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CARE Awards

Coffee with the President

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This is a publication for the staff of The University of Texas at Dallas

### IT'S TIME TO SHOW YOU CARE!

Nominations are being accepted for the Fall CARE Awards. The submission deadline is October 31, 2003.

Nomination forms are available on the Staff Council web page, [www.utdallas.edu/utdgeneral/staffcouncil](http://www.utdallas.edu/utdgeneral/staffcouncil), and inside the CARE brochure. You may get the brochure from any Staff Council Representative and at various locations on campus.

The CARE program is designed to spotlight staff deserving of special recognition by virtue of having "demonstrated superior performance, offered outstanding customer service or performed acts which have enhanced the image of the University, etc." Potential nominees are any regular employee who is a non-faculty staff member, below the level of Vice-President, and who is employed beyond the probation period (generally six months). Nominations may be submitted by staff, faculty, students, and others including university customers. The program will single out up to six staff members for awards.

### FUNDRAISING FOR STAFF COUNCIL SCHOLARSHIP

#### WHAT'S COOKING?

The first wave of cookbook sales has brought in \$1180. You can purchase your very own "What's Cooking at UTD" for \$8.00. You can contact any Staff Council Representative to purchase a cookbook. To locate a representative for your district check our website at: <http://www.utdallas.edu/utdgeneral/staffcouncil/members.html>. We still have lots of cookbooks and will have a table at the Sounds of Class.

#### INKJET CARTRIDGE RECYCLING

Don't forget that we are now recycling inkjet cartridges. Go to our website to find out the location nearest to you. <http://www.utdallas.edu/utdgeneral/staffcouncil/recycle>.

### EMPLOYEE ADVISORY COUNCIL

The Employee Advisory Council met on July 17 and 18, 2003. Election of officers for the Executive Committee took place for FY04. Chair, Shirley Zwinggi – U.T. Southwestern, Vice – Chair, Sherill Boline – U.T. System, Secretary – Paula Berkley – U.T. Pan Am and Historian, Terry Reynolds – U.T. San Antonio. The Chairs for the sub-committees will be conducted at the October meeting. Presentations were made regarding the impact of the 78<sup>th</sup> Legislative Session on Higher Education and the impact of SB 1370.

It was determined that the charge of creating orientation packets for new Council members would be assigned to the Communications Committee with assistance from the Executive Committee. Packet information would include the following:

#### Orientation of New Member Packet

1. Document of what the EAC is and its charges
2. Current membership list with contact information.
3. Copy of the Guidelines.
4. History of Board of Regents presentations (2).
5. Minutes of the July 17-18, 2003 meeting.
6. Local information (Austin meeting area).
7. Photo release form.
8. Evaluation form for orientation. Ask what else would have helped the member.

### STAFF COUNCIL OFFICERS 2003 - 2004

Chair: Sandee Goertzen  
Vice Chair: Kent Mecklenburg  
Recording Secretary/Parliamentarian: Deborah Day  
Corresponding Secretary/Historian: Peggy Attari  
Treasurer: Christy Baxter

Visit our website at <http://www.utdallas.edu/utdgeneral/staffcouncil/index.html> to learn which district you are in and who your Staff Council Representatives are.

## DID YOU KNOW?

### Do You Have Keys?

Physical Plant is implementing a new procedure. They will be notifying customers when their keys are ready to be picked up.

### STAFF DIRECTORY INFORMATION

If your UTD staff directory information is not correct, ask your department to make the correction in Section B of the *HRS Assignment Add/Change Form*.

To correct the "Extension" field on the web directory, enter the correct information in the "Phone #" field on the form. Your department will route the form to the Office of Human Resources for data entry.

### ON THE MOVE!

There is a lot of movement on campus this year. Just recently we brought two new buildings on line, School of Management and Callier North, and of course people and departments moved to fill those buildings. Along with those moves there will be a trickle down effect of movement as other departments shuffle to fill the space most recently vacated. Payroll and Human Resources are both moving to the HRA Building. Payroll moved on 9/15 and Human Resources moves on 9/25. Their phone and fax numbers will stay the same. The new mail stations will be Payroll: HR36 and Human Resources: HR10. Their websites will be updated with the correct departmental information at the time of their moves.

