U.T. DALLAS STAFF COUNCIL MEETING MINUTES
March 10, 2010                          TI Auditorium ECSS 2.102                              9:00 a.m.


ABSENT: Carole Abbott, Tysh Coleman, Caroline Crossley, Erin Dougherty, Chinweolu Greer, Patrice Holt, Tommi Ivey, Kimberly Kentfield, Tineil Lewis, Remona McLain, Randi Mogul, Rena Read, Lonny Yarborough

GUESTS: David Gleason, Larry Wilson, Lydia Blackwell

1. CALL TO ORDER
President Daniel Calhoun called the meeting to order at 9:07 a.m.

2. STAFF COUNCIL SCHOLARSHIP AWARDS
The Council is presenting six scholarships for the fall 2009 semester. The winners are: Deborah Butler, William Detwiler, Blair Flicker, Kimberly Kentfield, Wei-Ju Ko, and Amy M. Williams. None were present for the presentation. President Calhoun expressed appreciation to Margaret Kilbourn of the Provost’s office for coming to take pictures of the presentation.

3. ROLL CALL
There were 14 members not in attendance. 20 members were present. A quorum was met.

4. APPROVAL OF MINUTES
A motion to approve the minutes as amended was made by James Barnes and seconded by Lisa Garza. The motion carried.

5. COMMITTEE REPORTS
a) EXECUTIVE BOARD:
Mr. Calhoun reported that the Executive Board met last week and approved the agenda for today’s meeting. He noted that he had sent an electronic copy of President Daniel’s Draft of the Strategic Plan and had received some comments and suggestions, which he will pass along to President Daniel.
b) **Attendance Report:**
Ms. Losavio stated that there are still some Council vacancies. A plan will be presented today to address a way to fill those vacancies. There are some Council members who are habitually absent – Mr. Calhoun will send a message to those members asking if they are in fact still interested in remaining on the Council.

c) **Secretary/Treasurer’s Report:**
Ms. Carlisle reported the following:

### STAFF COUNCIL TREASURER REPORT February FY10

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March 10, 2010

CORRECTION FROM JANUARY 2010

Balance January 1, 2010

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Balance January 31, 2010

SC - JAIL N BAIL -

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Prepared by Vicki Carlisle

d) **BENEFITS COMMITTEE:**

Mr. Edwards stated there was nothing to report.

e) **COMMUNICATIONS COMMITTEE:**

Lisa Garza reported that the deadline to turn in information for the next issue of the SUN newsletter is April 2. The Committee would like to have updates from all Staff Council committees in the next issue. It was also noted that the Communications Committee has discussed and is in favor of having a Facebook page for the Staff Council. They also proposed having a brief parliamentary procedures class at the beginning of the next Staff Council term in an effort to educate Council members as well as save time in meetings.

f) **FUNDRAISING COMMITTEE:**

Ms. Coppage reported on the following:

The Fundraising Committee met yesterday. The second recycling check was received this week and another is expected within the next week. She is very pleased that the program is running so smoothly.

This year’s Valentine’s fundraiser suffered due to the inclement weather. However, all the candy has since been sold, and Ms. Coppage estimates that the Council raised enough to cover the cost of the candy with approximately $200.00 left over. She expressed appreciation to the members of the committee and to everyone who helped out by purchasing candy.

Plans are under way for this year’s Jail N Bail event. At this time, Ms. Coppage is still unsure of the exact location where the carnival will be held. She asked for everyone’s help in promoting this as well as helping out on the actual day of the event. It is especially important this year since we fell short on our fundraising efforts with the candy and balloon sales. Ms. Coppage asked Council members with ideas on improving the Jail N Bail event to email her or anyone on the Fundraising Committee. Their next meeting is planned for the second Tuesday of April.

g) **STAFF DEVELOPMENT COMMITTEE:**
Ms. Lanham reported that her committee has begun planning the Staff Appreciation Day. They are looking at three possible dates – June 2, June 30, or July 7. They need to confirm on which of those dates Dr. Daniel would be available. The plans for this year are to have a one day event focusing on staff appreciation more than staff development. They would like to have one motivational speaker in addition to Dr. Daniel.

