1. **Roll Call**
   
   **Present:** Pax (Jamie) Abrams, Bryan Black, Frankie Branham, Matt Brown, Michele Brown, Debbie Buckner, Janice Gebhard, Dennis Guten, Andrew Helgeson, Brooke Hudspeth, Richard Innis, Mara Jackson, Jennifer Klunk, Anna LeBlanc, Charlotte Mason, Evan Paret, Lynne Perler, Alice Presti, Sadhona Pulukuri, Beverly Reed, Michelle Rinehart, Deja Rollins, Helen Roth, Jackie Schmitz, Cynthia Seton-Rogers, Melani Sherbet, Sylvia Smiley, Elise Smith, Renee Stone, Vy Trang, Shelly Turner, Hieu (Heather) Ton Adrienne Wilson, Melissa Wyder

   **Absent:** Maggie Bradford, Naomi Emmett, Shahrukh Farooq, Anthony Galvan, Debbie Greszler, Amanda Hodges, Laura Payne, Pinky Reyes, William Shaffer, Gaurav Shekhar

   **Guests:** Sandee Goertzen, Dr. Richard Scotch, Dr. Ravi Prakash, Colleen Dutton, Dr. Gene Fitch, Tricia Losavio

1. **Call to Order:** Meeting called to order by Vice President, Melissa Wyder at 9:10am
2. **Guest Speaker:** Dr. Gene Fitch - Vice Pres for Student Affairs
   a. **Spoke on:**
      i. **Student Fees**
STUDENT AFFAIRS
STUDENT FEE TIMELINE

- **MID FALL:** BUDGET REQUESTS SUBMITTED
- **LATE FALL TO EARLY SPRING:** COMMITTEE MEETINGS HELD TO REVIEW REQUESTS
- **FEBRUARY/MARCH:** COMMITTEE RECOMMENDATIONS SUBMITTED TO UT DALLAS PRESIDENT
- **MARCH/APRIL:** RECOMMENDATIONS SUBMITTED TO UT SYSTEM
- **SUMMER:** BUDGETS FINALIZED

April 10, 2019
List of the fees that exist, and are voted on by students. Some fees are located in both places and that is normal. SSB/SSA construction was funded out of fees. Some salaries paid as well.

These are projections. Top line is most accurate.
The highlighted lines are subsidized by Student Services Fees. Eventually would like them to be self-supporting.

Working with Administration to phase the subsidy of the Student Success Center off Student Fees.
Regarding Division II

Unsure at this moment. UTD is in a position to apply. The Athletic Advisory Board submitted a proposal in October. Currently waiting on a review/decision to be made.

**Is there an added expense for Students? How is it funded?**
Through tuition and fees/increases.

**There could be an increase in fees?**
Any increases we need to support that program would be applied to future fees. Whatever is proposed, cost would be included.

**When do you project the decision to be made?**
The deadline is February.

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Wellness Facility Update provided by: Tricia Losavio

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**STUDENT AFFAIRS**

**SPN WELLNESS FACILITY**

- **January/February Faculty/Staff Usage**
  - 225 unique users

- **Breakdown of Usage Hours**
  - 5:30-7:30 a.m. — 195 swipes
  - 11:30 a.m.-1:30 p.m. — 779 swipes
  - 5-7:30 p.m. — 651 swipes

- **Average Use per Session**
  - 195/41 days = 4.75 users from 5:30-7:30 a.m.
  - 779/41 days = 19 users from 11:30 a.m.-1:30 p.m.
  - 651/41 days = 15.9 users from 5-7:30 p.m.
Membership Fee Proposal
- $65 per semester
- Includes access to three facilities (SPN, Activity Center and Rec Center West).
- $65 x 225 = $14,625 per semester x3 semesters (spring, summer, fall) = $43,875
- $30 per semester
- Includes access to SPN only.
- $30 x 225 = $6,750 per semester x3 semesters (spring, summer, fall) = $20,250
- $50 per semester Group Exercise pass (classes at all three facilities)
- $50 x 100 = $5,000 x 3 semesters (spring, summer, fall) = $15,000
- $25 per semester Group Exercise pass (SPN classes only)
- $25 x 100 = $2,500 x 3 semesters (spring, summer, fall) = $7,500