### NOVEMBER 1 IS HOMECOMING!

The annual homecoming parade will begin on drive A at 11am and the homecoming dance is at 9pm in the Student Union.

### ARE YOU LOST?

"Where is MP2.220?" you ask. Well, it can be difficult to find a room on our campus even after you have been lucky enough to find the building. But that is another story...

The room numbers are assigned by U.T. System Office of Facilities Planning and Construction prior to the construction of a building.

The typical room numbering scheme here looks like 1.234x. The 1 represents floor level and starts with the lowest (basement) level. The 2 represents the corridor number. In some cases even numbers go north and south and odd numbers go east and west. The last two digits (34) are the room number. During the initial numbering only even numbers are used so that odd numbers will be available for future remodeling in the facility. The x will be an alpha character added to a number typically in a suite of offices. i.e. 3.204 is the suite and all offices inside the suite are 3.204A through 3.204M.

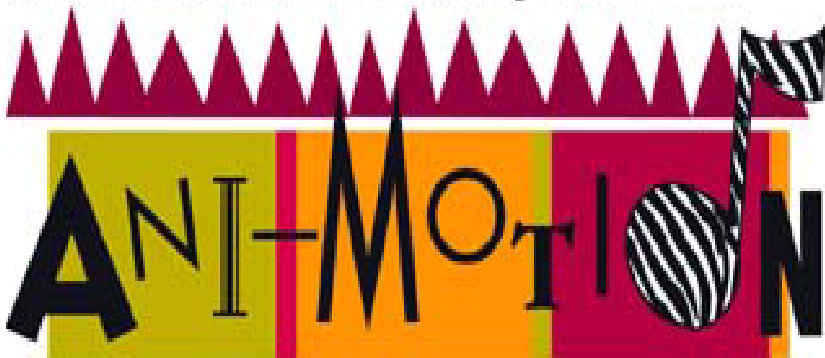
There are some rooms that are considered permanent that have numbers like 1.2R1. The alpha characters used here are: R = restroom, C = custodial, L = lounge, V = elevator, E = electrical, M = mechanical, S = stairs, and D = data, telephone and communications.

You should be able to find a map of the building near the elevator in most buildings. Now, where is MP2.220? Multi-Purpose Building, level 2, corridor 2, room 20. I'm still lost!

### CAMPUS EVENTS

There are many campus events available for staff to attend. Check out the various calendars on the UTD web site. Go to UTD's main page and choose "C", then click on "Calendar".

## 8th Annual Sounds of Class presents



AN ANIMAL INSPIRED CARNIVAL AND CONCERT

Saturday, September 27 on the UTD Campus

5:00 Carnival and petting zoo

6:30 **Eddie Coker Concert**

8:00 **The Richardson Symphony**

with Anshel Brusilow, Music Director/Conductor performing animal themed music with a fireworks finale

### FREE Family Festival

Lawn seating...bring a blanket and picnic  
Concessions available No pets or alcohol, please.

Sponsored by The City of Richardson and U.T. Dallas  
Supporting sponsor: Ebby Halliday Realtors

For more information call: 972-883-6259  
or visit [www.soundsofclass.org](http://www.soundsofclass.org)

## WAKE UP AT THE PUB

THE PUB is now managed by Student Life. Matt Freeman, Operations/Marketing Manager, and David Vera, Food Service Manager, have worked hard to insure quality in both the food and customer service areas. New this fall is expanded beverage service hours. THE PUB is now open at 8 AM, M – F, and offers STARBUCKS Coffee beverages. Full menu service begins at 11 AM. Stop by THE PUB for a visit; we think you will like the changes!



