1. Roll Call

Present: Pax (Jamie) Abrams, Bryan Black, Frankie Branham, Michele Brown, Debbie Buckner, Janice Gebhard, Dennis Guten, Debbie Greszler, Amanda Hodges, Andrew Helgeson, Richard Innis, Mara Jackson, Anna LeBlanc, Jennifer Klunk, Alice Presti, Lynne Perler, Beverly Reed, Pinky Reyes, April Rice, David Richardson, Michelle Rinehart, Deja Rollins, Helen Roth, Carrilaine Schneckner, Brooke Schafer, Melani Sherbet, Vy Trang, Shelly Turner, Adrienne Wilson, Melissa Wyder

Absent: Naomi Emmett, Matt Brown, Shahrukh Farooq, Karen Garcia, Kelly Kaar, Laura Payne, Sadhona Pulukuri, Seanne Rackal-Childs, Jackie Schmitz, Sylvia Smiley, Renee Stone, Fatema Syeda, Hieu (Heather) Ton

Guests: Dr. Richard Scotch, Dr. Ravi Prakash, Sandee Goertzen, Colleen Dutton, Ayoub Mohammad, Hope Cory, Alexander Rodriguez, Rafael Martin

1. Call to Order: Meeting called to order by Staff Council Vice President, Melissa Wyder at 9:05am

2. Guest Speaker: Colleen Dutton – AVP of Human Resources
   a. Spoke on:
   i. Article in the InterCom about Admin U, honoring Diamond-level honorees.
      a. Admin U will be offered in Fall/Spring going forward.
   ii. New training programs to be offered:
      a. Crucial Conversations: 2-day course, announcement with more detail coming in the spring.
      ii. Employment Express – 3 more sessions

   a. Spoke on:
   i. The library offers things for Staff.
i. LinkedIn Learning: Available for use with a UTD Account.
   • Login with Net ID and password.
ii. If you leave UTD: It is available to all Texas Residents via the Houston Public Library.

ii. Overdrive
   i. For Tablet/digital media and audiobooks.
      • Staff Council contact: Katie Robinson
      • Access with Net ID and password
      • 3-week checkout time
      • Request via Katie, or using Interlibrary Loan.
iii. Interdisciplinary Studies Liaison: Alex Rodriguez
    i. Flyer provided to Staff Council, see scans below:
Suggested Library Resources for University Staff

Access all library electronic resources, the catalog, services, and librarians through one simple URL: www.utdallas.edu/library. Use your Net-ID to access the electronic resources from off-campus.

For the Lifelong Learner

LinkedIn Learning (formerly Lynda.com) is now available to all students, faculty, and staff. This service is a leading online learning platform that helps anyone learn business, software, technology, and creative skills to achieve personal and professional goals. With more than 12,000 courses and an average of 60 courses added per month, there really is something for everyone.

Vocational and Career Collection provides full text coverage for more than 350 trade and industry-related periodicals.

Mango Languages is an online language learning program. There are more than 70 languages to choose from.

For the Audiophile

Naxos Music Library offers online access to thousands of CDs and tracks. Naxos also offers thousands of tracks of jazz, film music, world music, and classic and contemporary rock.

Naxos Spoken Word Library is an online collection of audiobooks with subjects ranging from literary classics, biographies, and histories to philosophy, religion, and children's stories.

OverDrive provides eBooks for a Kindle/Nook eReader, mobile device, tablet, or PC/laptop along with audiobooks.

For the Film Aficionado

Academic Video Online offers more than 64,000 film titles in subject areas including anthropology, business, counseling, film, health, history, music, and more. There are multiple types of video material such as documentaries, interviews, performances, news programs, field recordings, and commercials.

Kanopy is an online streaming video service that includes nearly 10,000 films from producers such as PBS, BBC, Criterion, Kino, A&E, and California Newsreel. The films are browsable by subject areas, including Film Studies, Foreign Films and Movies & TV.

