UT DALLAS STAFF COUNCIL MEETING MINUTES
April 11, 2012        ECSS 2.102        9:00 a.m.


ABSENT: Richard Arduengo, Daniel Calhoun, Dena Davis, Chelsea Posey, Suzanne Potts

GUESTS: Theresa Diaz, Sandee Goertzen

1) CALL TO ORDER
   Staff Council President Rochelle Peña called the meeting to order at 9:05 am.

2) ROLL CALL
   A quorum was met.

3) SPEAKER – AMANDA MILLER, POST AWARD GRANT ACCOUNTING
   Ms. Miller from the Office of Sponsored Projects spoke about the management of grant submissions and awards. Federal Sponsors change their requirements all the time and the University has made some changes. Grants and Contracts have split into two groups. The office is focusing on training and recently offered Admin training on the administrative side of grants and contracts. Feedback would be appreciated on the training that staff and faculty would like to receive.

4) MEETING MINUTES
   Drew Brown made a motion to approve the minutes as submitted; Howard Medlock seconded the motion. The meeting minutes for March 14, 2012 were approved.

5) COMMITTEE REPORTS
   a. EXECUTIVE BOARD (Rochelle Peña)
      Ms. Peña reported that she and Paula Austell attended the UT System Employee Advisory Committee meeting at UT Pan American in Edinburgh, TX. Thursday night they had dinner at the home of Dr. & Mrs. Robert Nelson. Dr. Nelson is at the right place at the right time. UT Pan American has the 5th lowest tuition in the nation, but has a student population of 15,000 and the campus shows great pride.
      Employee Reviews. Every employee should have received an Annual Appraisal and the University President had to give a report to the regents that appraisals had been completed.
      Insurance Premiums. Insurance will continue to be provided by Blue Cross, Blue Shield (BCBS). Starting September 1, 2012, declared smokers will have
to pay an additional premium. BCBS does offer a free smoking cessation program to help smokers to quit smoking. The last legislature passed a law that allows the differentiation in premiums for smokers and non-smokers.

**Faculty Senate Meeting.** Dr. Murray Leaf presented a motion in relation to smoke-free buildings on campus and the motion was passed.

**CARE Award.** The six recipients of the Spring 2012 CARE Awards are Kimberly Flicker, Kathy Gribble, Linda Heard, Jay Silber, Paul Smith and Rhonda Walls.

**President Meeting.** The next meeting with the University president is scheduled for April 17th at 9:00 am.

**Coffee with the President.** The next Coffee with the President is scheduled for May 8th at 9:00 am.

**UT System Visit.** Representatives from the Chancellors' Office will be on campus on May 7th.

b. **ATTENDANCE REPORT** (Paula Austell)
Ms. Austell presented the attendance report in the Agenda Packet. Lydia Blackwell resigned from the University and therefore her place on Staff Council. The By-Laws Committee is now headed by Sandee Goertzen.

c. **BENEFITS COMMITTEE** (Jay Jascott)
Mr. Jascott reported that the committee has compiled the Staff Council Scholarship Applications received for Spring 2012. In correction of the information given in regards to the $50 application waiver the following information was received from Greg Morris: If the applicant is an alumni of the University the application fee to continue further education is waived.

d. **COMMUNICATIONS COMMITTEE** (Daniel Calhoun)
Mr. Calhoun was not present to report.

e. **FUNDRAISING COMMITTEE** (Howard Medlock)
Mr. Medlock reported that the Orchid Fund raiser has begun. 4” orchids are $17.00 and 4” Double Spike Orchids are $20.00. Teddy bears will be sold for $5.00. A raffle has been proposed for a reserved parking space on campus. Wendy Newton will ask at the next Parking & Transportation Meeting if this would be possible.

f. **STAFF DEVELOPMENT** (Arturo Elizondo)
Mr. Elizondo reported that the Staff Council Hollywhoosh Premier to show appreciation to staff was well received. Feedback from staff has been great. Mr. Elizondo thanked all volunteers. The next appreciation event is planned for the summer and will be an Ice Cream Social.

g. **SECRETARY AND TREASURER’S REPORT** (Jami Miller)

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>REVENUE</th>
<th>BALANCE</th>
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</thead>
<tbody>
<tr>
<td><strong>STATE FUNDS - 40037006 Operating Account</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning Balance February 1, 2012</td>
<td></td>
<td>$1,940.64</td>
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<tr>
<td>Balance February 29, 2012</td>
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<td>$1,940.64</td>
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</table>
Total Operating $1,940.64

