Official and Approved Minutes

These minutes are disseminated to provide information to the UTD Staff Council. They have been approved by the body in question and, therefore they are the official minutes.

UT DALLAS STAFF COUNCIL MEETING MINUTES
June 13, 2012 ECSS 2.102 9:00 a.m.


ABSENT: Drew Brown, Natalie de Leon, Colter Fleming, Kimberly Flicker, Linda Heard, Betty Maldonado, Chelsea Posey, Carrilaine Schneckner, Rhonda Walls

GUESTS: Theresa Diaz, Tracy Dorsey, Colleen Dutton, Sandee Goertzen, Murray Leaf

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) SPECIAL GUEST: COLLEEN DUTTON, ASSISTANT VICE PRESIDENT OF HUMAN RESOURCES
Dr. Calvin Jamison introduced the new Assistant Vice President of Human Resources, Colleen Dutton. Ms. Dutton shared that she is looking forward to working with Staff Council and welcomes feedback from the Staff. She aims to learn what it’s like to work in a day in each department.

4) SPEAKER: KAROL MILLER, SUPERVISOR OF ACCOUNTS, ACCOUNTING & FINANCIAL REPORTING
Ms. Miller reported the changes to the Petty Cash and Cash Handling Policy.

5) SPEAKER: TRACY DORSEY, CORPORATE CHALLENGE CHAIR
UT Dallas has been involved with the City of Richardson Corporate Challenge for the past 15 years. A Kick-Off Party to learn about Corporate Challenge is scheduled for June 28th at 11:00 am – 1:00 pm in the Student Union Mall. UT Dallas place 2nd in their division last year and hope to place 1st this year.

6) MEETING MINUTES
Sheila Rollerson made a motion to approve the May 9, 2012 meeting minutes as presented; Howard Medlock seconded the motion. The minutes were approved.

7) COMMITTEE REPORTS
   a. EXECUTIVE BOARD (Rochelle Peña)
      Ms. Peña reported that the Executive Committee met to review the revised By-Laws and have accepted the changes presented. The Committee also met to redistrict the Staff Council Districts.
President’s Meeting. The Executive Committee met with University President Dr. David Daniel. Dr. Daniel reported that the construction of Dorm 5 has been fast-tracked and construction is expected to begin October 2012 and is estimated to be complete by the Fall 2013 semester. PeopleSoft is beginning to improve, but it is a slow process. The Committee to redevelop the Personnel Action Form (PAF) has completed the groundwork for an electronic workflow form. Other committees have been formed to address other areas of PeopleSoft. Please continue to send suggestions and concerns to staffcouncil@utdallas.edu.

Tuition Waiver Taxable. Any amount over and above $5,250 of graduate student tuition expenses waived must be reported on the recipients W-2 form as taxable.

b. Attendance Report (Paula Austell)
Ms. Austell presented the Attendance Report in the Agenda Packet. Chelsea Posey has resigned from Staff Council. Richard Arduengo is now a part-time employee and no longer eligible to be a representative.

c. Benefits Committee (Jay Jascott)
Mr. Jascott presented a memo explaining parking for new employees (2012-008s). With so many construction projects possibly affecting the area in question no additional handicapped parking will be made available at the AD/MP location at this time (2012-003s). A wheelchair has been located, but due to liability issues no department will take responsibility for holding a wheelchair for staff (2012-009s). Melissa Wyder suggested the greater issue at hand is that there is no nurse or clinic made available to staff. The suggestion to open Faculty Lounges to Staff is still being researched. Thirteen Staff Council Applicants have been selected to be awarded the Staff Council Scholarship. Awards will be given at the July General Meeting.

d. Communications Committee (Daniel Calhoun)
Communication representatives for district are as follows: District 1: Arturo Elizondo; District 2: Letitia Andrews; District 3: Kimberly Flicker; District 4: Lynn Butler; District 5: Daniel Calhoun; District 6: Paula Austell; District 7: Betsy Albritton. The Communication representatives were reminded to please send monthly communication to their districts.

Mr. Calhoun reported that there has been no movement on the current suggestions for the Communications Committee. The May SUN Newsletter was released and the committee will be meeting to discuss the next SUN Newsletter.

e. Fundraising Committee (Howard Medlock)
Mr. Medlock reported that the upcoming fundraisers are Jail n’ Bail, a Parking Pass Raffle and Polo Shirt Sales. The Polo shirts will be a dark green this year and the logo will be released soon.

f. Staff Development (Arturo Elizondo)
Mr. Elizondo reported that the survey created to gather the staff development needs will be sent in the next two weeks. The next Staff Appreciation event will be July 18th from 2:00 – 4:00 pm in the Faculty/Staff Dining Room. The
event will be an ice cream social with a picnic theme. For the satellite campuses, ice cream treats will be sent.

