

## 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 they are official minutes.

### UT DALLAS STAFF COUNCIL MEETING MINUTES

December 14, 2011

ECSS 2.102

9:00 a.m.

**PRESENT:** Betsy Albritton, Letitia Andrews, Paula Austell, Lydia Blackwell, Drew Brown, Lynn Butler, Daniel Calhoun, Dena Davis, Sharon Edwards, Arturo Elizondo, Colter Fleming, Kimberly Flicker, Patrice Holt, Jay Jascott, Carol Lanham, Betty Maldonado, Lin Maute, Howard Medlock, Sandra Mitchell, Wendy Newton, Rochelle Peña, Chelsea Posey, Suzanne Potts, Shelia Rollerson, Hariett (DeAnn) Rose, Carrilaine Schneckner, Tracey Tatum, Chelsea Villareal, Rhonda Walls, Melissa Wyder

**ABSENT:** Denise Cooper, Natalie de Leon, Nancy Hong, Jennifer Orme

**GUESTS:** Sharkey Andrews, Sandee Goertzen, Murray Leaf

**1) CALL TO ORDER**

Staff Council President Rochelle Peña called the meeting to order at 9:04 am.

**2) ROLL CALL**

A quorum was met.

**3) STAFF COUNCIL PICTURE**

The Staff Council picture was taken by Haywood McNeill.

**4) MEETING MINUTES**

Carol Lanham requested grammar corrections and Wendy Newton requested correction to the spelling of Galerstein Women's Center. Daniel Calhoun motioned to approve the minutes as amended; the motion was seconded by Howard Medlock. The minutes for November 9, 2011 meeting were approved as amended.

**5) COMMITTEE REPORTS**

**a. EXECUTIVE BOARD (Rochelle Peña)**

Ms. Peña reported that the Executive Committee met with Dr. David Daniel to discuss the continuing PeopleSoft problems of training and communication. Dr. Daniel has become involved at a personal level to ensure that PeopleSoft meets the University's needs. Dr. Daniel also released a statement to set the record straight regarding PeopleSoft HR/Finance and FRS, the former financial system; the two systems were compared for a period of times but were not run fully parallel.

Fall 2011 CARE Awards were presented on November 29<sup>th</sup> to Arturo Elizondo, Michelle Long, Kelly McKinney, Rey Salinas, Carrilaine Schneckner, and Elizabeth Young. Spring CARE Awards will be presented on April 25<sup>th</sup> with nominations being accepted March 1<sup>st</sup> – 31<sup>st</sup>.

Coffee with the President has been scheduled for March 1<sup>st</sup> and May 7<sup>th</sup>. A resignation has been received from representative Victoria Winters. Ms. Peña reiterated that Staff Council is very important and she understands that everyone on staff is very busy with their work; but she asked everyone to please keep the commitment they have made to Staff Council. An election committee will form in February to secure candidates to run for Staff Council.

**b. ATTENDANCE REPORT** (Paula Austell)

Ms. Austell reported that Victoria Winters resigned from Staff Council. Due to repeated absenteeism Nancy Hong will be asked to resign. A correction was made to the attendance report to show that Patrice Holt was absent from the November Fundraising Committee Meeting.

**c. BENEFITS COMMITTEE** (Jay Jascott)

Mr. Jascott reported that fourteen (14) scholarship applicants have been selected to receive a Staff Council Staff Scholarship. The names have been sent to Human Resources to the verify work status of each recipient.

**d. COMMUNICATIONS COMMITTEE** (Daniel Calhoun)

Mr. Calhoun reported that the Communications Committee met on November 9<sup>th</sup>. The new format of the SUN Newsletter has been well received by campus and ideas for the next SUN were discussed. The Staff Council Bounce e-mail is in the early stages of development. The internal Craigslist-like Posting Board will be discussed at the next meeting.

**e. FUNDRAISING COMMITTEE** (Howard Medlock)

Mr. Medlock reported that the Fundraising Committee met November 14<sup>th</sup> and December 5<sup>th</sup>. Harriet (DeAnn) Rose was welcomed as a new Committee member. The Poinsettia and Christmas Cactus sales are just 20 short of last year's sales. The Valentine's Balloon and Chocolate sale will be the next fundraiser.

**f. STAFF DEVELOPMENT**(Arturo Elizondo, chair & Carol Lanham, co-chair)

Mr. Elizondo reported that the committee is still working on the proposal for suggestion 2012:002s: PeopleSoft Roundtable. A proposal for 2012-007s for Automatic Electronic Defibrillators should be wrapped up at the next meeting. A small Staff Appreciation event has been tentatively scheduled for March.

