**UT Dallas Staff Council Meeting Minutes**

May 9, 2012  
ECSS 2.102  
9:00 a.m.


**Absent:** Dena Davis, Natalie de Leon, Jay Jascott, Betty Maldonado, Chelsea Posey, Suzanne Potts

**Guests:** Calvin Brown, Sandee Goertzen, Murray Leaf, Theresa Diaz

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: Calvin Brown, Environmental Health and Safety**  
Mr. Brown spoke about the recent Tornadoes that hit the Dallas Area on April 4th. Unfortunately, the UT Dallas disaster response team was at a conference in South Texas when the tornadoes hit and the campus response to the warnings was not coordinated. When the City of Richardson tornado sirens sounded, individuals should have sought shelter inside. Once inside, announcements should have been made to instruct individuals where to go. Once the storm had passed an “All Clear” message should have gone out. The last two items did not take place and will be corrected in future events. Emergency Management is now taking steps to make sure that all faculty, staff and students are informed as to what to do and where to go in a disaster situation. Please be on the lookout for further training.

4) **Meeting Minutes**  
Tracey Tatum made a motion to approve the April 11, 2012 meeting minutes as presented; Shelia Rollerson seconded the motion. The minutes were approved.

5) **Committee Reports**  
a. **Executive Board** (Rochelle Peña)  
Ms. Peña gave the following report.  
**CARE Awards.** The presentation of the CARE Awards was a very nice ceremony. The recipients were Kimberly Flicker, Kathy Gribble, Linda Heard, Jay Silber, Paul Smith and Rhonda Walls. The supervisors shared relevant stories for the awardees.
Coffee with the President. Arts & Humanities was greatly represented at the Coffee with the President. Questions about the ATEC building and the Art Barn were addressed. The President shared his concerns about the growth of the campus, mainly the library not being able to expand into the basement and causing a shortage of study areas for students. PeopleSoft is still a concern and the President realizes that there was a misjudgment in the readiness of the system to go-live. There will be a change of leadership in Information Resources with Dr. Jim Gary’s departure. Dr. Andrew Blanchard has been assigned interim chair. In regards to Child Care, the University is still working with the Dallas International School to provide care.

Assistant Vice President for Human Resources (AVP HR). Three candidates have been interviewed for the AVP position in HR. Two candidates came through the process strong and an offer should be made soon. Items that were address in the interviews were training for Department Heads and the need to put “human” back into Human Resources.

Meeting with the President. PeopleSoft Payroll continues to be the number one PeopleSoft issue with staff and faculty still being paid incorrectly. There are changes that will be coming for the Payroll system, which will be pertinent to Faculty Contracts and making sure that faculty is paid correctly. After the Executive meeting with the President, Ms. Peña had a one-on-one meeting with the President and has gained the approval for a part-time Administrative position to be dedicated to Staff Council.

b. ATTENDANCE REPORT (Paula Austell)
Ms. Austell presented the Attendance Report in the Agenda Packet. There are only a couple more months in the year, please remember attendance is still important in the summer months.

c. BENEFITS COMMITTEE (Jay Jascott)
Mr. Jascott was not present to report. Rhonda Walls reported in his absence. Twenty-five (25) Staff Council scholarship applications have been received and are being reviewed. In regards to suggestion 2012-009s: Wheelchair for Staff Use, Environmental Health and Safety has been contacted.

d. COMMUNICATIONS COMMITTEE (Daniel Calhoun)
Mr. Calhoun reported that the committee will be meeting today after the General Meeting to discuss the next SUN newsletter. Items to be included are the Spring CARE Award Recipients, Coffee with the President and the HollyWhoosh Premier.

e. FUNDRAISING COMMITTEE (Howard Medlock)
Mr. Medlock has reported that the Orchid Fundraiser has not been as successful as hoped. In future, a different flower may be considered. Staff Polo Shirts considered for this year are Dark Green. Phrases can be submitted for consideration. The Parking Raffle is still being considered. A parking pass will have to be purchased. Tickets will be limited and sold to both students and staff. A suggestion was given that the raffle take place at the next Staff Appreciation Event.
f. **STAFF DEVELOPMENT** (Arturo Elizondo)
Mr. Elizondo reported that the committee is still working on the current suggestions. The next Staff Appreciation Event is being planned for the Summer Months and will be an ice cream social.

