

Official and Approved Minutes

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UT DALLAS STAFF COUNCIL MEETING MINUTES

October 12, 2011

ECSS 2.102

9:00 a.m.

PRESENT: Betsy Albritton, Letitia Andrews, Paula Austell, Lydia Blackwell, Drew Brown, Lynn Butler, Daniel Calhoun, Natalie de Leon, Sharon Edwards, Arturo Elizondo Jr., Colter Fleming, Kimberly Flicker, Patrice Holt, Stephanie Iverson, Carol Lanham, Betty Maldonado, Lin Maute, Howard Medlock, Sandra Mitchell, Wendy Newton, Rochelle Peña, Suzanne Potts, Shelia Rollerson, DeAnn Rose, Carrilaine Schneckner, Tracey Tatum, Chelsea Villareal, Rhonda Walls, Victoria Winters, Melissa Wyder

ABSENT: Denise Cooper, Dena Davis, Nancy Hong, Jay Jascott, Troy McFarland, Jennifer Orme, Chelsea Posey

GUESTS: Tysh Coleman, Sandee Goertzen, Murray Leaf, Haywood McNeill

1) CALL TO ORDER

Staff Council President Rochelle Peña called the meeting to order at 9:06 am.

2) ROLL CALL

A quorum was met.

3) ADJOURNED FOR STAFF COUNCIL GROUP PICTURE

Haywood McNeill performed the duties of photographer for the 2011-2012 Staff Council photographs.

4) MEETING MINUTES

Victoria Winters moved to approve the September 14, 2011 minutes as distributed. Kimberly Flicker seconded the motion. The minutes were approved.

5) COMMITTEE REPORTS

a. EXECUTIVE BOARD (Rochelle Peña)

Ms. Peña announced that the Staff Council Binders would be available for pick-up after the meeting adjourned. The next Coffee with the President will be November 10th at 9:00 am and is open to the first 10 constituents that request to be present. The State of the University Address will be November 8th at 2:00 pm in the Clark Center. The Executive Board met with Dr. Daniel for the monthly PeopleSoft meeting and presented four pages of staff feedback about the PeopleSoft Enterprise Resource Planning (ERP). Communication is still the key issue and ideas were discussed to improve communication about training and known issues. The October payroll went better than expected. The Executive Board will be involved with the interviews for the Associate Vice President of Business Affairs for Human

Resources. Please get the word out about CARE Awards. Nominations will be accepted until October 31, 2011.

b. ATTENDANCE REPORT (Paula Austell)

Ms. Austell reported that the attendance roster was presented in the Agenda Packet. Absentees will be tracked.

c. BENEFITS COMMITTEE (Jay Jascott)

Rhonda Walls reported for the Benefits Committee in the absence of Mr. Jascott. Jay Jascott has been elected Chair for the Benefits Committee and Rhonda Walls has been elected Secretary. At the September meeting, former Benefits Chair Daniel Calhoun gave a basic summary of the responsibilities of the Committee. Ms. Miller presented Mr. Jascott with the scholarship applications. The first order of business at the next Benefits Committee Meeting will be to begin the selection of Staff Scholarship awardees.

d. COMMUNICATIONS COMMITTEE (Daniel Calhoun)

Mr. Calhoun reported that at the September Communication Committee meeting he was elected chair and Lynn Butler was elected as Secretary. The estimated release of the next SUN is November 1st. Lydia Blackwell will continue to keep the Staff Council website updated and Letitia Andrews will keep the Staff Council Facebook page updated. The Communications Committee will begin creating a new Staff Council email list serve to include the addresses of all UT Dallas Staff. The list will be used to communicate information and will give staff the ability to “opt in” or “opt out” of the list serve.

e. FUNDRAISING COMMITTEE (Howard Medlock)