## RAFFLE TO RAISE MONEY FOR TEXAS SPECIAL OLYMPIANS



During Corporate Challenge 2003, UTD, in conjunction with City of Richardson is holding a raffle to raise funds to benefit the Texas Special Olympics. We will be selling tickets until October 6<sup>th</sup>. The tickets are \$5.00 each. Payment can be made via cash or check. The checks should be made payable to UTD. If a person buys five tickets, (\$25.00), they get a UTD Corporate Challenge T-shirt. The drawing for the UTD

prizes will be announced at a later date. The drawing for the Airline Tickets will be held October 9<sup>th</sup>. Tax deductible! Just use the ticket stub as a receipt. The stub identifies itself as “Texas Special Olympics” and the dollar amount is also posted on the stub. The raffle ticket is good for all prizes. There is only one raffle. We will have two separate drawings, one for the UTD prizes and one for the Airline tickets.

### UTD Prizes:

- 2 Gift Certificates from Aramark (Food Services)
- 2 Pairs of Basketball Season Tickets
- 1 Activities Center Membership
- 1 \$100 Gift Certificate from Practice Tee
- 1 \$50 Gift Certificate from UTD Bookstore
- 1 Orange Parking Pass

### Airline Tickets:

Trip for Two to anywhere Continental Airlines flies in the U.S. 48, Canada or Alaska!

Trip for Two with options in Mexico, Central America and the Caribbean!

### PLUS

Each trip includes a three-night package at a fabulous Hilton Honors Hotel in the city of your destination.

## HIKE AND BIKE TRAIL COMING TO UTD

There is construction currently underway along Floyd road moving southward toward Campbell Road. This is a new portion of the Richardson Hike & Bike Trail. Plans call for the trail to go west on Campbell to Coit Road. It will then turn north at Waterview, and at this time, end at Drive A. This is a joint-venture between Collin county, Dallas county, Richardson and UTD which will eventually connect all Dallas, Richardson and Plano with a hike and bike trail encompassing miles of mostly “park-like” areas from White Rock Lake north to the upper edges of Plano. The planning and plotting of this trail will afford users a nearly traffic-free course for cycling and hiking. The City of Richardson will maintain their portion of the trail through the city. There will be benches just off the sides of the actual trail for resting and permanently landscaped areas all along the trail for aesthetic enjoyment. Much of the trail weaves through some of the last “natural” areas in each city. It is a project of great magnitude, cooperation, and effort on the part of each city involved that should provide the public with decades of enjoyment. For more information on the Richardson trail-master plan see [www.cor.net/Parks/Facilities/RichardsonTrailSystem.html](http://www.cor.net/Parks/Facilities/RichardsonTrailSystem.html).

## CALLIER SCHOOL SUPPLY DRIVE



We just received all the great loot. Thank you so much for all your hard work in organizing this effort and to everyone who participated. I wish that you could've been here for the delivery as well. The supplies are wonderful and so appreciated and I believe the spirit of community that is fostered by the supply drive is also a valuable gift for us and I hope for all who participate. The kids were so excited. Each child got to pick a package of crayons to put directly into their own supply box and - well, I think the pictures will tell a wonderful story on how that news was received. I think everyone got some great photos.

Again, thanks so much. The kids will be working on their thank you notes as well - using their new crayons.

Karen Clark



## McDERMOTT LIBRARY LECTURE / WRITING SERIES

HONORING THE UTD SCHOOL OF MANAGEMENT

September 22 - McDermott Suite, MC 4.4

2:30pm Dr. Frank Bass, "The Bass Model: Overview and Historical Perspective" and Dr. Greg Dess, "Leveraging Human and Other Forms of Capital: Creating Competitive Advantages"

October 20 - McDermott Suite, MC 4.4

2:30pm Dr. Ted Day and Dr. Suresh Radhakrishnan

November 17

2:30pm Dr. Suresh Sethi and Dr. Vijay Mookerjee

## UTD MERCURY WRITERS SERIES

October 29 - MC Auditorium, MC2.410

2:30pm UTD professor and novelist Dr. R. Clay Reynolds, "A Reading and Conversation About Writing". The lecture is free and open to the public. The lecture consists of a reading and conversation about writing. Reynolds' books are available in the McDermott Library.