Wages for Staffing SPN
- $20/hour (two staff) x 9 hours x 5 days a week = $900 x 50 weeks = $45,000
- Part-time facility manager = $20,280 annually
- Group Exercise Instructors
  - $300 per week x 50 weeks = $15,000
  - Total wages = $80,280
- University Recreation is funded through student fees, which can't be used to support a faculty/staff-only facility. Funding will need to come from other fees and or supplemented by the university.
b. Questions:
   i. The Student Count, is not related to 4% annual revenue increase?
      1. It is a complicated formula, that comes from the Budget Office. This projection is an estimate.
   ii. Are these over-estimated or under-estimated, compared to the actual revenue? How are the projections matching to reality?
      1. The ending fund-balance will be higher.
   iii. What was your projection for FY17?
      1. Would have to go back and get it.
   iv. Is it consistently higher or lower?
      1. We have consistently projected that it will be in deficit.
   v. Regarding the Student Success Center, the fee committee voted recently to give some funding. The students felt it was a good decision, but you want to change that decision that was made?
      1. Yes
   vi. Who does the expense go to?
      1. It’s an institutional expense. UTD would cover the expense.
   vii. When the Student Fee Committee makes a decision, how long-lasting is that decision?
      1. Until the next Fee Committee meets.
   viii. So that decision that was made ($400-500) was a one-time?
1. No, it was reoccurring allocation. As the overseer of this budget, I cannot responsibly allow that to happen so we have to look at ways to fix this.

ix. **So there are times, when you disagree with decisions the committee has made, and figure out ways to undo them (is what I am hearing you saying)?**
   1. That is not correct. There is a subsidy being funded that is going to the Student Success Center that by statute should not be going there. Discussing with Administration that it needs to be looked at because it is going into the red, and is an academic program that should not be supported by the Student Services Fee. When an agreement is reached, it will be discussed with the Student Fee Committee.

x. **Does eSports come from Athletics funds?**
   1. Yes, eSports is funded through Athletics

xi. **How much do we give eSports?**
   1. Unknown at this time. Numbers change depending on situations.

xii. **What about money awarded from eSports competitions? Does that go to revenue?**
   1. In some cases, it goes to an endowment. In others, it goes to athletics revenue to provide scholarships.

xiii. **Can you provide FY 17-18 comparisons on projected VS actual amounts?**
   1. Yes, we can

xiv. **Student Advising Fee, where does this money go?**
   1. That is not ours. I cannot answer that.

xv. **How are fees shared or directed, to both Undergrad and Graduate Students?**
   1. There is no distinction between the two.

xvi. **Proposals that you receive, is it only Student Fee or do you take suggestions from the entire campus?**
   1. It’s per the statues and how they are defined.

xvii. **Do you reach out to the things historically funded by Student Fees for suggestions?**
   1. Yes

xviii. **Regarding Wellness Facility – the data collection, how does that play into the membership fees?**
   1. The data collected was to see how many people use the facilities.

xix. **Regarding Wellness Facility – Are the group classes included in the semester fee of $65 or separate?**
   1. $50 per semester for Group Classes and $65 per semester to use all 3 facilities.

xx. **Regarding Wellness Facility – Is there a resolution to stop Athletics and students taking over staff hours in SPN?**
1. Students should not be in there during Staff hours.

xxi. Regarding Wellness Facility - Are there designated Staff hours?
   1. Yes
   2. Faculty and Staff Workout Hours
      a. Monday - Friday
      b. 5:30-7:30 a.m.
      c. 11:30 a.m.-1:30 p.m.
      d. 5-8 p.m.

xxii. Regarding Wellness Facility – When would the fees start?
   1. August

xxiii. Regarding Wellness Facility – Is it available to Retirees?
   1. Yes, the $65 fee per semester.