**FUNDRAISING - 40035001**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Original Amount</th>
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</thead>
<tbody>
<tr>
<td>1-Feb</td>
<td>Teddy Bears</td>
<td>($707.00)</td>
<td>$2,636.29</td>
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<tr>
<td>1-Feb</td>
<td>Balloons</td>
<td>($213.52)</td>
<td>$2,422.77</td>
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<td>23-Feb</td>
<td>Poinsettia Plants</td>
<td>($1,530.00)</td>
<td>$892.77</td>
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<tr>
<td></td>
<td>Work Orders for Valentine's Table</td>
<td>($315.00)</td>
<td>$577.77</td>
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<tr>
<td>28-Feb</td>
<td>Set-up</td>
<td></td>
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<tr>
<td>8-Feb</td>
<td>Rockfish Quarterly Check</td>
<td>$467.00</td>
<td>$1,044.77</td>
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<td>21-Feb</td>
<td>Valentine's Cash Sales</td>
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<td>27-Feb</td>
<td>CRS Printek</td>
<td>$242.50</td>
<td>$2,618.77</td>
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<td>28-Feb</td>
<td>Flu Shot Donation</td>
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<td>$2,623.77</td>
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<tr>
<td>28-Feb</td>
<td>Silent Auction</td>
<td>$25.00</td>
<td>$2,648.77</td>
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<tr>
<td>21-Feb</td>
<td>Valentine's Credit Sales</td>
<td>$518.50</td>
<td>$3,167.27</td>
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Balance February 29, 2012 $3,167.27

**UTD Staff Endowed Scholarship - 40051005**

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>3-Feb</td>
<td>Staff Council Scholarships</td>
<td>($750.00)</td>
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Balance February 29, 2012 $1,483.48

**STAFF SCHOLARSHIP - 40050010**

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<td>10-Feb</td>
<td>Staff Council Scholarship</td>
<td>($250.00)</td>
<td>$2,135.59</td>
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Balance February 29, 2012 $2,135.59

**JODY NELSEN SCHOLARSHIP - 40051006**

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Balance February 29, 2012 $4,348.98

**SC - JAIL N BAIL - 40050011**

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Balance February 29, 2012 $619.99

**Total Fundraising & Endowment** $11,755.31
h. **Faculty Senate** (Dr. Murray Leaf)
   Dr. Leaf was not present to report.

i. **Student Government** (Sharkey Andrews)
   Ms. Andrews reported that Student Body Elections took place and the new Student Body President is Raj Dwivedi. Three students fees were also approved: a Green Fee, a fee to expand the Student Union and a fee for an addition to the existing Rec Center or for a new Rec Center to be built near Student Housing.

j. **Retiree Association** (Sandee Goertzen)
   Ms. Goertzen reported that the Annual Reception of new retirees will be April 25th. In the past year there were 44 new retirees from the University. Dr. Daniel will be present at the reception to update the retirees of items taking place on campus. The retirees attended the Kick-Off for the realize the Vision campaign. On April 2nd, 25 attended the First Monday Luncheon at Rockfish Grill.

k. **University Committees**
   Ms. Peña requested that in future that representatives attending University Committee meetings give a 1-minute report or submit the meeting minutes for the Agenda packet.
   
   i. **Wellness** (Natalie de Leon and Amanda Smith)
   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)
      Funds were provided for the UT Dallas Veterans Group.
   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. 2012-002s: PeopleSoft Roundtable (Staff Development Committee)
      ii. 2012-003s: Handicap Parking at AD/MP Building (Benefits Committee)
      iii. 2012-004s: Internal UT Dallas Craigslist-like Posting Board (Communications Committee)
      iv. 2012-008s: Temporary Parking Passes for New Employees (Benefits Committee)
b. Election Committee
The Election Committee has not met due to the needed information for redistricting has not been provided. Information Security is taking great strides to update the directory. District distribution e-mail lists should be updated to include all buildings on campus.

c. By-Laws Committee
The By-Laws committee headed by Sandee Goertzen has been meeting weekly reviewing the Staff Council policy. A proposal should be presented in May.

7) New Business
a. Suggestions
   i. 2012-009s: Wheelchair for Staff Use
      - Tracey Tatum made a motion to move the suggestion to the Benefits Committee; Paula Austell seconded the motion. The suggestion was placed with the Benefits Committee.

8) Other Business
a. Polo Shirts
   UT Dallas Staff Polo Shirts are still available for purchase. Please contact Paula Austell if you would like to purchase one.

b. Binders
   Unused binders are available in the Budget Office. Please e-mail Tracey Tatum (tdt091000@utdallas.edu) with what size you would like.

Adjournment
Drew Brown made motion to adjourn the meeting; the motion was seconded by Jay Jascott. The meeting was adjourned.

Respectfully Submitted,

Jami Miller
Staff Council Secretary/Treasurer