**g. SECRETARY AND TREASURER'S REPORT (Jami Miller)**  
 The mail stop for Staff Council has been changed to AD40.

Staff Council Treasurer Report  
 Month of September 2011

	EXPENSES	REVENUE	BALANCE
<b>STATE FUNDS - 40037006 Operating Account</b>			
Beginning Balance September 1, 2011			\$3,000.00
10-Sep Staples - Binders for Staff Council Operating Guidelines	(\$315.90)		\$2,684.10
13-Sep Office Max - Laminating Supplies, Binder Dividers	(\$45.60)		\$2,638.50
13-Sep Recognition USA - Staff Council Name Badges	(\$211.25)		\$2,427.25
Balance September 30, 2011			<u>\$2,427.25</u>
	<b>Total Operating</b>		<b>\$2,427.25</b>
<b>FUNDRAISING - 40035001</b>			
Beginning Balance September 1, 2011			\$4,303.48
29-Sep Polo Shirt Sales		\$576.00	\$4,879.48
22-Sep Print Cartridge Recycling Check		\$177.50	\$5,056.98
Balance September 30, 2011			<u>\$5,056.98</u>
<b>UTD Staff Endowed Scholarship - 40051005</b>			
Beginning Balance September 1, 2011			\$1,901.78
<b>STAFF SCHOLARSHIP - 40050010</b>			
Beginning Balance September 1, 2011			\$2,297.43
20-Sep Scholarship Award	(\$250.00)		\$2,047.43
20-Sep Scholarship Award	(\$250.00)		\$1,797.43
20-Sep Scholarship Award	(\$250.00)		\$1,547.43
20-Sep Scholarship Award	(\$250.00)		\$1,297.43
Balance September 30, 2011			<u>\$1,297.43</u>
<b>JODY NELSEN SCHOLARSHIP - 40051006</b>			
Beginning Balance September 1, 2011			\$3,943.45
<b>SC - JAIL N BAIL - 40050011</b>			
Beginning Balance September 1, 2011			\$4,074.17
29-Sep Jail n' Bail Proceeds		\$620.00	\$4,694.17
Balance September 30, 2011			<u>\$4,694.17</u>
	<b>Total Fundrasing &amp; Endowment</b>		<b>\$16,893.81</b>

Staff Council Treasurer Report  
 Month of October 2011

	EXPENSES	REVENUE	BALANCE
<b>STATE FUNDS - 40037006 Operating Account</b>			
Beginning Balance October 1, 2011			\$2,427.25
<b>Total Operating</b>			<b>\$2,427.25</b>
<b>FUNDRAISING - 40035001</b>			
Beginning Balance October 1, 2011			\$5,056.98
25-Oct CRS Printek - Recycled Ink Cartridges		\$189.50	\$5,246.48
26-Oct Flu Shot Donations - Activity Center		\$185.00	\$5,431.48
26-Oct Flu Shot Donations - Facilities Management		\$190.04	\$5,621.52
28-Oct Polo Shirt Sales		\$90.00	\$5,711.52
Balance October 31, 2011			\$5,711.52
<b>UTD Staff Endowed Scholarship - 40051005</b>			
Beginning Balance October 1, 2011			\$1,901.78
<b>STAFF SCHOLARSHIP - 40050010</b>			
Beginning Balance October 1, 2011			\$1,297.43
<b>JODY NELSEN SCHOLARSHIP - 40051006</b>			
Beginning Balance October 1, 2011			\$3,943.45
<b>SC - JAIL N BAIL - 40050011</b>			
Beginning Balance October 1, 2011			\$4,694.17
<b>Total Fundrasing &amp; Endowment</b>			<b>\$17,548.35</b>

Staff Council Treasurer Report  
Month of November 2011

	EXPENSES	REVENUE	BALANCE
<b>STATE FUNDS - 40037006 Operating Account</b>			
Beginning Balance November 1, 2011			\$2,427.25
			<b>Total Operating</b>
			<b>\$2,427.25</b>
<b>FUNDRAISING - 40035001</b>			
Beginning Balance November 1, 2011			\$5,711.52
1-Nov Polo Shirt Order Payment	(\$860.75)		\$4,850.77
17-Nov Poinsettia Sales		\$120.00	\$4,970.77
17-Nov Poinsettia Sales		\$360.00	\$5,330.77
21-Nov Poinsettia Sales		\$12.00	\$5,342.77
21-Nov Poinsettia Sales		\$12.00	\$5,354.77
21-Nov Poinsettia Sales		\$12.00	\$5,366.77
21-Nov Polo Shirt Sales		\$30.00	\$5,396.77
21-Nov Polo Shirt Sales		\$30.00	\$5,426.77
28-Nov Polo Shirt Sales		\$30.00	\$5,456.77
16-Nov Transfer to Staff Scholarship Endowment	(\$4,513.98)		\$942.79
Balance November 31, 2011		\$1,153.29	\$942.79
<b>UTD Staff Endowed Scholarship - 40051005</b>			
Beginning Balance October 1, 2011			\$2,151.78
1-Nov Endowment Revenue		\$331.70	\$2,483.48
Balance November 31, 2011			\$2,483.48
<b>STAFF SCHOLARSHIP - 40050010</b>			
Beginning Balance October 1, 2011			\$1,297.43
16-Nov Transfer In from Jail 'n Bail		\$1,588.16	\$2,885.59
Balance November 31, 2011			\$2,885.59
<b>JODY NELSEN SCHOLARSHIP - 40051006</b>			
Beginning Balance October 1, 2011			\$3,943.45
16-Nov Endowment Revenue		\$405.53	\$4,348.98
Balance November 31, 2011			\$4,348.98
<b>SC - JAIL N BAIL - 40050011</b>			
Beginning Balance October 1, 2011			\$4,694.17
16-Nov Transfer to Endowment/Scholarship Fund	(\$4,074.18)		\$619.99
Balance November 31, 2011			\$619.99
			<b>Total Fundrasing &amp; Endowment</b>
			<b>\$11,280.83</b>

