

# SPECIAL SUMMER SUN!

# Staff Council SUN Sending-U-News



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## It's Election Time!

The Staff Council is now conducting elections for the 2010-2012 term. The elections are conducted on a district by district basis. This year, a total of twenty (20) seats will be filled.

All voting will be done electronically via SurveyMonkey. All staff will receive their ballot via an UT Dallas E-Mail message. Write-in votes are also allowed. **All votes must be submitted by 5:00 PM on Monday, June 28, 2010, or they cannot be counted.**

To view the nominees in your district go to our webpage [www.utdallas.edu/staffcouncil/elections/](http://www.utdallas.edu/staffcouncil/elections/)

For more information about Staff Council districts, member eligibility, and responsibilities, please read the "Staff Council 101" article in this issue of the SUN.

## **PRESIDENT'S GREETING**

*(Daniel Calhoun, Staff Council President)*

It looks like June is shaping up to be a big month for your Staff Council. First, we have just announced the most recent winners of the CARE Award. CARE stands for Celebrate Achievement and Reward Excellence. The Staff Council has been recognizing outstanding employees with CARE Awards for over ten years and this year we have another eleven deserving winners. The winners from Fall 2009 are Paula Austell, Mary Dziorny, Keith Ferguson, Matthew Sanchez, and Holly Worrell. The Spring 2010 winners are Danny Cordova, Todd Elia, Nancy Hong, Mickey Lewis, Remona McLain, and Peggy Zotter. Employee recognition is one of the best things we do on the Staff Council. Being picked out by your peers as an example of superior performance and outstanding customer service is a special honor.

June is also Staff Council elections month. We received 23 nominees this year across our seven districts. Eligible staff members should receive online ballots via E-Mail soon. Make sure you vote! We'll be able to announce the new Staff Council representatives by early July. Serving on the Staff Council is a fascinating and truly rewarding experience. I look forward to welcoming a new class of representatives in August.

We will finish June with the second annual Staff Appreciation Day. The Staff Council volunteers will cram door prizes, karaoke, massage chairs, free barbeque, the Staff Council Annual Report, and an open Town Hall with members of Dr. Daniel's Cabinet into four hours or so. You'll see more details inside this newsletter. I hope supervisors will allow as many staff to participate as they can. The university staff works hard to keep this place running and I hope you can join us for a day of celebration, appreciation, information, and FUN.

Thanks for all the hard work you do and I hope to see you on June 30!

Daniel Calhoun

# SAVE THE DATE!

## Staff Appreciation Day

June 30, 2010  
10:00 a.m. – 2:00 p.m.  
Student Union Galaxy Rooms

**FREE FOOD T-SHIRTS (while they last) GIVEAWAYS**

*"Delivering the UT Dallas Swagger"*



Sponsored by Staff Council  
For more information visit: [utdallas.edu/staffcouncil](http://utdallas.edu/staffcouncil)



**Join us for the whole day  
or just drop in for awhile!**

- 10am-11am** Merrie Tabbert – Special Speaker talking about “That UTD Swagger”
- 11am-12pm** Staff Council Forum and Q&A with members of Dr. Daniel’s Cabinet
- 12pm-1pm** Lunch
- 1pm-2pm** Games, Door Prizes, Karaoke

**Four massage chairs will be available from 11:00am – 2:00pm.  
Sign-ups for the 10 minute massages begin at 10:30.**

## It's coming! Corporate Challenge 2010



UTD sign-ups begin on Staff Appreciation Day—  
Help us reclaim first place!

More info at <http://www.cor.net/CCPage.aspx?id=3194>

## STAFF COUNCIL 101

*(Colter Fleming)*

Staff Council is currently in the middle of our nomination/election process. How does it all work?

All active, classified employees appointed one-half time or more for at least 4 1/2 months and those administrative and professional employees below the level of Vice President/Vice Provost not represented by the Faculty Senate, are eligible to nominate and be nominated. In addition, those nominated to serve must also have a minimum of six months of continuous service at the University (as of May 17, 2010.) The seven voting districts entitled to elect representatives are defined geographically by building/mail station. Below is a brief list of the buildings that comprise each district:

- District 1—ECSN, ECSS, HH, RL
- District 2—AS, ATEC, BE, FA, FN, FO, JO, WSTC
- District 3—MC
- District 4—AB, CN, SOM, SU
- District 5—FM, PD, SB, SG
- District 6—AD, MP, NB, NL
- District 7—CBH, CD, CR, GC, GR

For more information and a full breakdown of the buildings in your voting district, please view our Elections website at <http://www.utdallas.edu/staffcouncil/elections/>

All UT Dallas staff members may either nominate a colleague or self nominate for a position on Staff Council. Nominees are asked to commit to serve on the UT Dallas Staff Council for a 2 year term of office. As a nominee, pictures and an information brief are posted on the Staff Council election website.

**Duties of Staff Council Representatives.** Representatives are asked to attend all meetings of the Staff Council and serve on at least one (1) Staff Council standing committee. Representatives should be available to their constituents, and UT Dallas staff; willing to hear concerns, to receive information and suggestions, and to communicate those effectively to the Staff Council. In turn, representatives must keep their constituents informed of the work of the Staff Council and matters that the University administration communicates to the Staff Council. Representatives shall be excused from their regular working hours up to six (6) hours per month to devote to Staff Council work, inclusive of time spent at Staff Council meetings. Additional time for Staff Council officers' work or assignments may be negotiated with each officer's supervisor.



