cost for supplies from Pam and Pam will help if needed. Ideas to put on the buttons: “Ask me about Jail ‘n Bail”; Jail ‘n Bail and the date; “Bail me out”. SAE will help with making the buttons.
   a. Darlene will email everyone once we know when the button supplies will arrive.
   b. Michelle will work on the design and Tara will get her the sizing.
   c. We will try to have the buttons made asap to start promoting the event.

7. We will start getting emails sent out (via Rena) the beginning of July. They will start with a “teaser” and become more progressive with later emails to include the actual arrest warrants and more detail.

8. There was some discussion regarding ways to get the word out to students. James will contact Tineil regarding outreach to student organizations and SOF.

Other Business: None.

Adjournment: Meeting was adjourned at 10:50am.
Minutes submitted by Lisa Garza.

h. Wellness Committee:
Ms. Minnish reported on the following:
   1. Corporate Challenge – New logo and t-shirts have been created. On Aug 4th there will be an ice cream social from 3:00pm-4:00pm. On Aug 21st the opening ceremony will be held at Gallatin Park at 5:00pm

i. Faculty Senate:
Dr Leaf reported on the following
   1. No meeting in June or July. Nothing to report at this time.

j. Student Government: Mr. Jennings reported that they just had their 3rd meeting. They are currently working on their student discount program and are working to combine it with the staff to make it one large discount list.

k. Retired Faculty/Staff Association: Ms. Goertzen reported that they are working on getting their name changed. Currently do not have too many activities planned but they will be going to see the new Harry Potter movie and their next meeting is in September.

m. University Committees:
   1. Parking and Transportation Committee –
   
   Kent Mecklenberg reported that they discussed the changes in route 83 since the neighbors were complaining about the
exhaust. They have changed the route and are working on providing shelters at a few of the bus stops. Dart will be paying for a lot of the shelters.

- The Bicycle Working Group is trying to create a more bike friendly campus. Trying to encouraging a bike parking pass that would be free but help to track what bikes have been abandoned. Working towards getting a bicycle website to point out the bike routes. [www.shattock.com](http://www.shattock.com) is there the bikes are auctioned. This is handled through surplus.

- Prices on parking permits went up.

2. **Campus Facilities Committee** – No meeting to report

3. **University Safety & Security Committee** – No meeting to report.

4. **Women’s Center** – Ms Patterson reported that they have received a request to announce to the staff council that they are looking for members to be on an advisory board and would like for the advisory board to include staff members. There are applications available that she can forward to you.

5. **Deans and Directors** – No meeting to report.

6. **IR Security, Planning & Policy Committee** – No meeting to report.

7. **Auxiliary Services Advisory Committee** – Ms. Chutes was not in attendance. Ms Losavio did sate that the dining hall is scheduled to open Aug 12th.

8. **Intellectual Property Committee** – No meeting to report.

5. **OLD BUSINESS:**

   a. **Suggestion 2009-030: Creation of a Staff Council suggestions response webpage**

   - The executive committee suggests that we move forward with this but when posting the suggestion, making it a generic statement to eliminate the sarcasm or keep from pinpointing them. Will do an email vote to close the suggestion

6. **NEW BUSINESS:**

   a. **Staff Council Scholarships**- The following scholarships were awarded in person:

   - William “Cole” Detwiler
   - Daniel Calhoun

   b. **Committee on Committee Appointments:**

   - Academic Calendar Committee: David Maldonado has agreed to continue serving on this committee. Caroline Crossley will be our staff representative on this committee

- 12 -
Staff Council Meeting
July 15, 2009

- Campus Wellness Committee: Will be submitting Vivian Rutledge, Roxanne Minnish, and Danielle Derbes for recommendations.
- Parking and Transportation Committee: Kent has accepted to continue his term
- Diversity and Equity Committee: All 3 former members have declined to continue to serve on this committee. Will be submitting Andrea Wagner, Daniel Cordova, Randi Mogul for recommendations and Tara Riall as alternate if one of the other suggested recommendations declines.
- Information Resources, Security, Planning, and Policy Committee: Arturo Elizondo will be our staff representative on this committee.
- University Safety and Security Committee: Lynne Boyer has agreed to serve again on this committee.
- Auxiliary Services Committee – Patrice Holt will be our staff representative on this committee.
- Student fee advisory committee – Amanda Smith has agreed to continue serving on this committee.
  c. Suggestions: All suggestions will be tabled until the next meeting since there is not a quorum.

7. OTHER BUSINESS

  a. Suggestions/Proposals from the Floor:
     i. No suggestions from the floor
  d. Other: Facilities Management will be examining doorways to meet ADA requirements. All round door knobs need to be replaced with levers

8. ADJOURNMENT:

The meeting was adjourned at 10:12 am.

Respectfully Submitted,
Rena Read
Staff Council Secretary