

Unofficial and Unapproved Minutes

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UT DALLAS STAFF COUNCIL MEETING MINUTES

July 13, 2011

ECSS 2.102

9:00 a.m.

PRESENT: Paula Austell, Lydia Blackwell, Drew Brown, Lynn Butler, Daniel Calhoun, Darlene Coppage, Natalie de Leon, Sharon Edwards, Arturo Elizondo Jr., Yolande Evans, Lisa Garza, Nancy Hong, Carol Lanham, Wendy Newton, Rochelle Peña, Shelia Rollerson, Mary Jo Venetis, Chelsea Villareal, Victoria Winters, Melissa Wyder

ABSENT: Katrina Adams, Lynne Boyer, Colter Fleming, Kimberly Kentfield, Jennifer Orme, Chelsea Posey, Michelle Sancen

GUESTS: Layla D'Entremont, Sandi Dillon, Sandee Goertzen, Lashun Jackson, Dr. Murray Leaf Aaron Simpson, Tracey Tatum

1) CALL TO ORDER

Staff Council President Rochelle Peña called the meeting to order.

2) ROLL CALL

A quorum was met.

3) PRESENTATION OF THE STAFF SCHOLARSHIPS

The Staff Council Scholarships were awarded to Drew Brown, Meagan Dahl, Czarina Domingo, Mary Dziorny, Lashun Jackson, Lindsay Martin, Mark Middaugh, Aaron Simpson, Tracey Tatum, Nadira Zakhidova.

4) MEETING MINUTES

Drew Brown moved to approve the June 8, 2011 meeting minutes as distributed. Lisa Garza seconded the motion. The minutes were approved.

5) COMMITTEE REPORTS

a. EXECUTIVE BOARD (Rochelle Peña)

Ms. Peña reported that the Executive Committee nominated Paula Austell to be a UT Dallas representative to the Executive Advisory Committee, with Colter Fleming as the alternate. University President Dr. David Daniel hosted and presented the CARE Awards on July 6th. The Spring 2011 CARE Awards were presented to Teresa Capitan, Dina Caplinger, Erin Dougherty, Norma Hernandez, Julie Larsen and Jane Shipman. For the Fall 2011 CARE Awards, nominations will be accepted starting in September with the awards being presented in early November. The PeopleSoft Concerns follow-up meeting with Dr. Daniel had no improvements to report for PeopleSoft. Dr. Daniel would like to meet with the Executive Committee of Staff Council monthly until issues are resolved.

b. ATTENDANCE REPORT (Darlene Coppage)

Ms. Coppage presented the attendance report and reiterated the importance of attendance at Staff Council Meetings and Committee Meetings.

c. BENEFITS COMMITTEE (Daniel Calhoun)

Mr. Calhoun reported that the Benefits Committee met on June 28th. For Suggestion 2010-009, the policy for the Quantity of Work Rule a proposed rewriting was presented to Staff Council. Suggestions for rewording of the policy should be sent to Daniel Calhoun and a new policy will be voted on during the August meeting. For Suggestion 2010-014, the Provost office has been contacted to pursue DIS discounts for UT Dallas staff. The Benefits Committee presented a revised Staff Scholarship Application. A change was made to include Permanent Resident next to U.S. Citizen. Paula Austell moved to approve the form with given changes. Carol Lanham seconded the motion. The motion carried.

d. COMMUNICATIONS COMMITTEE (Lisa Garza)

Ms. Garza reported that an e-mail would be sent to the District Communications representatives to be distributed to the districts. The e-mail will include PeopleSoft Concerns information, Jail n' Bail information, Polo Shirt fundraising information and a link to the list of prize winners of the Staff Appreciation Drawing. It was suggested that the e-mail include the CARE Award recipients. The Communications Committee will begin work on a flyer to be given to new employees at New Employee Orientation.

e. FUNDRAISING COMMITTEE (Paula Austell)

Ms. Austell reported that the Fundraising Committee met July 12th to discuss the Jail n' Bail and Polo Shirt fundraisers. Pre-Orders of the polo shirts are now being accepted with a deadline of August 1st. For Jail n' Bail, the bail for students is set at \$25 and for staff at \$100. Gift Baskets will be awarded to the student and staff member who raises the most bail money. An e-mail has been sent out asking for volunteers for Jail n' Bail, please sign up to help. The last recycle check received was \$306.50, twice the average amount received. A thank you basket will be sent to the Facilities Management staff who sorts the cartridges received.

f. STAFF DEVELOPMENT(Carol Lanham)

Ms. Lanham reported that Staff Appreciation Day was a success. The Silent Auction raised over \$100 more than last year. About 450 staff members went through the food line. The satellite campuses enjoyed the food trays sent to them. Wendy Newton will follow-up with the satellite campuses to see if staff took advantage of the live streaming of the event. Ms. Peña praised the Staff Development Committee for all of their hard work. Staff Development Committee will now begin to focus on publicizing the Employee to Employee (E2E) resource.

g. SECRETARY AND TREASURER'S REPORT (Jami Miller)