They are also working on updating the Staff Council display cases located in the Administration Building. Many of the items currently displayed are quite old. Ms. Lanham asked that anyone with appropriate items to contact her.

The committee is working to determine the current status of the employee mentoring program. At one time, there was a phone line for the E2E program that was charged to Staff Council. Ms. Lanham will check with David Gleason to make sure that we are no longer being charged for that since the program is no longer operating.

The committee will be changing the time of their meeting due to scheduling conflicts. Ms. Lanham is not yet sure when the new meeting time will be.

h) FACULTY SENATE:
Dr. Murray Leaf reported that the new Faculty Senate has been elected. No vote was necessary for the tenure track members. There will be a vote for the non-tenure track members. The Senate has approved President Daniel’s Draft Strategic Plan.

The Senate has also established a Budget Advisory Committee. Members will be approved at the next meeting. This committee will advise Administration on the academic implications of the budget. He sees this as a big step forward in eliminating confusion and frustration between faculty and administration.

i) STUDENT GOVERNMENT:
No Report

j) RETIRED FACULTY/STAFF ASSOCIATION:
Ms. Goertzen reported that they met last Friday and toured the new Residence Hall, which was very impressive. A reception for new retirees is planned. There are twenty-five new retirees from April 1, 2009 through March 31, 2010.

k) UNIVERSITY COMMITTEES:
   i. WELLNESS COMMITTEE:
      No Report
   ii. PARKING AND TRANSPORTATION:
      No Report
   iii. CAMPUS FACILITIES COMMITTEE:
      No Report
   iv. UNIVERSITY SAFETY & SECURITY COMMITTEE:
      Lynne Boyer reported that other than the ongoing lighting and sidewalk issues due to the construction, the next major project will be construction on the walkway between Founders North and MSET. This will also affect the West entrance to Founders and the Founders elevator.
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v. **WOMEN’S CENTER:**
   Jackie Long reported that the Women’s Center is hosting a lecture by Gloria Steinem on April 13. The Women’s Center continues to work on the Child Care Initiative. The Introduce a Girl to Engineering Day was held last month and was very successful.

vi. **IR SECURITY, PLANNING & POLICY COMMITTEE:**
   No meeting to report.

vii. **AUXILIARY SERVICES ADVISORY COMMITTEE:**
   No report.

viii. **DEANS AND DIRECTORS:**
   No report.

ix. **CAMPUS FACILITIES COMMITTEE:**
   No report.

x. **HANDBOOK OF OPERATING PROCEDURES:**
   All items are on the Council agenda.

6. **OLD BUSINESS**

   a. **Suggestion Responses:**
      
      2010-004 **NON-SMOKING CAMPUS (VIVIAN RUTLEDGE):**
      Mr. Calhoun received a response from Vivian Rutledge, Co-Chair of the Wellness Committee asking for clarification on exactly what the Staff Council is asking from their committee. It is the position of the Wellness Committee that the twenty-five foot rule should remain in place and be enforced. In the ensuing discussion it was noted by Dr. Leaf that the Faculty Advisory Council has voted to have the UT System smoke-free. Dr. Leaf has opposed this position because of our student government’s opposition to this policy. Colter Fleming reported that the Employee Advisory Council is also considering a proposal that all System campuses be smoke-free. He expects some type of resolution on this issue from the EAC by the end of the year.

