UT DALLAS STAFF COUNCIL MEETING MINUTES
May 11, 2011 ECSS 2.102 9:00 a.m.


ABSENT: Yolande Evans, Chinweolu Greer, Nancy Hong, Carol Lanham, Laurinda Lara, Tineil Lewis, Jennifer Orme, Morgan Shockey, Misty Williams, Lonny Yarborough

GUESTS: Sandee Goertzen, Caroline Ries, Adrienne Grim

1) CALL TO ORDER
   Staff Council President Rochelle Peña called the meeting to order.

2) ROLL CALL
   A quorum was met.

3) MEETING MINUTES
   For the March 9, 2011 meeting minutes a few corrections were noted. Darlene Coppage moved to approve the minutes with the given changes, Drew Brown seconded. For the April 13, 2011 meeting minutes a few corrections were noted. Paula Austell moved to approve the minutes with the given changes, Daniel Calhoun seconded.

4) COMMITTEE REPORTS
   A. EXECUTIVE BOARD REPORT (Rochelle Peña)
      Ms. Peña reported that on the agenda for the next HOP meeting are the updates for the Staff Scholarship policy and suggestion 2009-037 that was approved by Staff Council to increase the number of credit hours a staff member may take during business hours from three (3) semester hours to (4) semester hours.

      Reporting on Faculty Senate, the elections for next year took place at their last meeting.

      The proposed gun law to allow concealed handgun licensees to carry on campus has passed the Senate and has been passed on to the House. Due to a variety of staff opinions, Staff Council will not be making a public statement in regards to the bill.

      The members of the Staff Council Executive Board met with members of the Board of Regents and were able to share what they were proud of for UT Dallas;
excellent staff and stellar students were among the things listed. Problems were also discussed and the implementation of PeopleSoft was brought up. As PeopleSoft is to be a shared service among System schools, it was recommended to the Regents that the other schools wait to go live until the Baseline is defined and accepted by all nine (9) units of System.

B. ATTENDANCE REPORT (Darlene Coppage)

Ms. Coppage reported that she contacted each of the repeatedly absent Staff Council Representatives to inform them that she would be presenting a proposal to have them removed from Staff Council as it is important that a quorum is met at each meeting. Ms. Coppage presented the following Staff Council proposal:

That the following individuals be removed from the Staff Council membership due to lack of attendance at both the monthly Staff Council General Meetings and their assigned monthly Committee meetings. This proposal is based on attendance guidelines as outlined in the Staff Council Bylaws.

These individuals are:

1. James ‘JB’ Barnes 8/31/11 Dist. 5
2. Chinweolu Greer 8/31/11 Dist. 4
3. Laurinda Lara 8/31/11 Dist. 6
4. Tineal Lewis 8/31/11 Dist. 4
5. Morgan Shockley 8/31/11 Dist. 2
6. Misty Williams 8/31/11 Dist. 2
7. Lonny Yarborough 8/31/11 Dist. 5

*Districts listed are the current district assignments.

Paula Austell moved to accept the proposal and was seconded by Natalie de Leon. A vote was taken and the motion carried. Each dismissed representative will receive a written dismissal letter.

C. BENEFITS COMMITTEE REPORT (Daniel Calhoun)

Mr. Calhoun reported that the Benefits Committee did not meet in April. The recipients of the Staff Council Scholarships were: Drew Brown, Meagan Dahl, Czarina Domingo, Mary Dziorny, Lashun Jackson, Lindsay Martin, Mark Middaugh, Aaron Simpson, Tracy Tatum and Nadira Zakhidova.

D. COMMUNICATIONS COMMITTEE REPORT (Lisa Garza)

Ms. Garza reported that the Communications Committee will be releasing an edition of the SUN Newsletter prior to Staff Appreciation Day. The committee will be meeting to discuss the stories to be covered and which committee member will be responsible for each story. Ms. Garza encouraged everyone to get the word out about the Staff Council Facebook page. Accolades were given to Arturo Elizondo Jr. for the e-mails sent to his District.

E. FUNDRAISING COMMITTEE REPORT (Paula Austell)

Ms. Austell reported that the fundraising committee met to discuss the Jail n’ Bail to take place on August 24th during Welcome Week. Committee members will begin to attend meetings for Welcome Week beginning at the end of May. Jail n’
Bail participants will be able to issue arrest warrants online via the Staff Council Website. The UT Dallas Police Department will be assisting in the arrests and TEMOC will be among the arrested. The minimum for a warrant to be issued is $2 and it is encourage for students to reach $25 for bail and for faculty & staff to reach $100. There will be incentives for both the student and the staff member who raises the most money. T-shirts from last year will be given to the participants and consideration is being given to selling the 500 water bottles leftover from last year.

A check for $177.50 was received this month from the print cartridge recycling program, bringing the program total to $5,073 since inception. Recycling boxes are available for distribution. Once elections take place a representative will be designated for each district to head up the collection drive in their area.

