

Official and Approved Minutes

These minutes are disseminated to provide information to the UTD Staff Council. They have been approved by the body in question and, therefore are the official minutes.

U.T. DALLAS STAFF COUNCIL MEETING MINUTES

May 13, 2009

TI Auditorium ESCS 2.102

9:00 a.m.

PRESENT: Carole Abbott, James Barnes, Ed Bennett, Lynne Boyer, Darlene Coppage, Caroline Crossley, Erin Dougherty, Chaney Edwards, Robert Hamilton, Patrice Holt, Michelle Long, Tricia Losavio, Remona McLain, Rebecca Murry, Judith Patterson, Gaby Perkowski, Loreen Phillips, Rena Read, Melissa Rogers, Douglas Shedd, Lori Skillestad

ABSENT: Metta Alsobrook, Kristen Blakely, Corina Cantua, Chris Dickson, Arturo Elizondo, Lisa Garza, Tommi Ivey, Kimberly Kentfield, Carol Lanham, Jacqueline Long, Irene Marroquin-Bellatin, Lin Maute, Roxanne Minnish, Randi Mogul, Tara Riall, Holly Shumake

GUEST: David Gleason, Sandee Goertzen, Larry Wilson

1. CALL TO ORDER:

President Tricia Losavio called the meeting to order.

2. ROLL CALL:

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

3. APPROVAL OF MINUTES:

April 8, 2009 Minutes: A motion to approve minutes as amended and corrected was made by Mr. Barnes and seconded by Ms. Perkowski. Motion approved by all.

4. COMMITTEE REPORTS:

- a. Executive Board: Ms. Losavio reported that the Board met May 7th, and everything that was discussed as outlined in the Executive Board meeting minutes.

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- b. Attendance Report: Ms. Losavio reported that the attendance report has been updated. There is still a problem with vacancies. The vacant positions will be filled during the election process.
- c. Secretary/Treasurer's Report: Ms. Kirkwood-Brown reported that the treasurer report was included in the agenda packet and is self explanatory but she did want to point out that the Jody Nelsen endowment is starting to show endowment quarterly interest.

STAFF COUNCIL TREASURER REPORT - April 2009

	EXPENSES	REVENUE	BALANCE
STATE FUNDS - 316142 Operating Account			
Balance April 1, 2009			8.52
30-Mar-09	No activity this month		0.00
Balance April 30, 2009			8.52

STATE FUNDS - 316405 Operating Account

Balance April 1, 2009			3,535.00
10-Mar	TCC-Taverna Austin (Riall conferece)	20.79	20.79
10-Mar	TCC-AT&T Executive (Riall conference)	173.31	173.31
10-Mar	TCC-Black Eyed Pea (Riall Conferee)	8.48	8.48
1-Apr	Tele-Equip/Line (E2E Connection)	24.00	24.00
5-May	Tele-Equip/Line (E2E Connection)	24.00	24.00
Balance April 30, 2009			3,284.42

FUND RAISING - 317807

Balance April 1, 2009			2,729.64
30-Apr	CRS Printek (recycle cartridges)	(71.00)	(71.00)
Balance April 30, 2009			2,800.64

UTD STAFF ENDOWED SCHOLARSHIP - 525521

Balance April 1, 2009			1,137.08
30-Apr	No activity this month		0.00
Balance April 30, 2009			1,137.08

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Scholarship Staff Scholarship - 525528

Balance April 1, 2009		1,065.43
30-Apr No activity this month		0.00
Balance April 30, 2009		1,065.43

Jody Nelsen Scholarship - 525725

Balance April 1, 2009			0.00
3-Mar Endow Qtr Interest (credit)	(5.42)		(5.42)
6-Mar Endow Qtr Interest (credit)	(351.12)		(351.12)
12-Mar Endow Qtr Interest (credit)	(23.53)		(23.53)
Balance April 30, 2009			380.07

d. Benefits Committee:

Ms. Skillestad reported on the minutes as referenced below.

i. Suggestion 2009-010 =

Since full time employees are able to take up to 6cr hrs of classes at UTD for reduced fees and tuition, it would be nice if half-time employees were able to take credit hours for reduced fees and tuition.