      Ms. Losavio made a motion to send this suggestion back to the Wellness Committee asking the Committee to take the lead toward making UTD a smoke-free campus while taking into consideration that the Employee Advisory Council is working on a System policy. Ms. Lanham seconded the motion. The motion carried.

   b. **STAFF FITNESS FOR DUTY POLICY:**
      Mr. Calhoun noted that the policy has not changed since it was originally approved in October. The Staff Council rescinded approval in November awaiting approval of the Faculty Fitness for Duty Policy, which has now been approved by the Faculty Senate. Ms. Long made a motion to approve the policy. Ms. Newton seconded the motion. The motion carried.
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c. **President’s Coffees:**
Mr. Fleming attended yesterday’s event. Dr. Daniel addressed the proposed state budget cuts and advised the staff not to worry. UTD has a good mix of tuition and state funding which leaves us in a very good position.

Building projects and anticipated completion dates were discussed. Dr. Daniel also discussed the Tier One initiative and advised that this will be a long process. Enrollment is anticipated to be up again this year. All current construction projects are anticipated to be completed by the end of the year. It was noted that the City of Richardson recently passed a bond program that will include construction of a loop road on campus that should help with traffic congestion.

The staff in attendance expressed appreciation to Dr. Daniel for implementing the customer service initiative and the child care initiative. Mr. Calhoun asked that any Council member wishing to attend the next President’s Coffee on April 21 send him an email now.

7. **New Business**

**a) Meeting Efficiency and Streamlining**
This item was generated by the fact that the February Staff Council meeting was adjourned after two hours without completing the planned agenda. Mr. Calhoun is concerned that the Council is losing some members because the meetings tend to last two hours or more. He has spoken with several members of the Council regarding ways to make meetings both more efficient and shorter. The following three proposals were presented to the Executive Board and Mr. Calhoun would like to start these changes with the April meeting.

1. Eliminate the oral reports from the University-wide committees. Currently, we have nine university committees with Staff Council representation that report back to us (Wellness, Parking, Facilities, Safety, Women’s Center, IR, Auxiliary Services, Deans and Directors, and HOP). Often, the committees do not meet so there is no report. If there is a report, the Staff Council representative should submit it in writing in advance to be included in the agenda packet and the official meeting minutes. Obviously, if there is a major policy change, something from that committee may need to be introduced under “New Business” but, in general, there would be no monthly committee report to slow down the meeting. Let the committees do their jobs and trust our Staff Council person on that committee to use their judgment and discretion to let us know when something is important enough to be agenda-worthy.

2. Any written information presented at the meeting should be distributed in the agenda packet before the meeting. If we have a suggestion response (for example), rather than reading it to the Staff Council aloud, it should be sent with the agenda in advance so time is not lost at the meeting. The less time spent reading aloud at the meetings, the better. This also allows people to consider all sides of an issue and come to the meeting prepared to address the matter.
3. When the Executive Board brings the new suggestions to the Staff Council, the Board’s recommendation will be included. This information will be sent in advance as well so that discussion can begin sooner.

In addition to Mr. Calhoun’s proposals, it was further agreed that the agenda for the meeting should be sent out earlier of possible. Bylaws require a two-day notice prior to meetings and often Council members are not getting the information in a timely manner. It was also agreed that Council standing committees should submit their reports in advance as well so that this information could be included in the agenda packet and become a part of the official minutes.

A motion was made by Paula Austell to approve these suggestions. Carol Lanham seconded the motion. The motion carried.

b) **STAFF COUNCIL DISTRICTS**

The suggested changes are listed below. In view of the discussion in Council last month regarding the size of Staff Council, Mr. Calhoun is recommending a ratio of 1 Council representative per 40 staff members. Using this formula there will be fifteen vacancies to fill with this year’s election. This may require some additional housekeeping at election time next year in order to get the vacancy count more equal so that approximately half of the council seats are up for election each year.

- NSERL Building added to District 1
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- Arts and Technology (ATEC) Building moved to District 2 (the former Human Resources Annex was in District 6)
- Facilities Management (FM) Building added to District 5 and other service buildings renamed.
- Callier Richardson (CR) added to District 7 and Callier Dallas recoded from CA to CD.