3. Guest Speaker, Human-Resources: Collen Dutton, Marco Mendoza
   i. Spoke on:
      1. HR Forum
         a. Was last Wednesday.
      2. Director of Employment and Compensation
         a. Position is currently vacant.
         b. Target date to have it filled: September 01, 2019.
A Value Added HR Department:

- **Makes it easier for people to get their job done.** Reduces unnecessary roadblocks that derail the flow of teaching, research, and service to students.

- **Proactively partners with schools and divisions on recruitment and retention activities** that will recognize and develop high performers, and in anticipating future staffing needs.

- **Promotes competitive pay and benefits** that are of value to faculty and staff. Provides ongoing benefits education so employees fully utilize and understand the total rewards offered at UTD.

- **Partners with schools and divisions to raise the performance standards across campus** to encourage and support positive employee relations and career development.

- **Develops faculty and staff leaders** to advance the strategic plan of UTD.

- **Serves as a role model for customer service excellence.**
• FY 20 Merit - April 12 is the deadline to submit reclassification, promotion or salary increases over 5% to HR for review.
  • No mid year increases this year
  • If approved, will be effective 9/1/19
  • Merit program is anticipated but pool amount has not been determined
  • For FY20 - apply merit first, then requested salary adjustment
  • Review is for the total amount (merit + adjustment = X%)
    • 0-5% - no additional justification needed; include in budget process
    • 5.1% up to and including 10% - memo from Dean/VP with justification;
    • Increases greater than 10% will require justification from Dean/VP and approval from President/Provost

• HR Website – survey sent out to the following groups from Communications:
  • Staff Council, Faculty Senate, New hires over past 6 months
  • If you received the survey, PLEASE complete by the deadline. Your feedback is an important part of the redesign process
3. Merit increases for FY2020
   a. NOT Finalized.
   b. Total amount: 0-5% - do not need a justification
   c. Total amount 5-10% - Require a justification memo emailed to compensation@utdallas.edu.
   d. Due by: April 12, 2019

4. Workbook Salary
   a. Put in what you would like to be approved.
   b. Adjustments can be made later, if necessary.
   c. Questions? Call Sylvia Smiley or Colleen Dutton

5. Next HR Forum
   a. June 05, 2019
   b. 10:00-11:30am
   c. Location: TBD

4. Roll call

5. Review of April 2019 Minutes
   a. Motion to accept, made by: Beverly Reed
      i. Motion 2nd by: Sylvia Smiley
      1. Accord: Deja Rollins
   a. Minutes Accepted

6. Committee Reports
   a. Executive Board (Naomi Emmett)
      i. Naomi absent, report given by Melissa Wyder
         1. Staff Council website is being updated to be more mobile friendly and accessible.
         2. Suggestions are welcome.
      ii. Strategic Plan for the University: Theme #7
         1. Develop Financial and Administrative Systems that Sustain Excellence
            a. Ensure Business and Organizational Systems Support and Enhance the Teaching and Research Missions
               i. Supporting Initiatives:
                  1. Ensure financial resources are sustainable and aligned with UT Dallas priorities.
                  2. Ensure organizational structures are effective and support the vision for the University.
                  3. Leverage services to maximize the return on investment.
                  4. Ensure that the administrative systems maintain a strong service culture.
b. Attendance Report (Melissa Wyder)
   i. 2 new Committee members:
      1. Carrilaine Schneckner
      2. Fatema Syeda

c. Student Government (Eric Chen)
   i. No report made

d. Benefits Committee (Debra Greszler)
   i. Report given by: Jennifer Klunk
   ii. Scholarships
       1. Discussing ranking procedures.
       2. Now accepting applications for Fall 2019.
          a. Deadline: September 15, 2019
          b. 100% Online
             i. Applications via paper will not be accepted.