Response =

Based on information received from HR and a discussion of the committee members, the Benefits committee recommends that “regular part-time BENEFITS eligible” employees receive the same tuition and fee benefit as full-time benefit eligible employees but only for up to 3 credit hours. Students employed in positions that require student status as a condition of employment would not be eligible for this discount.

ii. Staff Council Benefits Committee Meeting Minutes

Friday April 10, 2009 – 9:30am

Members Present: Tysh Coleman, Jacqueline Long, Gaby Perkowski, Rena Read, Douglas Shedd, Lori Skillestad

Members Absent: Caroline Crossley, Remona McLain, Rebecca Murry, Christine Moldenhauer

1) **Minutes** – Tysh noticed that “Liaison” was misspelled. The minutes from the last meeting were approved.

2) **Suggestion 2009-010** – “Since full time employees are able to take up to six credit hours of classes at UTD for reduce fees and tuition, it would be nice if half-time employees were able to take three credit hours for reduced fees and tuition.”

Response – “Based on information received from HR and a discussion of the committee members, the **B**enefits **C**ommittee recommends that “regular part-time BENEFITS eligible” employees receive the same tuition and fee benefits as full time benefit eligible employees but only for up to 3 credit hours. Students employed in

positions that require student status as a condition of employment would not **be** eligible for this discount.

We capitalized the b and c in Benefits Committee and added the “be” in the last sentence (check bolded and underlined letters and word). Lori will send the response to the Executive Committee for approval.

- 3) **Staff Scholarships** – The Staff Council suggested we change the due dates for the applications. After much discussion, it was decided to leave the current dates because we need time to get official transcripts (15 days after the end of the semester) to verify a GPA. Lori or Gaby can check the UTD students’ transcripts. Lori asked Doug to send her an email with the correct wording to present it to the Executive Committee.
- 4) **Staff Scholarship Application** – The following changes were made to the application:
 - a) “Funds will be disbursed within **45** days...” Instead of 30 days.
 - b) “Benefits eligible” needs to include “Students employed in positions that require student status as a condition of employment are not eligible for this scholarship”.
 - c) Under Academic Information – Cumulative GPA _____ (Two decimal points i.e.: 3.74) See new application below.

Application Deadline:

UTD staff members interested in applying for a UTD Staff Council Scholarship must meet the following criteria:

- Attending community colleges, universities, or accredited vocational schools
- Minimum of six months employment at UTD
- **Benefits eligible. Students employed in positions that require student status as a condition of employment would not be eligible for this scholarship.**
- United States citizen or permanent resident
- Maintain a minimum overall GPA of 2.5 for undergraduate work or 3.0 for graduate work
- Complete this application (**all pages**) by stated deadlines

General Guidelines:

- Scholarships of \$250 per awardee, per semester will be granted.
- Up to 70% of the scholarship fund may be distributed per semester.
- **Benefits Committee will select a Scholarship Chair from within the Benefits Committee. The Chair will act as a coordinator and will not be a voting member of the Scholarship Committee. The Scholarship Committee will be comprised of all members on the Benefits Committee.**
- **To insure anonymity, all applicants will be assigned a number by the Scholarship Chair. Benefits Committee will evaluate applicants according to the established criteria.**
- **Benefits Committee will recommend the number of scholarships at a general Staff Council meeting for approval of the membership.**
- **Application deadline is September 15th for fall semester and February 15th for spring semester.**

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- Applicants will be notified if they have been selected for a scholarship and will receive said scholarship upon presentation of an official transcript to the committee as proof of fulfilling all required criteria. The transcript is due within 15 days of the end of the fall semester and/or the spring semester.
- Funds will be disbursed within 45 days of the end of the fall semester and the spring semester.
- Staff Council members and Benefits Committee members cannot participate in the award process if they are an applicant.

I have read and understand the guidelines stated above. Once notified, it is my responsibility to provide an official transcript to the committee within 15 days of the end of the fall semester and/or the spring semester. I certify that the information provided in this application is complete and accurate. I understand that providing false or misleading information may disqualify me for consideration of my application or disbursement of scholarship funding. I authorize release of this information for any scholarship application and/or recommendation purposes.