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<tr>
<th>District</th>
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<th>Proposed Buildings</th>
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| 1        | ECSN Engineering and Computer Science North  
          | ECSS Engineering and Computer Science South  
          | HH Hoblitzelle Hall  
          | RL Natural Science and Engineering Research  
          | Lab (NSERL)  
          | ECSN Engineering and Computer Science North  
          | ECSS Engineering and Computer Science South  
          | HH Hoblitzelle Hall  
          | RL Natural Science and Engineering Research  
          | Lab (NSERL)  
          | |
| 2        | AS Visual Arts Studio  
          | BE Lloyd V. Berkner Hall  
          | FA Founders West Annex  
          | FN Founders North  
          | FO Founders Building  
          | JO Erick Jonsson Academic Center  
          | WSTC Waterview Science and Technology Ctr.  
          | AS Visual Arts Studio  
          | BE Lloyd V. Berkner Hall  
          | FA Founders West Annex  
          | FN Founders North  
          | FO Founders Building  
          | JO Erick Jonsson Academic Center  
          | WSTC Waterview Science and Technology Ctr.  
          | |
| 3        | MC Eugene McDermott Library  
          | MC Eugene McDermott Library  
          | |
| 4        | AB Activities Building  
          | CN Conference Center  
          | SOM School of Management  
          | SU Student Union  
          | PP Physical Plant  
          | PG Police/Grounds Building  
          | SB Service Building  
          | AB Activities Building  
          | CN Conference Center  
          | SOM School of Management  
          | SU Student Union  
          | PP Physical Plant  
          | PG Police/Grounds Building  
          | SB Service Building  
          | |
| 5        | AD Administration  
          | ATEC Arts and Technology  
          | MP Multipurpose Building  
          | NL North Lab Building  
          | NB North Office Building  
          | AD Administration  
          | MP Multipurpose Building  
          | NL North Lab Building  
          | |
| 6        | CA Callier Center – Dallas  
          | CBH Center for Brain Health  
          | GC Cecil and Ida Green Center  
          | GR Cecil H. Green Hall  
          | CBH Center for Brain Health  
          | CD Callier Center – Dallas  
          | GC Cecil and Ida Green Center  
          | GR Cecil H. Green Hall  
          | |

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*Misty Williams (ATEC) moves to District 2*
Ms. Coppage made a motion to accept the proposed district outline along with the proposed revision in the ratio of representatives to staff members. Ms. Kentfield seconded the motion. The motion carried.

c) **FILLING STAFF COUNCIL VACANCIES**

Mr. Calhoun reviewed the proposed bylaws change for filling council vacancies, which are detailed below. There was no discussion. Approval of these changes require a 2/3 vote of all Council members. Since 2/3 of the Council members are not present, Mr. Calhoun will send this out for an electronic vote.

### Bylaws of the Staff Council of the University of Texas at Dallas

III. Staff Council Membership
C. Voting Members
3. Vacancies.

A vacancy that occurs through termination of employment, change of voting district, promotion to a non-eligible position, resignation from the Staff Council, or expulsion from the Staff Council, shall be filled by an alternate from the district where the vacancy exists within thirty (30) days of the date of vacancy. The Executive Board of the Staff Council shall refer to the list of eligible alternates in order to fill the vacancy. The alternates list shall consist of, in descending order of the number of votes received those persons who were nominated, but not elected, in the previous election. If there is no person remaining on the alternate list or no alternate is willing to serve where the vacancy exists, then the Staff Council shall appoint a replacement to fill the vacancy from the constituents of the district where the vacancy occurred. After having exhausting the list of alternates from the district with the vacancy, Staff Council can appoint a person from another district to serve in an at-large position. In order to be appointed that person must have been nominated in their respective district. This appointment must be approved by a majority vote of the Executive Board and a two-thirds majority of all Staff Council representatives. Nominations for appointments may come from any Staff Council member. Once appointed, the new members are responsible for all duties and are entitled to all rights and privileges of elected representatives.