e. Communications Committee (Matt Brown)
   i. The Sun Newsletter
      1. Next issue: June
   ii. The Solar Flare, monthly bulletin
      1. Will be out next week.
   iii. Proposals
      1. 2018-27 Amazon Punch-Out:
         a. Lori Matthews will be speaking at Staff Council in May.
   iv. Regarding Amazon orders
      1. Response from Lori Matthews: “Procurement has been working with Complete Books to provide better customer service to the University. In the meantime, books may be purchased on Amazon or with a One Card.”

f. Fundraising Committee
   i. Nothing to report

g. Staff Development Committee
   1. Professional Development Event
      a. The event very well.
   2. LinkedIn Training.
      b. Very expensive for the University to have the licenses.
      c. Use it or lose it.
d. Please check out the Library website for the links.

3. Staff Appreciation
   a. Date: TBD

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

      | Description                                      | 2019 Balance  |
      |-------------------------------------------------|--------------|
      | Beginning Balance: New Cost Center              |              |
      | Net Revenue - Fiscal Year 2019                  | $11,685.33   |
      | Net Expenses – Fiscal Year 2019                 |              |
      | P7 – Prof Dev Posters $245                      |              |
      | P7 – Wooden easels $52.78                       |              |
      | P7 – Badges for Prof Dev Series $23.26          |              |
      | P7 – Condolence Flowers $65.98                  |              |
      | Net Transfers                                   | $31,310.00   |
      | Encumbrances – SC AA Payroll                    |              |
      | **Current Available Balance** March 31, 2019    | **$14,049.00**|

ii. Staff Council Fundraising Account

<table>
<thead>
<tr>
<th>Description</th>
<th>2019 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance:</td>
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<tr>
<td>Net Revenue – Fiscal Year 2019</td>
<td>$2,820.10</td>
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<tr>
<td>P7 – Printer Recycle Revenue $127.34</td>
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<tr>
<td>Net Expenses – Fiscal Year 2019</td>
<td>$1,391.47</td>
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<tr>
<td>P7 – Paint Night Supplies $199.76</td>
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<tr>
<td>Net Transfers</td>
<td>$10,362.35</td>
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<td>Encumbrances</td>
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<tr>
<td><strong>Current Available Balance</strong> March 31, 2019</td>
<td><strong>$11,790.98</strong></td>
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iii. Staff Council Endowed Scholarship

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<tr>
<td>Net Revenue – Fiscal Year 2019</td>
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<tr>
<td>Net Expenses – Fiscal Year 2019</td>
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<td>Net Transfers</td>
<td>$796.93</td>
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<td><strong>Current Available Balance</strong> March 31, 2019</td>
<td><strong>$1,261.11</strong></td>
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<tr>
<td>Endowment Market Value: $52,367.36</td>
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iv. Jody Nelsen Scholarship

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<td>Beginning Balance:</td>
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<tr>
<td>Net Revenue – Fiscal Year 2019</td>
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<td>Net Expenses – Fiscal Year 2019</td>
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<td>Net Transfers</td>
<td>$472.44</td>
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<td>Encumbrances</td>
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<tr>
<td><strong>Current Available Balance</strong> March 31, 2019</td>
<td><strong>$682.42</strong></td>
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Endowment Market Value: $41,404.11

v. Staff Scholarship

<table>
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<td>Net Revenue – Fiscal Year 2019</td>
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<tr>
<td>Net Expenses – Fiscal Year 2019</td>
</tr>
<tr>
<td>Net Transfers</td>
</tr>
<tr>
<td>Encumbrances</td>
</tr>
<tr>
<td>Current Available Balance</td>
</tr>
</tbody>
</table>

i. Faculty Senate (Dr. Ravi Prakash)
   i. Faculty Senate Elections process have started
      1. Requirements for seats:
         a. All At-Large positions
            i. 50% Tenured
            ii. 10% Non-Tenure
            iii. 40% Open Seats (for all faculty)
         b. Term: 1 year.

ii. Chartwells
   1. Faculty are committed to a safe environment, and support
      the students.
   2. April 26, 2019 – Denise Boots, and Ravi Prakash, met with
      Chartwells and Students to discuss concerns.