## MARK THE DATE!

Third Annual Staff Council Jail-N-Bail Fundraiser at the Cometville Carnival –  
**Wednesday, August 25, 2010.**

All proceeds go to the Staff Council Staff Scholarship Fund and the  
UT Dallas General Student Scholarship Fund.

Start issuing warrants and pledging donations on July 1 through the Staff Council website, <http://www.utdallas.edu/staffcouncil/> or come to our booth at the carnival, located in the park area between Jonsson and the Art Barn.

### GIVEAWAYS!

T-shirts, water bottles, snacks going to all jailbirds.  
Jail-n-Bail notepads given to everyone who issues a warrant (\$1.00 donation for each warrant) and to all jailbirds.



Ed Bennett (Technology Customer Service), Gloria Muhammed (Development & Alumni Relations), and Michelle Long (Arts & Humanities) at last year's event.



Dr. Simeon Ntafos (Computer Science) after raising his bail money at the 2009 event. (He's so happy because he's getting out!)



# WHAT HAPPENED TO MY EMAIL?

(Caroline Crossley)

Many of you have noticed that e-mail to [Staff@UTDallas.edu](mailto:Staff@UTDallas.edu) has changed. It's not just [Staff@UTDallas.edu](mailto:Staff@UTDallas.edu) but also the Student, Student Body and Faculty e-mail lists. These e-mail lists can still be used but e-mails will be filtered first to ensure they are business-critical.

## What happens when you e-mail [Staff@UTDallas.edu](mailto:Staff@UTDallas.edu)?

First, your e-mail no longer goes through as it did in the past. Instead you will receive an automatic response e-mail stating that "Your message will be considered for inclusion in *This Week at UT Dallas*, (<http://www.utdallas.edu/news/thisweek/>) but the University also strongly encourages offices and organizations to consider more-targeted communication channels." The automatic reply also lists several options that you can utilize.

**What do you do now that you can't e-mail?** First, remember that you can try sending your e-mail but only messages that meet the business-critical need will be sent through. Second, start thinking of other ways to get your message out.

Office of Communications has additional information posted at this link <http://www.utdallas.edu/communications/internal/>. Here you are provided the presentation from March 12, 2010 which further explains why the e-mail has changed. This webpage also provides information on various alternatives to our standard e-mail lists and some basic information about how you can use these alternatives to enhance your events.

## Now, what if you just want to share information and you don't have an event?

The Office of Communications is encouraging social media. A key difference between social media sites and our standard e-mail is that users have to opt in. Often these sites allow for more of a dialogue, much like a shared bulletin board. This way you don't have to dread your e-mail. Admit it; you got a little frustrated with that one person who hit 'reply all' on the Staff e-mail list, didn't you?

## How do you opt in?

There are several UT Dallas offices and student groups already using social media tools. You can go to <http://www.utdallas.edu/social/> to view a select list to get you started.

## What if you are not interested in the social media sites or, rather, what if your target group is not interested in these sites?

Create your own targeted lists. This again allows the users to opt in if they are interested and want to receive the communication. However, just as important, this allows the user the choice to opt out if they no longer want these updates.

## Some important things to remember and know:

- If you believe there is a campus emergency involving threats to life and safety, call the Police Department. The UT Dallas Police Department can be reached at (972) 883-2222.
- Urgent business critical emergency communication needs should be communicated by phone to the Office of the Vice President for Communication at (972) 883-4325.

And remember—don't get frustrated! This is a new challenge for all of us. Ask others around you what they are doing to get their information out. Be creative and enjoy the challenge!

## CARE AWARD WINNERS

Congratulations to all of our 2009-2010 CARE Award winners! Look for more details and photos of our winners in a future SUN issue.

### Fall 2009

**Paula Austell** - Assistant Director of Development; Development & Alumni Relations

**Mary Dziorny** - Software Systems Specialist III; Information Security

**Keith Ferguson** - Foreman, Remodeling & Construction; Facilities Management

**Matthew Sanchez** - Enrollment Services Advisor IV; Enrollment Services

**Holly Worrell** - Coordinator of Recreational Sports; Activities Center/Recreational Sports

**CELEBRATE ACHIEVEMENT  
REWARD EXCELLENCE**

### Spring 2010

**Danny Cordova** - Assistant Director; Multicultural Center

**Todd Elia** - Information Services Coordinator; Records & Registration

**Nancy Hong** - Assistant to the Center Director; School of Management

**Mickey Lewis** - Administrative Services Officer II; Undergraduate Education

**Remona McLain** - Administrative Assistant I; School of EPPS

**Peggy Zotter** - Special Assistant to the VP; Business Affairs

**CARE Award nominations for next fall will be due on October 31, 2010.**

**Staff Council meetings are the second  
Wednesday of each month at  
9am in TI Auditorium (ECSS 2.102).**

**The next meeting is  
Wednesday, July 14, 2010.**

**Brought to you by the  
Staff Council  
Communications Committee!**



#### **About the UT Dallas 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 staff of the University. The Staff Council is constituted by the President under the discretion and authority invested in the President by the Board of Regents of The University of Texas System, with the goal of continually improving University operations and the well-being of UTD's employees. The Staff Council is constituted to address 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.