Feature Films for Education includes several hundred feature films that can be used for educational and instructional purposes. The collection includes a variety of popular films and award winners, documentaries, foreign films, and animation studies. New titles are added each quarter.
For the Health Conscious

Alt-Health Watch covers complementary and alternative medicine, such as full text for articles from more than 140 international reports, newsletters, pamphlets, booklets, and book excerpts.

Health Source: Consumer Edition provides access to more than 130 consumer health magazines. This database also includes searchable full text for more than 1,000 health-related pamphlets and 130 health reference books.

Natural and Alternative Treatments contains detailed information on more than 180 different conditions and the conventional and natural treatments used to treat them, over 200 herbs and supplements, plus drug-herb and drug-supplement interactions for more than 75 drug categories.

For the Investor

Business Source Complete is a scholarly business database which provides a comprehensive collection of bibliographic and full-text content for thousands of business journals and magazines.

Factiva, a database from Dow Jones & Reuters Company, provides national and international content, including Dow Jones and Reuters newswires and The Wall Street Journal. It provides timely information from financial quotes, market data, newspapers, companies and industry news.

Standard and Poor’s NetAdvantage is a comprehensive source of business and investment information, offering online access to popular Standard & Poor’s research products such as Industry Surveys, Stock Reports, Corporation Records, Directors and Executives, and Mutual Fund Reports.

For the News Hound

Dallas Morning News is available in full text coverage of all local and regional news appearing in the Dallas Morning News from 1885 to the present.

Nexis Uni (formerly LexisNexis) is an index to a wide variety of local, state, national, and international newspapers. Nexis Uni also contains business and industry newspapers, company information, SEC filings and reports, and accounting literature. The legal research section of Nexis Uni contains federal and state court decisions and codes as well as articles from law reviews.

Newspaper Source provides cover-to-cover full text of 25 national and international newspapers. The database also contains full text television and radio news transcripts and selected full text for more than 260 regional U.S. newspapers.

Have questions? Chat with us 7 days a week.
Click the Chat box on the www.utdallas.edu/library.
4. Roll call

5. Review of July 2019 Minutes
   a. Motion to accept, made by: Pinky Reyes
      i. Motion 2nd by: David Richardson
         1. Minutes Accepted

6. Committee Reports
   a. Executive Board (Naomi Emmett)
      i. Absent, no report given

   a. Attendance Report (Melissa Wyder)
      i. Attendance is great!

   b. Student Government (Ayoub Mohammad and Hope Cory)
      i. No report given

   c. Benefits Committee (Debra Greszler)
      i. Scholarships
         1. Next deadline is for Fall 2019: September 15, 2019
      ii. Proposals:
         1. ERGs (2019-18p) – Response drafted, will go over later. Hoping to close this out.
         2. Performance Reviews (2019-38p) – Currently in process and discussing this with HR.

   d. Communications Committee ( - )
      i. Report made by Dennis Guten, Matt Brown has left UTD
         1. Solar Flare is being worked on, if anyone has anything to add: please send it to Dennis.

   a. Fundraising Committee (Adrienne Wilson)
      i. Nothing to report

   b. Staff Development Committee (Alice Presti)
      i. Staff Appreciation had over 380 Staff ID cards swiped, and several attendees after that.
      ii. Proposal is still in process.

   c. Secretary and Treasurer’s Report (Pax (Jamie) Abrams)
      i. Staff Council Operating Account

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<td>PT1 – Staff Council Scholarships</td>
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<td>ii. Staff Council Fundraising Account</td>
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<td>Net Transfers</td>
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<td>Encumbrances</td>
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<td><strong>Current Available Balance July 31, 2019</strong></td>
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<th>v. Jody Nelsen Scholarship</th>
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<td>Encumbrances</td>
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<td><strong>Current Available Balance April 31, 2019</strong></td>
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**d. Faculty Senate (Dr. Ravi Prakash)**
1. Faculty Senate did not meet in July.
   a. 2 email Ballots have been passed:
      i. Approving degrees awarded in Summer.
      ii. Approving recommendations for Faculty for the Committee on Committees.