*Amendments to these Bylaws may be proposed by representatives of the Staff Council. Amendments must be submitted in writing to the Executive Board to be brought to the Staff Council. Amendments are subject to a favorable vote by a two-thirds majority of all Staff Council representatives. Votes on amendments will be by roll call and will be published and posted.*

*NOTE: Currently, a two-thirds majority requires 25 affirmative votes.*

d) **STAFF COUNCIL NOMINATIONS/ELECTIONS**
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The next step in the election process will be the formation of an ad hoc election committee to be chaired by Ms. Carlisle. Mr. Calhoun asked that anyone interested in serving on this committee let Ms. Carlisle or himself know. The nominations and voting will be conducted electronically.

e) NEW SUGGESTIONS

i. 2010-022: SMOKING DESIGNATED AREAS

Recommendation: Add this to the other smoke-free suggestions (2010-004) and do not initiate a new proposal.

Kimberly Kentfield made a motion to approve the Executive Board’s recommendation. Paula Austell seconded the motion. The motion carried.

ii. 2010-023: TONER CARTRIDGE RECYCLING

Recommendation: Reply to the initiator that the recycling program has resumed. Take no further action.

Lynne Boyer made a motion to approve the recommendation of the Executive Board. Kimberly Kentfield seconded the motion. The motion carried.

iii. 2010-024: CHARTWELL’S CATERING LEFTOVERS

Recommendation: The Staff Council President should contact Chartwells and ask them to clarify their policy regarding leftovers before deciding how to proceed.

Kimberly Kentfield made a motion to accept the Executive Board recommendation. Tricia Losavio seconded the motion. The motion carried.

iv. 2010-025: SIDEWALKS

Recommendation: The Staff Council President should contact Rick Dempsey and Dr. Jamison about the current sidewalks and plans for new sidewalks.

Arturo Elizondo made a motion to accept the recommendation of the Executive Board. Carol Lanham seconded the motion. The motion carried.

v. 2010-026: ADDITIONAL ACADEMIC PROGRAMS

Recommendation: Take no action.

Mr. Barnes made a motion to accept the recommendation of the Executive Board. Ms. Long seconded the motion. The motion carried with one opposing vote.

vi. 2010-027: LOT O PARKING SPACES

Recommendation: Forward this suggestion to the Parking and Transportation Committee.

Ms. Losavio made a motion to accept the recommendation of the Executive Board. Ms. Adams seconded the motion. The motion carried.

vii. 2010-028: ANNOUNCEMENTS OF DEATHS OF STAFF MEMBERS

Recommendation: Forward this to our Benefits Committee.

Ms. Long made a motion to accept the Executive Board recommendation to send this suggestion to the Benefits Committee. Ms. Lanham seconded the motion. The motion carried.

viii. 2010-029: SAFETY/EMERGENCY RESPONSE PRESENTATION

**Recommendation:** The Staff Council President should contact the suggestion initiator before taking any further action.

Ms. Lanham made a motion to accept the recommendation of the Executive Board. Mr. Barnes seconded the motion. The motion carried.

ix. 2010-030: LIGHTING, FOAM FINGERS, RECYCLING, ETC.

**Recommendation:** Forward the lighting issue to the University Safety and Security Council. Respond to the initiator that the recycling program has resumed. Take no action on the other issues.

Ms. Boyer made a motion to send the first part of the suggestion regarding lighting to Kelly Kinnard and take no action on the rest of the suggestion. Mr. Barnes seconded the motion. The motion carried.

f) SUSTAINABILITY POLICY

The HOP Committee would like to have the Council’s opinion of this policy. The Faculty Senate will also consider this policy. Ms. Kentfield made a motion to support this policy. Ms. Lanham seconded the motion. The motion carried.

There being no further business, Mr. Barnes made a motion to adjourn. Ms. Lanham seconded the motion. The motion carried and the meeting was adjourned at 10:44 a.m.

Respectfully submitted,

Vicki Carlisle

Vicki Carlisle
Staff Council Administrative Assistant