Mr. Medlock reported that the Fundraising Committee has already met twice since the last General Staff Council Meeting. An alternate date for Jail n’ Bail has been discussed, a possible option being to hold Jail n’ Bail in conjunction with Staff Appreciation Day. A Mother’s Day fundraiser of flowers, candy and teddy bears has also been proposed. Poinsettia Sales will begin November 1st with orders being accepted until November 16th. Deliveries will be made December 8th and December 15th. The Comet Care Organization has asked the Staff Council to participate by donating t-shirts for Soldier Boxes to be sent to the troops for Christmas. A New Comers Lunch, to be conducted by Staff Council, has also been proposed to help New Employees to learn more about Staff Council.

f. STAFF DEVELOPMENT (Arturo Elizondo)

Mr. Elizondo reported that at the September meeting he was elected as chair and Kimberly Flicker as Secretary. Ms. Carol Lanham will serve as co-chair. Flu Shots have been scheduled for October 19th and 20th. Ms. Lanham passed out flyers to be distributed around campus. A staff bounce e-mail will also be sent out to inform all staff of the dates, times and locations for the Flu Shots. Volunteers will be needed to help both days. The Committee has been discussing ways to revamp Staff Appreciation Day and is proposing to hold various events throughout the year. Mr. Elizondo is also in agreement with Mr. Medlock’s proposal of a New Comers Lunch.

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

Staff Council Treasurer Report
October 12, 2011

	EXPENSES	REVENUE	BALANCE
STATE FUNDS - 40037006 Operating Account			
Beginning Balance September 1, 2011			\$3,000.00
8-Sep Staples - Binders for Staff Council Operating Guidelines	(\$315.90)		\$2,684.10
8-Sep Office Max - Laminating Supplies, Binder Dividers	(\$45.60)		\$2,638.50
12-Sep Recognition USA - Staff Council Name Badges	(\$211.25)		\$2,427.25
Balance September 30, 2011			<u>\$2,427.25</u>
FUNDRAISING - 40035001			
Beginning Balance September 1, 2011			\$4,303.48
29-Sep Polo Shirt Sales		\$546.00	\$4,849.48
22-Sep Print Cartridge Recycling Check		\$177.50	\$5,026.98
Balance September 30, 2011			<u>\$5,026.98</u>
UTD Staff Endowed Scholarship - 40051005			
Beginning Balance September 1, 2011			\$1,901.78
STAFF SCHOLARSHIP - 40050010			
Beginning Balance September 1, 2011			\$1,797.43
20-Sep Scholarship Award	(\$250.00)		\$1,547.43
Balance September 30, 2011			<u>\$1,547.43</u>
JODY NELSEN SCHOLARSHIP - 40051006			
Beginning Balance September 1, 2011			\$3,943.45
SC - JAIL N BAIL - 40050011			
Beginning Balance September 1, 2011			\$4,074.17
29-Sep Jail n' Bail Proceeds		\$467.00	\$4,541.17
Balance September 30, 2011			<u>\$4,541.17</u>

h. FACULTY SENATE (Dr. Murray Leaf)

Dr. Leaf reported that Dr. David Pryor, Executive Vice Chancellor for Academic Affairs at the University of Texas System, has resigned from office.

Dr. Pryor will continue his current duties until a replacement can be found.

i. STUDENT GOVERNMENT

A representative from the Student Government was not present to report.

j. RETIREE ASSOCIATION (Sande Goertzen)

Ms. Goertzen reported that the Retiree Association & Texas Instruments "Alumni" enjoyed the talk given by the Neuro health speaker last month. The first Monday of the month the association enjoyed lunch at Rockfish Grill. The next event planned is a tour of Texas Stadium.

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. Ad Hoc Committee – Historian

Lydia Blackwell will chair the ad hoc committee to review the policies and procedures for Staff Council and make a proposal to staff council about adding a Historian to the elected officials of Staff Council.