- h. FACULTY SENATE (Dr. Murray Leaf)**  
Dr. Leaf reported that the Chancellor has created a Dash Board for statistics of the UT System institutions for transparency purposes. The Dash Board will allow Campuses to be compared relative to items such as student productivity, faculty productivity, efficiency, graduation rates and other related issues.
- i. STUDENT GOVERNMENT (Sharkey Andrews)**  
Ms. Andrews reported that although the student body supports a smoke-free campus, the initiative will not be pursued because of enforcement problems. Designated Smoking areas may be possible in Spring 2012. In January Ms. Sharkey will attend an Academic Advisory group. The Communications Task Force is working on centralized advertising of Campus events. Student Government is also working with Dr. David Daniel and Jay Jascott on the renovation of the Founders Fountain.
- j. RETIREE ASSOCIATION (Santee Goertzen)**  
Ms. Goertzen reported that the retiree association went to the Ice! Shrek the Halls Exhibit at the Gaylord Texas. The Fall Retiree Meeting had two UT Dallas dance instructors in attendance to show the retirees how to “Keep Your Body Moving.” Instructions included movements that can be done from a chair, movements done standing, and a few individuals learned Salsa moves. The Retiree Christmas Luncheon is today at 11:15 am.
- k. UNIVERSITY COMMITTEES**
  - i. WELLNESS (Natalie de Leon and Amanda Smith)**  
Ms. Peña reported that the Wellness Committee is almost defunct and she will be working with the Human Resources liaison, the Student representatives and Staff Council members to see what can be done to revive the committee.
  - ii. PARKING AND TRANSPORTATION (Wendy Newton and Kent Mecklenburg)**
  - 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)**
  - x. STUDENT FEE ADVISORY COMMITTEE (Daniel Calhoun and Lynn Butler)**
  - xi. COMMITTEE FOR SUPPORT OF DIVERSITY AND EQUITY (Danny Cordova)**
  - xii. ACADEMIC CALENDAR COMMITTEE (Caroline Crossley and Sam Eicke)**

**6) OLD BUSINESS**

- a. Suggestions**
  - i. 2012-001s: Parking Lines on Lots A-D (Benefits Committee)
  - ii. 2012-002s: PeopleSoft Roundtable (Staff Development Committee)

- iii. 2012-003s: Handicap Parking at AD/MP Building (Benefits Committee)
- iv. 2012-004s: Internal UT Dallas Craigslist-like Posting Board (Communications Committee)
- v. 2012-005s: Waive \$50 application fee for UT Dallas staff (Benefits Committee)

The Benefits Committee verified that Staff does not have to pay the application fee. A statement will be published in the next SUN. Tracey Tatum made a motion to close the suggestion; Carol Lanham seconded the motion. A roll call vote was taken with all in favor. The suggestion was closed.

- vi. 2012-006s: Expanding Lot E (Benefits Committee)
- vii. 2012-007s: Automatic Electronic Defibrillators (Staff Development Committee)

**7) NEW BUSINESS**

a. Suggestions

- i. 2012-0008s: Temporary Parking Passes for New Employees  
When a new staff member starts working at the University, it would be helpful to them for their hiring department to provide a temporary parking pass, rather than making the new employee have to stop by the visitor center every day prior to the new employee's orientation.

Tracey Tatum made a motion to move the suggestion to the Benefits Committee; Carol Lanham seconded the motion.

**ADJOURNMENT**

Tracey Tatum made a motion to adjourn at 10:38 am; the motion was seconded by Sharon Edwards. The meeting was adjourned.

**RESPECTFULLY SUBMITTED,**

**JAMI MILLER  
STAFF COUNCIL SECRETARY/TREASURER**