UT DALLAS STAFF COUNCIL MEETING MINUTES

January 11, 2012  ECSS 2.102  9:00 a.m.


ABSENT: Letitia Andrews, Lydia Blackwell, Drew Brown, Denise Cooper, Wendy Newton, Jennifer Orme, Chelsea Posey

GUESTS: Richard Arduengo, Danny Cordova, Sandee Goertzen, Jacqueline Long, Beth Loredo, Nithya Ramachandran

1) CALL TO ORDER
   Staff Council President Rochelle Peña called a meeting to order at 9:04 am.

2) ROLL CALL
   A quorum was met.
3) **Bill Elvey, Director of Engineering, Construction & Planning, Facilities Management**

Mr. Elvey presented the plan for the future loop road around the UT Dallas Campus. The plan includes a road to loop around the campus and walking trail expansion.
4) MEETING MINUTES
Daniel Calhoun requested spelling corrections to defibrillator on page 2 and 7. Jay Jascott motioned to approve the minutes as amended; the motion was seconded by Tracey Tatum. The minutes for December 14, 2011 meeting were approved as amended.

5) COMMITTEE REPORTS
a. EXECUTIVE BOARD (Rochelle Peña)
Ms. Peña reported that the Office of Business Affairs has split into the Office of Administration and the Office of Budget and Finance. Along with these changes, Dr. David Daniel endeavors to see the PeopleSoft system become stable. Dr. Daniel appreciates the feedback he has received from Staff Council and will continue to request feedback in the future. The area of PeopleSoft that has seen the greatest improvement has been Payroll. W-2s are scheduled to be released on January 20th. Human Resources has reorganized their data entry areas in an effort to better serve the staff. Dr. Daniel is forming a Task Force to recreate the Personnel Action Form. Dr. Daniel is giving his support to the PeopleSoft project and expects items to be completed in a timely manner.

Ms. Peña and Daniel Calhoun met with the Handbook of Operating Procedures Committee to discuss the Quantity of Work Rule policy and the format still did not pass the committee. The policy should pass at the February meeting.

Coffee with the President will be held February 1st at 9:00 am. Those interested in attending should e-mail staffcouncil@utdallas.edu.

b. ATTENDANCE REPORT (Paula Austell)
Ms. Austell presented the Attendance Report given in the agenda packet. Attendance at all meetings is important. With the retirement of Carol Lanham, three (3) vacancies are currently available in Staff Council.

c. BENEFITS COMMITTEE (Jay Jascott)
Mr. Jascott reported that the fourteen (14) names submitted to Human Resources have been verified and the individuals have been contacted for transcripts.

d. COMMUNICATIONS COMMITTEE (Daniel Calhoun)
Mr. Calhoun reported that the Communications Committee met on December 14th. Work on the e-mail mailing lists is still taking place. In regards to suggestion 2012-004s, Mr. Calhoun is in communication with University Attorney Maggie Wilensky to find out if the legalities of using a state funded resource for personal gain. The next SUN newsletter will be released in early February to advertise the Valentine’s Balloon and Candy Fundraiser.

e. FUNDRAISING COMMITTEE (Howard Medlock)
Mr. Medlock reported that 219 poinsettia and Christmas Cactus plants were sold. A check in the amount of $467 was received for the Rockfish Mondays. Recycling boxes are available for Print Cartridges if anyone knows of a location that needs one.
f. **Staff Development** (Arturo Elizondo & Carol Lanham)
   Mr. Elizondo reported that the Staff Development Committee is still working on the PeopleSoft Roundtable suggestion.

g. **Secretary and Treasurer’s Report** (Jami Miller)
   Ms. Miller reported that December Month-end close had not been released and therefore did not have a Treasurer’s Report for this month.

h. **Faculty Senate** (Dr. Murray Leaf)
   Dr. Leaf was not present to report.

i. **Student Government** (Sharkey Andrews)
   Ms. Andrews was not present to report.

j. **Retiree Association** (Sandee Goertzen)
   Ms. Goertzen reported that the Social Events Committee and the Executive Committee will be meeting later today.

k. **University Committees**
   Ms. Peña reported that she is meeting with Dr. David Daniel and Dr. Murray Leaf to see what can be done about the University Committees that are not meeting.
   
   i. **Wellness** (Natalie de Leon and Rochelle Peña)
      Ms. Peña reported that she is working to recreate the Wellness Committee and that information should be received soon in regards to the 100 Day Wellness Challenge.
   
   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** (Lynne Butler and Daniel Calhoun)

   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)
         Striping will take place to clarify stops. Daniel Calhoun made a motion to close the suggestion; Kimberly Flicker seconded the motion. A roll call vote was taken and the suggestion was unanimously closed.
      
      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. 2012-006s: Expanding Lot E (Benefits Committee)
   Parking Lot will be expanded with an estimated completion date of April 2012. Jay Jascott made a motion to close the suggestion; the motion was seconded by Kimberly Flicker. A roll call vote was taken and the suggestion was unanimously closed.
vi. 2012-007s: Automatic Electronic Defibrillators (AEDs) (Staff Development Committee)
   A list of the AEDs was obtained from Environment, Health and Safety (EHS) noting the list of AEDs currently available, as well as locations that future AEDs will be placed. This list does not include the AEDs that have been placed in the Activities Center and Brain Health as those were put into place by the operating department, not EHS. It was suggested that the Committee request that the EHS representative create a list of all AEDs available and not just the ones supplied through EHS. Arturo Elizondo made a motion to close the suggestion; Carol Lanham seconded the motion. A roll call vote was taken and the suggestion was unanimously closed.
vii. 2012-008s: Temporary Parking Passes for New Employees (Benefits Committee)

7) NEW BUSINESS
   a. Balloon and Candy Sales
      Mr. Medlock announced that Teddy Bears will be added to the items to be sold at the Valentine’s Fundraiser. Requests for volunteers will be sent out at the beginning of February.
   b. Volunteers for By-Law and Standing Rules
      Ms. Peña requested volunteers for the committee reviewing the By-Law and Standing Rules of Staff Council. The following individuals volunteered: Betsy Albritton, Paula Austell, Lynn Butler, Daniel Calhoun, Dena Davis and Sandee Goertzen. Dr. Murray Leaf will also be asked to volunteer.

ADJOURNMENT
Melissa Wyder made a motion to adjourn the meeting; the motion was seconded by Carol Lanham. The meeting was adjourned.

RESPECTFULLY SUBMITTED,

JAMI MILLER
STAFF COUNCIL SECRETARY/TREASURER