F. STAFF DEVELOPMENT REPORT (Carol Lanham)
Ms. Katrina Adams reported that the Staff Development Committee met on April 20th to discuss Staff Appreciation Day. Table Tents and postcards were presented for promotion of the event. The theme for the event will be “Working Towards Excellence”. T-shirts for the event will be orange and have the “Working Towards Excellence” theme on the sleeve. A donation letter is being drafted to be given to area businesses to request donations for the event. May 18th will be the next committee meeting and they will then begin to meet weekly up to the Staff Appreciation Event. Ms. Peña requested a budget to present to Dr. Daniel. Volunteers for the Staff Appreciation day will be needed, please talk with your co-workers to find out if anyone is interested in volunteering.

G. SECRETARY AND TREASURER’S REPORT (Jami Miller)
Ms. Miller reported that in the changeover to PeopleSoft some of the budgets were not transferred correctly. She is working with Purvi Sampat in Dr. Jamison’s office to correct the issues and will report once she has accurate numbers to report.

H. FACULTY SENATE REPORT (Dr. Murray Leaf)
Dr. Leaf was not present to report.

I. STUDENT GOVERNMENT REPORT (Dina Shahrokhi)
Ms. Shahrokhi was not present to report.

J. RETIREE ASSOCIATION REPORT (Sandee Goertzen)
Ms. Goertzen reported that the Retiree Reception was held on April 11, 2011. Thirty-six (36) new retirees were invited and 12 were able to attend. Dr. Mike Durbin has been elected as the new Retiree Association President and will begin his term on September 1, 2011. Sundaes on Sunday will be held on May 15th and 1st Monday luncheons will be held throughout the summer months. The next meeting will not be held until September.

K. UNIVERSITY COMMITTEES
   i. WELLNESS
   ii. PARKING AND TRANSPORTATION (Wendy Newton)
      Ms. Newton reported that an increase in both parking availability and in the cost of parking passes has been discussed. The Comet Cruiser has been increasing its routes. One of the new routes makes daily runs to the
ROC and WSTC. The Shopper Shuttle runs to Wal-Mart and Target on Fridays. The new route schedule is available online. Discussions are also taking place in regards to the cost of DART passes for students and staff.

iii. **CAMPUS FACILITIES** (Melissa Wyder)

iv. **UNIVERSITY SAFETY AND SECURITY**

v. **WOMEN’S CENTER**

vi. **IR SECURITY, PLANNING AND POLICY** (Arturo Elizondo Jr.)

vii. **AUXILIARY SERVICES ADVISORY** (Drew Brown)

Mr. Brown reported that discussions are taking place about the renovations of the Student Union which includes expanding the Comet Café. The estimated completion date for the new Bookstore is end of July.

viii. **HOP COMMITTEE** (Rochelle Peña)

ix. **DEANS AND DIRECTORS** (Rochelle Peña)

5) **OLD BUSINESS**

   a.) 2010-004: DIS discounts for UTD staff (Benefits Committee)
       Mr. Calhoun had nothing new to report.

   b.) 2010-002: Mentoring (Staff Development)
       Ms. Lanham was not present to report.

6) **NEW BUSINESS**

   a.) Staff Council Elections
       Redistricting for the Staff Council Districts took place at the last Executive Board Meeting. In the Agenda Packet e-mailed to representatives were nomination forms and a memo to be sent to the Districts. Lisa Garza will draft an e-mail to be sent to district representatives to be forwarded to their districts with the nomination memo and form attached. The following representatives will be contacting their districts:
       
       | District 1: | Arturo Elizondo Jr. |
       | District 2: | Victoria Winters |
       | District 3: | Michelle Sancen |
       | District 4: | Chelsea Villareal |
       | District 5: | Carol Lanham |
       | District 6: | Natalie de Leon |
       | District 7: | Sheila Rollerson |

7) **OTHER BUSINESS**

   a.) CARE Awards
       Due to lacking nominations, the CARE award nomination deadline has been extended until May 31, 2011. Please spread the word about CARE and nominate individuals you think are worthy of receiving the award. CARE (Celebrate Achievement, Reward Excellence) Awards have been awarded since Staff Council inception in 1999.

   b.) Staff Concerns with PeopleSoft
       Staff has voiced concerns about the lack of communication received regarding the PeopleSoft implementation. The latest frustration being the e-mail received from Human Resources that the May 1st payroll would be delayed; this e-mail was sent after 5:00 pm on Friday when most employees had left for the weekend. The Executive Board will be meeting with Dr. Daniel on Friday, May 20th to discuss their concerns and issues surrounding PeopleSoft. Please send any issues of concern
regarding the new system to staffcouncil@utdallas.edu no later than Tuesday, May 17th.

Drew Brown moved to adjourn the meeting. Chelsea Villareal seconded the motion and the meeting was adjourned.

Respectfully submitted,

Jami Miller
Staff Council Administrative Assistant