iii. eProcurement
   1. There have been issues on contracts for vital equipment.
   2. An informal group has been in contact with Terry Pankratz to
      discuss these issues.

iv. Affordable Learning Accelerator Taskforce
   1. Meeting on April 01, 2019
   2. 8 Faculty members met with Terry Pankratz to on April 16th
      to discuss Procurement delays.
   3. Working to reduce costs for students.

v. Faculty Advisory Committee
   1. Meeting in Austin, Texas for 2 days.
   2. Dr. Ravi Prakash and Dr. Murray Leaf will be attending.

vi. Senate Academic Council
   1. Discussed the Testing Center.
   2. OSA is understaffed.
j. **Retiree Association** (Sandee Goertzen)
   i. Had a great meeting!
      1. Speaker was from CBH.
      2. New Retirees
         a. TI Alumni: 20
         b. UT Retirees: 30
   3. Website being updated
   4. Retiree Reception:
      a. May/June

**University Committees**

a. **Parking and Transportation** (Dee Lambert and Melissa Wyder)
   i. No report made

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. Report given by Melissa Wyder:
      1. Met Oct 24, 2018 to discuss 2020 Calendar
         a. Fall start date: Aug. 17, 2020
         b. Last day class: Dec. 3, 2020
         c. Winter break for students: Still working on dates,
         d. 2020 Thanksgiving: week before the end of class.
i. Decided to end class on Thursday, to allow for Friday (Dec. 4th) to be Study Day; and for Tues/Thurs classes to meet completely in the week following Thanksgiving.

e. Spring start date: Jan. 13, 2020
f. Last day of class: April 30, 2020
g. Spring break: March 16-20, 2020

2. All the dates above are published in Academic Calendar.
3. Next meeting has not been determined at this time.

I. Information Security Advisory Committee (Daniel Calhoun)
   i. No report made

m. University Sustainability Committee (Craig Lewis)
   i. Report given by Evan Paret
      1. Earth Week
         a. April 22-26, 2019
         b. E-waste recycling today, until April 26.
         c. Take personal electronics for recycling to the Tech Store.
      2. Earth Fair
         a. April 25, 2019
         b. 11:00am-1:00pm
         c. Striving to make the event a 0-waste event.
         d. Focusing more on food vs giveaways.
      3. Sustainable Research Panel
         a. April 25, 2019
         b. 2:00-3:00pm
      4. Sustainable Ambassadors Workshop
         a. April 18, 2019
      5. Sustainability Committee
         a. Meeting today, from 4:00-5:00pm
         b. Green Hall 2.326
         c. San Antonio Room
      6. Apriary
         a. New apiary at Facilities Way and Loop Road.
      7. Questions?
         a. About recycling electronics? Is it for people outside campus too? Can the Retirees be informed?
i. Infosec will take hard-drives for destruction. They need to be removed from the device.

b. Is the apiary active?
   i. Yes

c. Do they harvest and sell the honey?
   i. It's only for the student group at the moment. It is collected and distributed among the volunteers. If you are interested? Email Evan.

n. Wellness Committee (Pinky Reyes, Elena Galli, Janice Gebhard)
   i. No report made

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
      ii. 2018-027p: Rules regarding Punch-Out and Amazon. Unable to choose the most cost-effective distributor of products, and restricted to contracted vendors. (Communications)
         1. In process
      iii. 2019-18p: Staff Council inclusion on Admissions Review Committee (Executive Board)
         1. In process
      iv. 2019-20p: UTD remembrance/acknowledgement of passing members to UTD Community. Employers should notify workers of the death of a coworker. (Communications)
         1. Working on a new section of the website to share news.
            a. Per Sylvia Smiley: Would they be reviewed before posting?
               i. Yes, just like the suggestions.

b. Suggestions
   i. 2019-29s: I have worked on other campuses, which have had an ombudsman on campus. Will UTD be getting one anytime soon? I think it would be an asset to UTD.
      1. Motion to not adopt: Melissa Wyder
         a. Motion 2nd by: Ritchie Innis
            i. Motion accord: Deja Rollins
               1. Rejected
ii. **2019-30s:** 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.