Signature _____ Date _____

With few exceptions you are entitled, on your request, to be informed about the information U. T. Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U. T. Dallas correct information about you that is held by us and that is incorrect. Your UTD records are protected from unauthorized disclosure by federal law.

you feel might be valuable.

Narrative

Please write a short statement (up to 200 words) to provide evidence that your academic performance and goals merit scholarship support. How would receiving this scholarship make a difference to you? You may attach a typed or printed statement on a separate page.

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Academic Information

Level Undergraduate Graduate
Seeking Degree Yes No
Cumulative GPA _____
(Please use 2 decimals e.g..3.74)

Personal Information

Name _____
Last First
Middle
Address _____
City _____ State _____ ZIP Code _____
Telephone (Home) _____ UTD-ID No. _____
U.S. Citizen Yes No

Your UTD-ID number is being requested because it is a unique identification number which is maintained to assure that the correct student record is being updated, for tracking purposes and for state and federal reporting requirements. The disclosure of such information is voluntary.

UTD Employment Information

Administrative Unit _____
Mail Station _____ Phone No. _____
UTD Hire Date _____
Employment Full Time Part Time (Hours per week _____)

Return signed application to:

CONFIDENTIAL
Scholarship Committee
UT Dallas Staff Council
PO Box 830688, MP10
Richardson, TX 75083-0688

The Staff Council Scholarship has been developed to further the education of any and all University of Texas at Dallas staff members in academic or vocational programs.

Thank you for applying for the Staff Council Scholarship!

Ms. Coppage moved to submit application to Staff Council for approval. Ms. Ivey seconded the motion. The motion carried.

Next meeting will be Friday May 15 at 9:30am in the Bluebonnet Conference Room.

e. Communications Committee:

Ms. Ivey was not present to report but the committee minutes are referenced below.

i. Robert Hamilton is still not attending committee meetings. Ms. Losavio agreed that he could be relieved of his committee duties.

- ii. The SUN will be submitted to the Executive Board to proof today and will hopefully go out campus-wide by the first of next week.

Communications Committee

Meeting Minutes

Thursday April 30, 2009

I. Call to order

Tommi Ivey called to order the regular meeting of the **Communications Committee** at **2:20**

PM on April 30, 2009 in **GR 3.606**.

II. Roll call

In attendance: Corina Cantua, Patrice Holt, Tommi Ivey, Michelle Long, Lin Maute, Loreen Phillips

Absent: Metta Alsobrook, Robert Hamilton, Holly Orozco

III. Open issues

A) SUN Newsletter

- 1) The committee made corrections to the latest draft.
- 2) Ms Long will send the newsletter to the Office of Communications for review.
- 3) Items that will/might be added are information about Staff Appreciation and Staff Council elections.
- 4) Committee members have assignments for next issue of the newsletter.
 - a. Ms Cantua will send email to members to remind them of their assignment.
 - b. The next issue could have the reminder about signing up for Corporate Challenge events.
 - c. Ms Ivey will verify what FAQ items need to be included with newsletter.

B) Promoting Staff Council

- 1) Another idea that will help promote Staff Council is to purchase plastic cups with

Staff Council logo and/or logo of the event being promoted. It can be used for Jail N' Bail and Staff Appreciation Week.

- 3) Ms Ivey will contact Tara Riall to ask about the stickers used for Safe Zone.
 - a. Instead of the stickers, laminated paper could also be used.
 - b. Ms Long will check with the copy center to see how much it would cost to print.
 - c. The goal is to have them ready after the elections are complete to give to new and continuing members.

IV. New business

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

V. Adjournment

Ms Ivey adjourned the meeting at **2:59 PM**.

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

Minutes approved by: **Communications Committee**

f. **Development Committee:**

Ms. Patterson reported on the minutes as referenced below.

Staff Council Development Committee
Meeting Minutes (Unapproved)
April 29 2009

I. Call to Order

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

II. Roll Call

Present at meeting: James Barnes, Kristen Blakely, Carol Lanham, Arturo Elizondo, Colter Fleming, Judith Patterson,
Guests: Tricia Losavio, Christine Moldenhauer, Tom Hill, Terry Cartwright
Excused: Pat McEachern, Chaney Edwards, Kimberly Kentfield
Absent: Roxanne Minnish

III. Approval of minutes

March minutes approved as submitted. Motion made by Kristen Blakely.
Seconded by James Barnes.