g. **SECRETARY AND TREASURER’S REPORT** (Jami Miller)
Staff Council Treasurer Report
Month of March 2012

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**SC - JAIL N BAIL - 40050011**

Beginning Balance March 1, 2012 $619.99  
Balance March 31, 2012 $619.99  

**Total Fundraising & Endowment** $10,423.01

**h. Faculty Senate** (Dr. Murray Leaf)  
Dr. Leaf reported that Faculty Senate Elections took place and he was re-elected as Speaker. Faculty hiring policies will be reviewed to ensure equity amongst the Faculty. A website has been created for volunteers for the University Committees. At the UT System Faculty Advisory Committee meeting, training for new deans and department heads was discussed, as well as greater transparency to the budget.

**i. Student Government** (Raj Dwivedi)  
Mr. Dwivedi was not present to report.

**j. Retiree Association** (Sandeep Goertzen)  
Ms. Goertzen reported that the New Retiree Reception was held April 25th with eighteen (18) new retirees in attendance. Dr. David Daniel spoke to the retirees to bring them up to date on the growth and changes of the University. New officers were elected and will take office on September 1, 2012.

**k. University Committees**

i. **Wellness** (Natalie de Leon and Amanda Smith)  
Not meeting.

ii. **Parking and Transportation** (Wendy Newton and Kent Mecklenburg)  
Meeting monthly.

iii. **Campus Facilities** (Melissa Wyder)  
Not meeting.

iv. **University Safety and Security** (Lynne Boyer)  
Meeting regularly.

v. **Women's Center** (Jacqueline Long)  
Not meeting.

vi. **IR Security, Planning and Policy** (Arturo Elizondo Jr.)  
Not meeting.

vii. **Auxiliary Services Advisory** (Drew Brown)  
Not meeting.

viii. **HOP Committee** (Rochelle Peña)  
Meeting monthly.

ix. **Deans and Directors** (Rochelle Peña)  
Not met recently.

x. **Student Fee Advisory Committee** (Lynne Butler and Daniel Calhoun)  
Only meet for a two-month period and have met for the year.

xi. **Committee for Support of Diversity and Equity** (Danny Cordova)
Meeting regularly.

xii. **ACADEMIC CALENDAR COMMITTEE** (Caroline Crossley and Sam Eicke)
Meet once a year. Chair of the committee has resigned.

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)
      v. 2012-009s: Wheelchair for Staff Use (Benefits Committee)

Rochelle Peña reported that a wheelchair was found in the Mud Slab in the Administration Building that the staff could use. Daniel Calhoun suggested the Benefits Committee look into the liability of moving an injured staff member.

7) **NEW BUSINESS**
   a. **Suggestions**
      i. 2012-0010s: Staff Use of Existing Faculty Lounges
         I suggest we create Staff Lounges, similar to Faculty Lounges that are located throughout campus. They could be:
         - set up as a central Staff Lounge
         - set up as several "district" staff Lounges
         - Change existing faculty lounges to include staff members, which would read: Faculty and Staff Lounge.
         Staff needs to have a place to meet outside the work area - to eat lunch, visit, and relax.
         -Howard Medlock made a motion to move the suggestion to the Benefits Committee; the motion was seconded by Tracey Tatum. The motion was approved.

b. **Staff Council Elections**
   Ms. Peña reported that Staff Council would be receiving a list of the buildings for district assignments. Updates to the staff directory are being made through an online system supported by Information Security. Accurate directory lists of employees should be available soon. Once the lists are provided, the Executive Committee will meet to redistrict. It’s important that we get a lot of nominations for a good election.

**ADJOURNMENT**
Melissa Wyder made a motion to adjourn the meeting; the motion was seconded by Tracey Tatum. The meeting was adjourned at 11:33 am.

**RESPECTFULLY SUBMITTED,**
**JAMI MILLER**
**STAFF COUNCIL SECRETARY/TREASURER**