Financial Report for July 13, 2011
Staff Council Meeting

ACCOUNT NAME	COST CENTER	FY11			TRANSFERS IN	FUND BALANCE AS OF 6/23/2011
		BEGINNING BALANCE	REVENUES	EXPENSES		
STATE FUNDS - Operating Account	40037006	\$ 3,000.00		\$ 1,780.00		\$ 1,220.00
FUNDRAISING	40035001	\$ 289.15	\$ 5,855.21	\$ 2,604.88		\$ 3,539.48
UTD STAFF ENDOWED SCHOLARSHIP	40051005	\$ 1,342.74	\$ 716.27	\$ 500.00	\$ 265.51	\$ 1,824.52
STAFF SCHOLARSHIP	40050010	\$ 6,080.43	\$ 217.00	\$ 3,500.00		\$ 2,797.43
JODY NELSEN SCHOLARSHIP	40051006	\$ 2,343.05	\$ 875.69		\$ 324.61	\$ 3,543.35
SC - JAIL N BAIL	40050011	\$ 2,804.52	\$ 591.65			\$ 3,396.17

Operating Cost Center Expense Activity

Cost Center ID	Cost Center Desc	Original Expense Budget	Revised Expense Budget	Fiscal Year Expense Actuals	MTD Expense Actuals	Available Budget
40035001	STAFF COUNCIL	2,128.00	2,128.00	2,604.88	0	-476.88
40037006	OPERATING ACCT	3,000.00	3,000.00	1,780.00	0	1,220.00
40050010	STAFF SCHOLARSHIP	0	0	3,500.00	0	-3,500.00
40051005	ENDOWED SCHOLARS	750	750	500	250	250
40051006	JODY NELSEN SCHOLARSHIP	500	500	0	0	500
Grand Total		6,378.00	6,378.00	8,384.88	250	-2,606.88

Operating Cost Center Revenue

Cost Center ID	Cost Center Desc	Original Revenue Budget	Revised Revenue Budget	Fiscal Year Revenue Actuals	MTD Revenue Actuals	Available Budget
40035001	STAFF COUNCIL	0	0	5,759.21	167.5	5,759.21
40050010	STAFF SCHOLARSHIP	0	0	217	0	217
40050011	JAIL-N-BAIL	0	0	591.65	0	591.65
40051005	ENDOWED SCHOLARS	1,180.00	1,180.00	716.27	61.75	-463.73
40051006	JODY NELSEN SCHOLARSHIP	1,549.00	1,549.00	875.69	75.49	-673.31
Grand Total		2,729.00	2,729.00	8,159.82	304.74	5,430.82

h. FACULTY SENATE (Dr. Murray Leaf)

Dr. Leaf asked the Staff Council to nominate staff to serve on the University Committees. The Committee on Committees will be meeting to select individuals to serve.

i. STUDENT GOVERNMENT

A Student Government representative was not present to report.

j. RETIREE ASSOCIATION (Sande Goertzen)

Ms. Goertzen reported that the retirees are enjoying their Summer luncheons.

k. UNIVERSITY COMMITTEES

- i. WELLNESS**
- ii. PARKING AND TRANSPORTATION (Wendy Newton)**
- iii. CAMPUS FACILITIES (Melissa Wyder)**
- iv. UNIVERSITY SAFETY AND SECURITY (Lynne Boyer)**
- v. WOMEN'S CENTER (Jacqueline Long)**
- vi. IR SECURITY, PLANNING AND POLICY (Arturo Elizondo Jr.)**
- vii. AUXILIARY SERVICES ADVISORY (Drew Brown)**
- viii. HOP COMMITTEE (Rochelle Peña)**

ix. DEANS AND DIRECTORS (Rochelle Peña)

6) OLD BUSINESS

a.) Election Results

The results for the Staff Council election were presented.

- | | |
|--------------|---|
| District # 1 | 3 new positions
Sandi Dillon
Lin Maute
Rhonda Walls |
| District # 2 | 5 new positions
Betty Maldonado
Sharon Edwards
Suzanne Potts
Betsy Albritton
Carrilaine Schneckner (write- in) |
| District # 3 | 1 new position
Howard Medlock (write-in) |
| District # 4 | 0 new positions |
| District #5 | 4 new positions
Troy McFarland
Jay Jascott
Sandra Mitchell
Jennifer Orme |
| District # 6 | 5 new positions
Stephanie Iverson
Tracey Tatum
Paula Austell
Dena Davis
Denise Cooper (write-in) |
| District # 7 | 5 new positions
Wendy Newton
Shelia Rollerson |

7) NEW BUSINESS

- a.) The Employee Advisory Committee (EAC) meeting will take place July 18th – 20th. Please send any suggestions to be presented to the EAC to Ms. Peña. Ms. Peña will have a report to give from the EAC at the next Staff Council Meeting.

8) OTHER BUSINESS

a.) Information Security

Information Security is a key concern and precautions should be taken to not publicize names of individuals who do not wish their name or picture to be visible on the Internet.

b.) DART Passes

For the new school year, DART passes will cost \$13 a year for students and \$300 a year for faculty/staff.

c.) Parking Passes

Parking passes are increasing in price for the FY12 year.

Green Parking Permit - \$89

Gold Parking Permit - \$156

Orange Parking Permit - \$237

Purple Parking Permit - \$394

d.) Annual Benefits Enrollment

Annual Enrollment for the 2011-12 benefit plan year will begin **Friday, July 15, 2011** and end **Sunday, July 31, 2011**. Information concerning benefits options, rates and changes is available in the July 2011 edition of [A Matter of Health](#) newsletter.

e.) Sandee Goertzen Award

The Benefits Committee is handling the selection of the committee to select the winner of the Sandee Goertzen Award.

ADJOURNMENT

Drew Brown moved that the meeting be adjourned. Natalie de Leon seconded the motion. The meeting was adjourned at 10:35 AM.

RESPECTFULLY SUBMITTED,

JAMI MILLER

STAFF COUNCIL SECRETARY/TREASURER