2. Meeting next week.

   e. Retiree Association (Sandee Goertzen)
      i. Retiree Association is redoing their bylaws and guidelines.
         1. Member drive continuing through August.

University Committees

a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   i. Report given by: Melissa Wyder
      1. Slick paint is still an issue.
         1. Follow up is needed again.
         2. JSOM parking did not change any colors.

b. Campus Facilities (Janice Gebhard)
   i. No report made

c. University Safety and Security (Chad Thomas)
   i. No report made

d. eForms (Michele Brown, Debbie Buckner, DeAnn Hegi, Kelly Hanford)
   i. No report made

e. IT Planning, and Policy (Dennis Guten)
   i. No report made

f. Auxiliary Services Advisory (Matt Brown)
   i. No report made

g. HOP Committee (Naomi Emmett)
   i. No report made

h. Student Fee Advisory Committee (David Richardson and Debbie Greszler)
   i. No report made

i. Committee for Support of Diversity and Equity (Carrilaine Schneckner, Daniel Hernandez, Alice Presti, Daniel Cordova, Lynn Butler)
   i. No report made

j. Intellectual Property Advisory Committee (Jay Silber)
   i. No report made

k. Academic Calendar Committee (Megan Gray-Hering and Sheila Rollerson)
   i. No report made

l. Information Security Advisory Committee (Daniel Calhoun)
   i. No report made
m. **University Sustainability Committee** (Craig Lewis)
   i. Report given by: Pinky Reyes
      1. Kaytlin Griffin has been hired to take Evan’s position.
      2. Carrie Chutes has also left, and Pam Stanley will be the interim.

n. **Wellness Committee** (Pinky Reyes, Elena Galli, Janice Gebhard)
   i. Report made by: Pinky Reyes
      1. Mental Health First Aid event was well received.
         a. 26 attendees on the first day and 31 the second.
         b. Will possibly be held again in the Spring
      2. QPR (Question, Persuade, Refer) is offering training in other places.
         a. For student wellness, and students in crisis.
         b. Need to make an appointment to speak with a health educator? Please call: 972-883-4275
         c. Counseling Center has walk-in times between: 9am-4pm
      3. Emotional Wellness and QPR Training Request: [https://www.utdallas.edu/studentwellness/mental/](https://www.utdallas.edu/studentwellness/mental/)
      4. Per Colleen Dutton: Employees have the EAP (Employee Assistance Program) available, if needed.
         a. Police officers on campus are also trained in crisis-response.
      5. Lunch and Learn
         a. How to prepare for an Active Shooter situation.
            i. Run, Hide, Fight
      6. Gender Center
         a. Book Club
         b. Equality Excellence Program
         c. New Lilypad room in JSOM, opening next week

o. **Accessibility Committee** (Dr. Richard Scotch and Pax Abrams)
   i. No report made

6. **Continuing Business**
   a. Proposals
      i. **2014-004p**: Executive Board is looking into an ombudsman for employees (Executive Board)
         1. In process – trying for a System-level ombudsman versus a campus level.
      ii. **2019-30p**: In addition to our normal performance appraisals, I believe it would be beneficial to also review our supervisors and perhaps even our colleagues within our teams in order to keep people accountable. (Benefits)
         1. In process
iii. **2019-38p**: We need our supervisors to grant us more flexibility in order to be involved with ERGs. Most meetings are an hour long, during the lunch hour, but if it's a 10 minute walk from our office, we either go and miss crucial parts of the meeting, and leave early, OR we can't go at all. (Benefits)