IV. Old/New Business

E2E Update – Kathy (Representing Pat McEachern)

Committee met recently to review surveys sent to advisors. As a result of that review, the committee has the following 4 requests:

1. Request that Staff Council President Sign certificates that are to be awarded to the E2E Advisors. Tricia Losavio said yes.
2. Request that advisors be recognized sometime during the Staff Appreciation Days. Possibly Wednesday on stage. Will be done. Asked if E2E wanted a booth. Said no but will add material to Staff Council booth.
3. Request that a letter on behalf of Staff Council be sent to all new employees describing Staff Council. It had previously been done but had stopped. Recommend to begin again and include a blurb on E2E. Tricia agreed and will begin to draft letter.

4. Request that a blurb about E2E be added to the Staff Development article in the next issue of the Sun. Was stated that article is a quick mark your calendar item about Staff Appreciation Day. Tricia requested that the E2E committee write a small blurb and send to her and she'll work on getting into the Sun.

Staff Appreciation Week – See Assignments

STAFF APPRECIATION WEEK

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:
 - Poster presentation- Testimonies of weight loss from UTD staff – **Tricia L.**
 - Activity Center- payroll deduction, body fat testing, blood pressure screening- **Tricia L.**
 - Environmental Health & Safety Committee- Dr. James Wright – **Carol L.**
 - Benefits- **Christine M.**
 - Employee Assistance Program- **Kristen B.**
 - Corporate Challenge- **Roxanne M.**
 - Staff Council – **Tricia L.**
 - Staff Development Committee & E2E - **unassigned**
 - Crime Prevention- Virgil Robinson- **Carol L.**
 - Massage chairs – **Judy P.**

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

Presentations- 2-3pm, CN 1.112

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- 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**

g. Fund Raising:

Ms. Coppage reported on the committee minutes referenced below.

**Staff Council 2008-2009
Fund Raising Committee Meeting - Minutes
April 21, 2009**

Call to order: The meeting was called to order at 9:42am.

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

Special Guests: James Balandran, Sigma Alpha Epsilon

Absent: Carole Abbott, Ed Bennett

Approval of minutes:

March 24, 2009 – Tara motioned to approve as corrected, seconded by Randi.
Motion carried.

Election of new Vice Chairman:

- Erin nominated Tara, seconded by Irene. Tara accepted.
- Erin nominated Lynne, seconded by Lisa. Lynne accepted.
- By majority vote, Lynne was elected Vice Chairman for the Fundraising Committee.

Jail ‘n Bail:

- Scholarship – Darlene found out that the university has one general fund for student scholarships. Per Erin, this is called the General University Scholarship Fund. It was recommended that we choose to support this fund since it is open to all students. There was general committee agreement on this and Darlene will provide the account number to Gloria to get everything ready for donations.
- Jail – Darlene still hasn’t heard back from Sam re: the jail, but per Chris Physical Plant does have it.
- “Teaser” – Darlene is working on a teaser email/flier. Erin suggested going to the Office of Communications to assist in coming up with an idea. Darlene will check on this and will follow up with Michelle from the Staff Council Communications Committee.
- Logo – Committee discussion regarding the logo and use of UT Dallas logos with it. Much discussion on whether to keep the year or not and whether to keep the word “fundraiser” or not. No decisions were made, but Darlene will include these questions when she talks to communications.
- Banner – per Darlene, Tricia has a free standing A-frame that we can use. The banner that we purchase will not be specific to Jail-n-Bail but will be more for general Staff Council use. There was much committee discussion regarding the banners. General

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committee agreement for having the A-frame to advertise Staff Council as a whole, but also a smaller banner specific to Jail-n-Bail for sponsor recognition.