7) NEW BUSINESS

a. Suggestions

i. 2012-001: Parking Lines on Lots A-D

Lots A-D have fresh coat of pavement, but there are no lines painted on the new loop road part of the parking lot in Lots A and B. Lots C and D have fading paint lines. It is causing a lot of problems in parking the vehicles. Could you forward this to the appropriate departments to handle? Thank you, Concerned staff members

Wendy Newton made a motion to move the suggestion to the Parking and Transportation Department. The motion was seconded by Kimberly Flicker. The voting response was 11 favorable, 16 opposed. The motion failed. Daniel Calhoun made a motion to move the suggestion to the Benefits Committee to act upon and be responsible to follow up with the suggestion. Carol Lanham seconded the motion. The voting response was 22 favorable, 5 opposed.

ii. 2012-002: PeopleSoft Roundtable

I would like to implement staff development training - primarily on PeopleSoft modules - plus other job aids including live data hands-on, online user manuals, PowerHour seminars, brown-bag lunch-n-learn, perhaps offered monthly. I feel this will be an important conduit of communication and education, and morale building effort for staff who are currently struggling with new or unfamiliar tools. I suggest that HR, Business Affairs, IR, and Staff Development Committee collaborate on this effort, with a small budget through Business Affairs, to build a confident and successful team moving into the future.

Tracey Tatum made a motion to move the suggestion to the Staff Development Committee. Arturo Elizondo seconded the motion. The voting response was unanimously favorable.

b. State of the University Address – November 8th

c. University Employee Service Awards

Dr. Daniel has requested assistance with the University Employee Service Awards. In an effort to save money, the University is looking at possibly scaling down the awards. Possible suggestion is to scale back and not present an award every five years. Dr. Daniel is looking for feedback on this proposal.

- The University Employee Service Awards are important and the employees enjoy receiving them. – Tracey Tatum
- It was thought that employees could request a donation to be made in place of the award. – Victoria Winters
- The Facilities' Management Employees enjoy receiving the token of appreciation and the awards can be seen throughout the Facilities' offices. – Carol Lanham
- The Service Awards are a small expense to the University in comparison to rewarding and encouraging the employees. – Wendy Newton
- It is understood that the Service Awards require a lot of paperwork and follow-up. – Dr. Murray Leaf
- The Service Awards cannot be that large of a cost to the University in comparison to other expenses. – Tracey Tatum
- The budget can be scaled back on the Service Awards, but recognition should be vamped up in other ways to show appreciation to employees. – Kimberly Flicker
- The Staff Council feels recognition every five years is necessary, the awards can vary. – Rochelle Peña
- The award could be a simple "Whoosh" pin with colored gems to show recognition for every five years. – Tracey Tatum
- An opportunity to shake hands with the University President and a commemorative photo would show appreciation. – Lin Maute
- In response to the number of awards that have not been picked up. An award does not need to be purchased for an employee who does not want to receive one. – Sandee Goertzen
- In regards to expenses, why do we have to have food at every event? – Lynn Butler
- A committee could be formed by Staff Council with the University Service Awards. – Tracey Tatum
- If a committee is formed for Service Awards it should be a University Wide Committee. – Daniel Calhoun

Ms. Peña closed the discussion on the University Service Awards with the Staff Council Representatives voicing that recognition for the service of employees is important every five years; the key issue being the recognition, not necessarily the award. A certificate or pin with the years of service could be considered.

8) OTHER BUSINESS

a. Polo Shirts:

Ms. Austell reported that Polo Shirts are still available for ordering.

b. Breakfast Options:

Victoria Winters announced that Chartwells has begun offering an all you can eat breakfast in the dining hall with the option of to go boxes. They have also increased the breakfast options in the Comet Café.

c. Energy Drinks:

Tracey Tatum inquired if something could be done about the Energy Drinks being sold to the students. Reports have shown them to be unhealthy. Colter Fleming and Kimberly Flicker proposed this be an issue taken by the Wellness Committee.

d. District Communications Representative:

After the adjournment of the meeting, district representatives should meet to decide who will be the communications representative for their district.

ADJOURNMENT

Kimberly Flicker moved to adjourn the meeting; the motion was seconded by Drew Brown. The meeting was adjourned at 10:45 am.

RESPECTFULLY SUBMITTED,

JAMI MILLER

STAFF COUNCIL SECRETARY/TREASURER