

MINUTES
STAFF ADVISORY COUNCIL
General Meeting - October 9, 2007

Call to Order: Tammy Montgomery called meeting to order at 3:05.

Attendees:

Members: Beth Ballard, Verta Brown, Jay Dickey, Rita Eckhardt, Helen Eustace, Veronyka Flores, Justin Gerstenberger, William Gunn, Rita Hay, Erica Jones, Donna Kelley, Kathleen Leong, Anne Mitchell, Tammy Montgomery, Antoinette Nelson, Soyla Santos, Joseph Sherwin, Marlene Tanner, Rhoda Tannheimer, Sharleston Tillery, Deborah Villagomez, Marlene Waage, Todd Williams

Alternates: Kelly Labs, Lania Gordon, Landa Moss

Guests: Jean Hood, Shawn DuMond, Eunice Currie

Guest of Honor: Jean Hood was introduced to the Council. She is the new Vice President of Human Resources.

Secretary's Report:

Previous 2006-2007 Minutes and the September 11, 2007 Minutes were submitted by Helen Eustace.

Regarding the Minutes for the September 12, 2006 meeting, the list of attendees was misplaced; therefore, the Minutes have been amended to note that the list of attendees is not available. The Minutes were approved as corrected.

Regarding the Minutes of September 11, 2007 meeting, the name of Kathryn Jackson has been corrected to Kathryn Jenkins. The Minutes were approved as corrected.

All other minutes were approved as read.

Treasurer's Report:

Antoinette Nelson reported the following:

Staff Advisory Council Balance \$12,923.29

Outreach Fund \$ 1,294.00

As soon as the paperwork has been approved by the President, the \$100 donation to the Susan G. Komen foundation in honor of Kathryn Jenkins will be sent.

Old Business: None reported

Executive Committee Report: Tammy Montgomery reported the following:

Bylaws Amendment: the Executive Board proposed a Revision of Bylaws, as follows:

FROM: Sec. 7-602. Quorum Required.

Neither the Council nor a committee shall conduct business without a quorum. A voting majority of the simple membership shall constitute a quorum for the conduct of the Council's business or the business of a committee. Motions may be passed by a simple majority of the quorum present and voting.

TO: Sec. 7-602. Quorum Required.

A quorum is defined as the voting members present. Motions may be passed by a simple majority of the quorum.

The proposed amendment was sent out electronically to all voting members and adopted by quorum vote.

SAC Logo: Helen Eustace, Beth Ballard and Antoinette Nelson have volunteered to meet with University Publications on October 17th for assistance in the development of the SAC logo and the use of the UTA logo. Council members interested in submitting suggestions and/or designs for the SAC logo should send them to Helen Eustace (Helen@uta.edu) by October 16th. When the council agrees on a logo, the purchase of SAC t-shirts will proceed.

2007 Faculty-Staff Holiday Reception: The Holiday Reception will be held on December 5, 2007. Tammy Montgomery contacted Susan English to offer SAC assistance and support for the Holiday Reception in order to increase awareness of the SAC organization to the UT Arlington staff. Susan welcomes the assistance for decorating. The idea of door prizes sponsored by SAC will be discussed with the President and decided at a later time.

Benefits Committee: Kelly Labs and Amber Zuckerman are Co-Chairpersons and Donna Kelley is Secretary. Kelly reported that the committee will meet on the 4th Wednesday of the month, 3:00 pm, Health Center, Conference Room.

Communication Committee: Beth Ballard is Chairperson and Antoinette Nelson is Secretary. Beth reported that BJ Gunn offered to maintain the SAC website and has revamped the SAC webpage (www.uta.edu/sac). Webpage now has an Electronic Suggestion Box. The SAC Blog may be accessed at: blog.uta.edu/sac. Jay Dickey and Helen Eustace, Co-Historians, will maintain an electronic scrapbook on the Mav Blog. The committee will be responsible for contacting council members with reminders of meetings. Committee meetings will be held the 4th Thursday at 3:30.

Outreach Committee: Debra Villagomez and Amanda Young are co-chairpersons and Barbara Blayer is Secretary. Debra reported that the Committee is discussing several events including the "SAC of Joy" project to serve Safe Haven.

Staff Development Committee: Deborah Jordan is Chairperson. Shawn DuMond reported that the committee will unveil a three part program in January. The three parts include:

1. Core 8 – Eight classes that will be beneficial to all UTA employees;
2. Supervisor Certification Program; and
3. Administrative Professional Certification.

Additionally, the committee is working on a Mentoring program that may include one-on-one mentoring and/or telephone mentorship.

Council Chairperson's Comments: Tammy encouraged the Council to use the Communication Committee to get information out to the UT Arlington community.

HR mailing labels are available from Beverly Stern. When ordering labels, be specific about which employees are to be targeted.

Items that have been posted on the SAC webpage:

1. The Nedderman Society Cookout – Friday, October 12, 2007
2. City of Arlington Branding Initiative – the City is looking for participates in an online survey about your perception of Arlington.
3. Naming of the new UT Arlington Mascot.

Meeting Adjourned: 3:35

Respectfully submitted by Rhoda Tannheimer, Secretary