- Promotional products – long committee discussion. No specific decisions were made. Darlene stated that we have about \$2000 to spend, but that the money is for Staff Council promotional products. There was debate about whether the products we order should be specific to Jail-n-Bail and whether it would be appropriate for the Fund Raising Committee to be purchasing items for promotion of all of Staff Council.
 - Erin motioned: We will spend up to \$2000 designated by the Executive Committee and approved by the Communications Committee to create various promotional items that promote the work of the Staff Council. This motion was seconded by Melissa and the motion carried.
 - Erin volunteered to look at the products we discussed (e.g.: magnets, cups, pens, etc.) and to come up with specific options for committee to vote on at next meeting.
- Per Erin, Gloria has a recommended envelope to use for cash handling for individual donors on the day of the event. Costs: \$58.05 (500 envelopes); \$46.00 (600 labels)

Adjournment: Irene motioned and Tara seconded to adjourn meeting. Meeting was adjourned at 11:10am.

NEXT MEETING – TUESDAY, MAY 19th AT 9:30AM in the CAREER CENTER SEMINAR ROOM.

- h.* **Wellness Committee:** Ms. Minnish reported on the committee minutes referenced below.

Wellness Committee Minutes

April 8, 2009 – 2:00 p.m.

AD 3.106

Members Present: Marilyn Bechtol, Danielle Derbes, Jacqueline Long, Roxanne Minnish, Wendy Newton, Joanne Owens

Members Absent: Mark Chavez, Nahid Karimi, Marilyn Bechtol, Nikki Tadlock Hamilton, Cindy Filo, Julie Spanos, Gail Thompson, Ruth Oldham, Vivian Rutledge, Holly Worrell

- I. Call to Order:** Meeting was called to order by Roxanne Minnish, 2:00 p.m.
- II. Approval of Minutes from 3/11/09 Meeting:** The minutes were approved. Minutes from 2/4/09 meeting also approved (following previous review via email).
- III. New Business:**
 - A. SUN Newsletter Article:** The draft of the article to be submitted to the SUN was presented, and suggestions made on content and wording.

- B. May 10-16, Women's Health Week:** Discussion on brown bag lunch possibility. Topic will center on women's health. Suggested talk, "Is It Hot In Here?" Wendy Newton will ask her OB-GYN if s/he or colleague could speak. Dates discussed are Tues 5/12 or Thur 5/14.

IV. Old Business

- A. Corporate Challenge Update:** Roxanne announced that Carrie Chutes and Carol Lanham volunteered to be UTD CC representatives.
- B. Live Healthy Dallas Update:** Discussion on possible awards for teams in 3 areas: 1) most participants, 2) most weight lost, 3) most activities logged. Committee agreed these would be great awards to make. Ms. Minnish will contact Dr. Jamison for possibilities.
- C. Relay for Life:** No new information presented. Event is May 1-7 (7am – 7pm), contact Julie Spanos if interested.

V. Other Business

- A. Staff Appreciation:** July 20-22 are designated as Staff Appreciation Days. Dr Jamison has proposed this cover 3 days (to the previous one day observance), with different kinds of activities and speakers to be offered.
- B. April 30:** Groundbreaking for the new Student Services building at 11:00 am.
- C. April 25:** There will be recycling at the Activities Center.

Next Meeting: Wednesday, May 13, 2:00 pm in AD 3.106 (Blue Bonnet Conference Room).

Meeting Adjourned 2:45 p.m.

- i.* **Faculty Senate:** Dr. Leaf on the new policy regarding firing of tenured faculty.
- j.* **Student Government:** Ms. Diana Kao was not in attendance to report.
- k.* **Retired Faculty/Staff Association:** Ms. Goertzen reported that there was a "Welcome New Retirees Reception" was April 27th and Dr. Daniel gave an update on things going on around campus. They have several outings planned for the upcoming weeks such as trip to Granbury, Sundae Sunday and a Sunday Brunch.
- m.* **University Committees:**

- i. Parking and Transportation Committee – Ms. Coleman was not in attendance to report.
- ii. Campus Facilities Committee – Mr. Daniel was not in attendance to report.
- iii. University Safety & Security Committee – Ms. Boyer reported the committee did meet and that Dr. Jamison spoke on a couple of topics “Communication is key and Get people interested in their own personal safety”.
- 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. Chutes was not in attendance to report.
- viii. Intellectual Property Committee – No meeting to report.

5. OLD BUSINESS:

- a. Half Time Tuition Benefit: This was covered in the Benefit’s Committee report.
- b. Staff Scholarship Application Changes: This was covered in the Benefit’s Committee report.