1. Response drafted by the Benefits Committee, as follows:
   a. “The Benefits Committee reached out to Rosie Peterson, ERG Coordinator in the Office of Diversity and Community Engagement. She presented a history of ERGs at UTDallas, their importance to the culture of UTD, and how they have been established thus far. The Office of Diversity and Community Engagement is developing a proposal to present to Dr. Benson which outlines the guidelines for ERG participation (number of groups that can be joined, number of hours that are allowed for participation during work hours, etc) for his endorsement. There is not a timeline yet available for these guidelines to be completed and provided to Dr. Benson. The potential value of ERGs is great for the University and Staff Council has invited the ERG network to participate in more staff oriented events, like the Benefits Fair, new employee orientation, the Staff Appreciation event in Summer 2019, and be invited to present at a future Staff Council general meeting. Staff Council will continue to support raising the profile of ERGs at these types of events in the future.”
   i. Guidelines are needed before Staff Council backs this fully. Will revisit again in the future.
   1. Per Melissa Wyder: Motion to retire?
      a. Motion made by: Lynne Perler
      b. Motion 2nd by: Vy Trang
      i. Proposal retired

iv. **2019-42p**: …Since Staff Council facilitates the CARE award which demonstrates superior performance and outstanding customer service, one would think the application process would be simple and informative. However, there a few “no brainers” that fell short of the supposed customer service standard. (Executive Board)

1. CARE Awards Ad Hoc committee met. Currently working on re-wording the application, and adding a requirement of references. There will be new committee members, and a new rubric to follow as well.
   a. Per Melissa Wyder: Motion to retire?
      i. Motion made by: Andy Helgeson
      1. Motion 2nd by: Richy Innis
a. Proposal retired.

v. **2019-46p:** Research the evolution of the SPN wellness center and what is to come; how it will affect Staff. (Staff Development)
   1. In process

a. **Suggestions**
   i. **2019-52s:** It would be helpful to know if, and or when, people are to come around for things. Example: Today I had 2 guys come into the dept to check fire extinguishers. They didn't have any UTD-official looking things about them. Do I let them come in and look at, and eventually replace, our fire extinguisher? Last month, 2 ladies came into the dept. and printed something off everyone's printer. Were they official? How to know? Should they have been here? Our department's admin knew nothing about the first instance, though they did know about the legitimacy of the printer thing. For a department that is trying to keep things safe and secure, it is unsettling to have people coming into the department, not knowing if they should be there or not. I mean, if they shouldn't be here, they are going to make it look alright for them to be here. It would be nice if departments were aware when a building or department was going to be routinely checked: printers, fire extinguishers, etc. I don't know who on campus in in charge of sending outside people into campus departments, but a heads up would be welcome. Note: We know our maintenance staff, so they would be excluded from this list. This heads up would just be for occasional external/probably contracted workers. Thank you for considering our concerns.
   1. Per Jennifer Klunk: In ECS West, there are still a lot of contractors around. There was a span of about 3 months where there were only 3 Staff housed in the building. It was concerning. There is not a clear line of communication. Who do we go to, to make sure these folks are meant to be there? Can we discuss with FM and PD to see how they vet people coming on campus?
      a. Per Melissa Wyder: So, regardless of department – they should present some kind of pass to prove they are allowed to be there. We need an ID of some kind to verify.
      b. Per Jennifer Klunk: Or a central phone number we can call to verify, that 'yes this company has
reps in this building on this day’.
c. Per Melissa Wyder: A pass would be easier.
d. Per Jennifer Klunk: A combination might be better, in case Person A is replaced last minute by Person B.
   i. The sending entity should also send out an email to notify everyone that they will be around. We can advocate for that.
   ii. Per Richy Innis: CVL send out emails to their employees.
   iii. Per Michelle Rinehart: There are issues with this in regards to impacting functionality in the building. If a contractor is coming out to look at something large (like ventilation) that causes big issues. It would be nice to have a notification process.
      1. Per Frankie Branham: The emails are great, but we should also do the passes as an added security measure.
      2. Per Lynne Perler: This is a situation where an Active Shooter could happen, they just walk in on campus.
      3. Per Carrilaine Schneckner: It’s easy when you are busy to say ‘OK’, but we need assurance that they are official, and not be let in without it.
   iv. Many schools take a photo of the visitor and put it on a sticker. Which gets put on a pass, to verify/be shown that is not expensive.
      1. Per Melissa Wyder: I would also want the name of the person approving they are allowed to be on campus, and the timeframe they are expected to be there.
   v. Per Rafael Martin, Chief of Staff: I would
strongly advocate for some sort of badging process for contractors coming onto campus. There are a limited number of offices, and departments, that bring contractors onto campus. This should be a solvable problem. I will bring this up to the Cabinet at the next meeting and try to address this.