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

<table>
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<tr>
<th>EXPENSES</th>
<th>REVENUE</th>
<th>BALANCE</th>
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| **STATE FUNDS - 40037006 Operating Account**
  Beginning Balance April 1, 2012 | | $1,940.64 |
  Balance April 30, 2012 | | $1,940.64 |
  **Total Operating** | | **$1,940.64** |
| **FUNDRAISING - 40035001**
  Beginning Balance April 1, 2012 | | $3,347.74 |
  1-Mar Valentine Sales | | $15.75 |
  Balance April 30, 2012 | | $3,363.49 |
| **UTD Staff Endowed Scholarship - 40051005**
  Beginning Balance April 1, 2012 | | $1,815.18 |
  Balance April 30, 2012 | | $1,815.18 |
| **STAFF SCHOLARSHIP - 40050010**
  Beginning Balance April 1, 2012 | | $2,135.59 |
  Balance April 30, 2012 | | $2,135.59 |
| **JODY NELESEN SCHOLARSHIP - 40051006**
  Beginning Balance April 1, 2012 | | $2,504.51 |
  31-Mar Scholarship Distribution | | ($250.00) |
  Balance April 30, 2012 | | $2,254.51 |
| **SC - JAIL N BAIL - 40050011**
  Beginning Balance April 1, 2012 | | $619.99 |
  Balance April 30, 2012 | | $619.99 |

**Total Fundraising & Endowment** | **$10,688.76** |
h. Faculty Senate (Dr. Murray Leaf)
   Dr. Leaf reported that the Faculty Senate is in the process of rewriting eight
   policies to align the Faculty policies with the Administration policies. In
   regards to the budget policy, the faculty would like to be invited to the Budget
   Hearings.

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

j. Retiree Association (Sandee Goertzen)
   Ms. Goertzen reported that the Retiree Association has continued to meet for
   Lunch on the First Monday of each month. They also traveled to Fort Worth
   to tour the Kimball Art Museum and the Amon Carter Museum.

k. University Committees
   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)
   xi. Committee for Support of Diversity and Equity (Danny
      Cordova)
   xii. Academic Calendar Committee (Caroline Crossley and Sam
        Eicke)

8) Old Business
   a. Suggestions
      i. 2012-002s: PeopleSoft Roundtable (Staff Development Committee)
      ii. 2012-003s: Handicap Parking at AD/MP Building (Benefits
          Committee)
         Arturo Elizondo made a motion to close Suggestion 2012-003s; the
         motion was seconded by Dena Davis. The suggestion was closed with
         19 for, 2 against.
      iii. 2012-004s: Internal UT Dallas Craigslist-like Posting Board
           (Communications Committee)
      iv. 2012-008s: Temporary Parking Passes for New Employees (Benefits
           Committee)
         Tracey Tatum made a motion to close Suggestion 2012-008s; the
         motion was seconded by Wendy Newton. The suggestion was closed
         by a unanimous vote.
      v. 2012-009s: Wheelchair for Staff Use (Benefits Committee)
vi. 2012-0010s: Staff Use of Existing Faculty Lounges (Benefits Committee)

9) NEW BUSINESS

a. Suggestions
   i. 2012-011s: Bulletin Boards for Staff Use
      Can we get bulletin boards put up at the entrance of off-campus buildings front and back for Staff Council....the keyed type, i.e. ROC, WSTC? Instead of taping flyers on the glass doors. We can have a staff building rep manage the case (key) leaving that person(s) contact info if someone would like to display a flyer.
      - Daniel Calhoun made a motion to move the suggestion to the Communications Committee; Howard Medlock seconded the motion. The motion was approved.

b. Sandee Goertzen Award
   Jay Jascott is the Sandee Goertzen Award Committee Chair along with a committee member from each of the Standing Committees. Please send nominations to Secretary Jami Miller by e-mail or mail stop AD 40.

c. By-Laws Committee Review
   The By-Laws Committee met regularly and presented the edited By-Laws and Standing Rules to the Staff Council Representatives. The representatives should read over the By-Laws and Standing Rules and a vote will be taken at the July Meeting. Please let Ms. Peña know if you have a suggested location for the Staff Council Part-Time Secretary to be located.

d. Staff Council Elections
   The Executive Committee has redistricted the districts based on the latest number of employees in each district. The School of Management has been moved to District 3. The Election Committee of Letitia Andrews, Paula Austell, Sharon Edwards, Wendy Newton and Shelia Rollerson will meet to organize the elections.

ADJOURNMENT
Daniel Calhoun made a motion to adjourn the meeting; the motion was seconded by Rochelle Peña. The meeting was adjourned at 10:58 am.

RESPECTFULLY SUBMITTED,
JAMI MILLER
STAFF COUNCIL SECRETARY/TREASURER