6. NEW BUSINESS:

- a. 2009-013 University Blog: Can a university blog be setup? UNT has a blog to discuss university issues for both students and staff. A suggestion was made to forward this suggestion to Mr. Delmark and Ms. Rogers to address.
- b. 2009-014 Spirit Fridays: Is there a possibility that we can start spirit Fridays? Employees at UNT are allowed to dress in blue jeans but must wear a university shirt or polo to promote the university. A suggestion was made to forward this suggestion to Dr. Daniel and Mr. Wilson to address.
- c. 2009-015 DIS Discount: It would be great if the UTD contract agreement with DIS could include discounted tuition to DIS for children of UTD staff and faculty. A suggestion was made to forward this suggestion to Dr. Abby Kratz to address.
- d. 2009-016 University Highlights Email: Rather than relying on employees to remember to regularly visit the UTD homepage for construction updates. An occasional university-wide email describing the highlights, upcoming issues, etc. would help everyone plan and inform others accordingly. A suggestion was made to forward this suggestion to Ms. Rogers to address.
- e. 2009-017 Employee of the Month: I suggest that we have an employee of the month award and that the person who wins would receive a premium parking

spot “close” to their building with a sign in that spot that says employee of the month and some sort of UTD t-shirt as well. At the end of the year the 12 people who won will go into a pool where one will be chosen employee of the year. Ms. Losavio will respond to this suggestion.

- f. 2009-018 Semi-Annual Announcements: Human Resources Management sends out their semi-annual announcements reminding everyone to update their personal information. That is very much appreciated, however I would like to request that this email NOT include all of the personal information about each individual. Without going into the details about how email communication is far from secure, I would simply like to request that the email provide a link to Galaxy where each person is able to log in and verify their information through a secured medium. A suggestion was made to forward this suggestion to Mr. Wilson to address.
- g. 2009-019 Grass and Dirt: I enter campus everyday via Lookout Drive off of Floyd. There are large trees along Lookout, which makes it difficult to grow grass. As a result of no grass, every time we have a heavy rain the dirt washes from around the tree roots, and they are in really bad shape. If those trees are going to remain there I believe that measures should be taken to save them. A suggestion was made to forward this suggestion to Mr. Jascott and Mr. Dempsey to address.
- h. 2009-020 Travel Reimbursement: Procurement really needs to hire additional personnel to help with travel vouchers, the process is ridiculously slow. The repetitive paperwork is also a hindrance in time management for AAs in the various other departments. A suggestion was made to forward this suggestion to Mr. Bond and Dr. Jamison to address.
- i. 2009-021 US Postal Box: Since we have closed A Street, which will no longer be a through-street, and there is ongoing construction, it is difficult to get to the only US mailbox by the bookstore. Since we aren't allowed to mail personal mail in the building, it takes a good deal of time to drive or walk to that box. If they would replace or add a US mailbox in the spot in the main parking lot (near lot A) where the other mail service boxes are (Fed Ex, UPS, etc.), it would be more central to most people on campus and easier to get there. A suggestion was made to forward this suggestion to Mr. Porter to address.
- j. Nominations/Elections Timeline: Ms. Losavio reported that the election notices went out last week but we are having a hard time getting people to run. Talk to your area and try to get people excited about Staff Council and what we do for the campus community.

7. OTHER BUSINESS

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- a. Staff Appreciation 3rd Day: This was covered in the Staff Development Committee minutes report.
- b. Jail 'n' Bail: This was covered in the Fundraising Committee minutes report.
- c. Suggestions/Proposals from the Floor: There were no new suggestions from the floor.
- d. Other: Mr. Wilson reported that a memo has been done by Human Resources and has been presented to Dr. Jamison regarding the flex-time Summer schedule. The program will be rolled out to the campus as soon as the President's Cabinet approves it. Also, this year July 4th falls on a Saturday therefore there will not be a day that the campus will shut down in recognition of this day. Mr. Wilson asked that Staff Council members spread the word to their departments.

8. ADJOURNMENT:

Mr. Barnes moved to adjourn the meeting and Ms. Skillestad seconded the motion. The meeting was adjourned.

Respectfully Submitted
Tonja Kirkwood-Brown
Staff Council Secretary