1. Per David Richardson: A pass could be easy to duplicate, and let our guard down. Sending an e-mail is harder to duplicate.

2. Per Melissa Wyder: For me, when we have the sticker and the department on that sticker? It’s got a verification on the pass. Having it all together would be good. Multi-layered.

3. Per Colleen Dutton: Having work done recently on my own home, the vendor sent a photo of the person who would be knocking at the door. We could look at the picture that was sent, and their badge. That was very helpful.
   • Per Melissa Wyder: Rafael will take this to the cabinet.
   • Per Jennifer Klunk: We should also forward this to PD.
   • Per Rafael Martin: Campus PD also reports to me, I will take this to them as well.

ii. 2019-53s: Is there any way we can advocate for the SPN center and staff classes to be free for all UTD staff again? It's such a small group of us that take advantage of this feature and it would
be nice to not have to pay for a membership. That was a major attractant for me to work at the university. I am also a younger employee, single income owner, with a tight budget. Having that free gym access was a major blessing to me!

1. Staff Development Committee is already working on SPN center. Per Melissa Wyder: Motion to not take on a second time?
   a. Motion made by: Helen Roth
   b. Motion 2nd by: Jennifer Klunk
      i. Rejected

ii. **2019-54s:** Can we talk about the Marketplace? Are we too big for this antiquated system? I've been told you can only buy one thing each day. If you want to buy 2 summer camps you have to wait a day or use a different credit card.
   1. Per Jennifer Klunk: Approval is only 1 per day on the same credit card. Marketplace is very one-item-shop only. Cannot do sub-items and it does not work well.
      a. Per Lynne Perler: I've had the same problem.
      b. Per Pinky: Motion to accept and research the process and assign it later to someone if needed.
         i. Per Jennifer Klunk: Maybe we have someone come to speak to Staff Council about this.
         ii. Per Dennis Guten: I used to work with Web Services. They put the stores together, and Budget and Finance are the ones that do the Finance side. We need something better.
            1. Per Helen Roth: Move that we forward this to Budget and Finance.
            2. Per Melissa Wyder: Motion to forward to Budget and Finance, but not take this on.
            3. Per Vy Trang: Motion to invite Budget and Finance and web services to come speak as well.
               • Per Helen Roth: Amendment: and forward this to Budget
7. **Misc.**
   a. Sandee Goertzen Staff Council Member of the Year Award
      i. Winner: Dennis Guten

8. **Reminders**
   a. Staff Council Scholarships
      i. Deadline: September 15, 2019
   b. CARE Awards
      i. Next Deadline: October 31, 2019

9. **Upcoming Guest Speakers:**
   a. N/A

10. **Adjournment**
    a. Motion to Adjourn
    b. Meeting Adjourned at: 10:50am

Respectfully submitted,
Pax (Jamie) Abrams
Staff Council Secretary/Treasurer
## STAFF COUNCIL OPERATING ACCOUNT – 10451002

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<td>P12 – Staff Appreciation Photo Booth</td>
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<td>P12 – SG Staff Council Award</td>
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<td>P12 – Staff Appreciation Ben &amp; Jerrys</td>
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## STAFF COUNCIL FUNDRAISING – 10435000

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## STAFF COUNCIL ENDOWED SCHOLARSHIP – 10451000

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## JODY NELEN SCHOLARSHIP – 10451001

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## STAFF SCHOLARSHIP – 10450000

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<td>Net Expenses - Fiscal Year 2019</td>
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