1. Motion to adopt: Sylvia Smiley
   a. Motion 2\textsuperscript{nd} by: Ritchie Innis
      i. Accepted

1. Assigned to: Benefits Committee

iii. **2019-31s:** It should be mandated that staff members take at least one HR training per year for the purpose of professional development.

1. Motion not to adopt: Andy Helgeson
   a. Motion 2\textsuperscript{nd} by: Deja Rollins
      i. Lively discussion was held, motion was rejected.

1. Per Marco Mendoza – Recommends that they discuss with their supervisors and can offer assistance on how to have that conversation.

iv. Vote for meeting extension: passed

v. **2019-32s:** There is supposed to be a smoking ban on campus, but I see many students and staff members violating this rule. This should be enforced.

1. Information is posted on the website how to handle these situations.
   a. Motion to not adopt: Melissa Wyder
      i. Motion 2\textsuperscript{nd} by: Andy Helgeson

1. Rejected

vi. **2019-33s:** For more than a decade, Staff Council has discussed requesting that UTD hire an ombudsman. We have a situation in our office in which an impartial, trained ombudsman would be a blessing. One of my colleagues is being targeted by his supervisor. Even though he’s a dedicated & productive employee, he’s been accused of being incapable of doing his job efficiently and effectively. Watching him being mistreated is very bad for office morale. I’ve urged him to go to HR, but he feels that would be a waste of his time and could backfire. Staff members have nobody to turn to when we’re being treated unprofessionally or unfairly. First and foremost, HR protects UTD. An ombudsman could provide staff with unbiased direction and help. I request that Staff
Council move the ombudsman issue to top priority. Thanks so much for your consideration.

1. Per Marco Mendoza: Please ask HR for help. It can be effective just to talk
   a. Per Sylvia Smiley: If you feel someone is being mistreated? Be advocates for each other.
   b. Per Anna LeBlanc: Where are we with the Ombudsman?
      i. Per Melissa Wyder: Dr. Benson requested more information on what type of Ombudsman and the executive Board is researching that. Would like the EAC to discuss the possibility of a System Ombudsman vs campus-specific.
         1. Motion to not adopt: Melissa Wyder
            a. Motion 2nd By: Melani Sherbet
               i. Rejected

vii. 2019-34s: Nowadays, the library is very cold. It is really difficult for me to sit down and concentrate. Would you please adjust it to a bit warmer temperature? Also, please consider that some people have health issues to sit in this temperature.
    1. Facilities needs to be contacted. Can put information in The Flare.
       a. Motion to not adopt: Sylvia Smiley
          i. Motion 2nd by: Brooke Hudspeth
             1. Rejected

viii. 2019-35s: In the Student Union main dining area, there has been an ice machine that has been non-working for at least 3 weeks with a sign saying repair has been ordered. How long does it take to repair an ice machine? This is ludicrous. It's the newest one they installed that has the great Sonic like ice. Staff needs that working again. Can it be fast-tracked?
    1. Has already been fixed.
       a. Response received from Chartwells: “This has been repaired. It was an electrical and capacitor issue. The capacitor had to be ordered and replaced.”
          i. Motion to not adopt: Melissa Wyder
             1. Motion 2nd by: Ritchie Innis
                a. Rejected

7. Unfinished Business
8. Misc
9. **Reminders**
   a. Staff Council Scholarships
      i. Deadline: September 15, 2019
   b. CARE Awards
      i. Next Deadline: March 31, 2020

10. **Upcoming Guest Speakers:**
    a. TBD

11. **Adjournment**
    a. Motion to Adjourn
    b. Meeting Adjourned at: 11:08am

Respectfully submitted,
Pax (Jamie) Abrams
Staff Council Secretary/Treasurer