## COFFEE WITH THE PRESIDENT

### DISTRICT 5

President Jenifer met with representatives from District 5. He spoke about the new parking fees and the new multi-level parking bldg. Dr. Jenifer explained about the budget problems, the new increase in tuition for students, and is looking for money for a salary increase for employees for spring of 2004. He said that even though we are going thru difficult times we haven't had to lay-off anyone.

## BUSINESS AFFAIRS AWARDS

At the Business Affairs Outstanding Employee Award ceremony held on July 11, 2003, the award for the 3<sup>rd</sup> quarter of FY03 was presented to Ben Marlar. MrMarlar was a long-term employee working in Central Stores for over 15 years. MrMarlar retired on July 31, 2003. He was known for providing excellent customer service throughout the campus as he made daily deliveries of office supplies. The department nominating him for the award said, "When Ben comes into your office, he brightens your day." The Featured Department at the award ceremony was the Budget Office. This office had just completed the submission of the University's FY04 budget to UT System - a Herculean task!



## NEW EMPLOYEES

Cathie Alexander  
Tameka Allen  
Kairat Amirkhanov  
Steven Anderson  
Jean Boyer  
Engin Calisin  
Adrienne Carroll  
Corina Cantua  
John (Chet) Cook  
Willie Dearmon  
Rebecca Duncan  
Chris Gage  
Michael Gomez  
Harley Hanes  
Daniel Harp  
Donald Hilsdon

Sylvia Holmes  
Carol Johnson  
Misty Laird  
Diana (Yuk Ping) Lau  
Deborah Leonard  
Amber Li  
Jerri Lipple  
Terry McCurry  
Remona McLane  
Amanda Miller  
Holly Minor  
Jeremy Morris  
Bruce Mulvihill  
Joe Neely  
Wanda Payne  
Carla Raymond  
Danny Ramos

Alisha Richardson  
Steven Rodick  
Ronald Session  
Subbiah Shenbagaraman  
Jerry Shipp  
Jenn Spencer  
Shawn Stoker  
Anthony Stulsky  
Dee Tibbals  
Beth Tolan  
Jenny Wall  
Steven Walters  
Lina Wang  
Steven Webb  
Belinda Wilson  
Xiaofei Zhang  
Kelly Zimmerman

## RETIREES

Rick Biddenstadt	8/31/03	Photographer III
Nancy Brown	7/31/03	Editorial Assistant
Marie D'Antoni	8/31/03	Master Clinician
Karen Decker	7/31/03	Admin Assistant I
Mary Dianne Harrell	8/31/03	Library Assistant II
Hansel "Sonny" Lucas	8/31/03	Student Dev Spec III
Ben Marlar	7/31/03	Stores Clerk III
Lee Redding	8/31/03	Library Assistant III
Patsy Richey	8/31/03	Switchboard Operator II
Eileen Tollett	7/31/03	Executive Secretary Amer.
Quenton Harley Willett	8/31/03	Program Manager

## DECEASED:

It is with deep sadness that we inform the UTD campus community of the untimely death of Jimmie "J. C." Brown, who suffered a fatal heart attack on Monday, June 30th. J.C. was a 28 year employee of The William B. Hanson Center for Space Sciences. He was employed as a draftsman and designer. J.C. will be greatly missed by his friends and co-workers.

Richard L. Bickel, "Dick", was a long time Center for Space Sciences staff member. Dick started in May 1963 when UTD was the Graduate Research Center of the Southwest and had only 193 employees. Dick held the position of Engineer/Project Scientist until this past June when he had heart surgery. Dick will be greatly missed by his friends and co-workers.

Hansel "Sonny" Lucas, It is with sadness that Student Life announces the death of one of its colleagues and friends, Sonny Lucas. Sonny died Saturday morning, September 13, after an eight month battle with cancer. Sonny's goal was to make it to his retirement on August 31, 2003, with 15 years of service to the University. He achieved that goal and was honored with a retirement celebration on August 29. Sonny started working in the Student Union at the Info Depot and later became Building Manager. Many UTD employees flocked to the Union on Friday afternoons when Sonny would treat us all to popcorn. He will be greatly missed by all.