UT DALLAS STAFF COUNCIL MEETING MINUTES
October 10, 2012     ECSS 2.102    9:00 AM – 11:00 AM

PRESENT: Betsy Albritton, Letitia Andrews, Cheryl Berry, Lynn Butler, Daniel Calhoun, Teresa Capitan, Jason Carter, Theresa Diaz, Arturo Elizondo Jr., Selina Gu, Shereada Harrell, Patrice Holt, Lin Maute, Jayar Howard Medlock, Mike Mogg, Wendy Newton, Rochelle Peña, Sheila Rollerson, Deann Rose, Sandy Runowski, Alice Salazar, Carrilaine Schneckner, Janie Shipman, Paul Smith, Chad Thomas, Chelsea Villareal, Rhonda Walls, Melissa Wyder


GUESTS: Adam Cantwell, Lynn Culverhouse, Colleen Dutton, Jessica Elder, Sandee Goertzen, Marita Hawkins, Dr. Calvin Jamison, Jacqueline A. Long, Wanda Mizutowicz, Steve Whitson

1) CALL TO ORDER
Meeting called to order by President Rochelle Peña at 9:03 am.

2) ROLL CALL
A quorum was met.

3) SPEAKER: STEVE WHITSON, UT SOUTHWESTERN CLINICAL DIRECTOR & NELA MOORE
This fall, UT Southwestern Medical Center brings its world-renowned clinical expertise to the UT Dallas neighborhood with the opening of the UT Southwestern Clinical Center-Richardson/Plano, located off Waterview Parkway just two blocks from campus.

4) SPEAKER: DR. CALVIN JAMISON, VICE PRESIDENT FOR ADMINISTRATION
Over 600 parking spaces, 6 new buses, 2 routes (883/George Bush & 884 Frankford pilot,) Comet Cabs and catering food truck have been added. Fall 2013- Opening of ATEC. Fall 2014- 10,000 sq. ft. added to SOM, parking garage to Jason’s Deli, 4 new soccer fields, 10 tennis courts, and a 10 acre Comet Town similar to a college-style Shops at Legacy.

5) SPEAKER: COLLEEN DUTTON, ASSISTANT VICE PRESIDENT OF HUMAN RESOURCE
Introduced Marita Hawkins, Director of Benefits and David Gleason, Director of Human Resource Management. The Human Resource department is in the process an HR 3500 program with a mission: ‘to enable the success of others’ as well as create and maintain a ‘value added’ HR department to lead the cultivation and pruning of the UTD Talent Management TREE in a 5 year plan. Flu Shots are 11:00 am – 2:00 pm at the Callier Center on Wednesday, October 17th and 9:00 am – 4:00 pm in Facilities Management and the Activity Center on Thursday, October 18th. Tracy Dorsey is the volunteer coordinator and can be reached at extension 2219.

6) SPEAKER: WANDA MIZUTOWICZ, VICE PRESIDENT FOR FINANCE, BUDGET & DATA
Presented a short update on Finance & Budget Activities as well as introduced the next two speakers.

7) SPEAKER: LYNN CULVERHOUSE, DIRECTOR OF BUDGET & RESOURCE PLANNING
Discussed roles of the Budget Office. The first 90 days are Position Management Systems & Encumbrances. The next 90 days are Final Salary Rosters & PAF forms. Discussed goals for FY2013.

8) SPEAKER: ADAM CANTWELL, DIRECTOR OF PAYROLL
Discussed roles of the Payroll Office, Payroll & Data Management, and upcoming goals and projects.

9) MEETING MINUTES
Letitia Andrews made a motion to approve the August Meeting Minutes as distributed. Sheila Rollerson seconded the motion. The minutes were approved. Janie Shipman made a motion to table the September Meeting Minutes until the November Meeting. Letitia Andrews seconded the motion. The minutes were approved to be tabled until the November Meeting.

10) ADJOURN FOR GROUP AND COMMITTEE PICTURES
Sheila Rollerson made a motion to reschedule the group and committee pictures for the November Meeting. Rhonda Walls seconded the motion. The motion to reschedule the group and committee pictures for the November Meeting was approved.

11) COMMITTEE REPORTS
   a. EXECUTIVE BOARD (Rochelle Peña)
      Ms. Peña reported that the HOP Committee was cancelled. Murray Leaf will report the news for Faculty Senate at the November Meeting. The ExComm Meeting with Dr. Daniel was rescheduled for Monday, October, 29th at 9:00am.

   b. ATTENDANCE REPORT (Howard Medlock)
      The attendance report was not available for this meeting.

   c. BENEFITS COMMITTEE (Jay Jascott)
      Mr. Jascott reported that he was nominated and re-elected as Chair of the Benefits Committee with Chelsea Villareal as Secretary. Meetings will be the 1st Tuesday of every month at 3:00 pm in the Facilities Management Conference Room. The committee will review the budget for scholarships. The wheelchair proposal hit a wall due to liability concerns, and there are changes in the signage currently in progress to reflect Faculty/Staff Lounge areas.

   d. COMMUNICATIONS COMMITTEE (Chad Thomas)
      Mr. Thomas reported that he was nominated and elected as Chair of the Communications Committee with a currently vacant opening for Secretary. Meetings will be the 2nd Wednesday of every month immediately following the General Staff Council Meetings in the TI Auditorium. The committee discussed newsletter updates and beefing-up the content with help from Districts.

   e. FUNDRAISING COMMITTEE (Melissa Wyder for Paula Austell)
      Ms. Wyder reported that Paula Austell was nominated and elected as Chair of the Fundraising Committee with Melissa Wyder as Secretary. Meetings will be the 1st Friday of every month at 11:00 am in the Library Conference Room. The committee discussed postponing Jail-N-Bail another year due to time constraints, preparing the upcoming Poinsettia and Valentine fundraisers, repeating the Parking Raffle fundraiser, and possibly adding 3 new fundraisers with one possibly being concessions for sporting events.

   f. STAFF DEVELOPMENT COMMITTEE (Arturo Elizondo, chair & Jason Carter, co-chair)
      Mr. Elizondo reported that he was nominated and elected as Chair of the Staff Development Committee with Jason Carter as Vice Chair and Wendy Newton as Secretary. Meetings will be the 2nd Wednesday of every month immediately following the General Staff Council Meetings in the TI Auditorium. The committee discussed planning Fall Staff Appreciation for Thursday, November 29th, 2012 as well as conducting a staff survey this month.

   g. SECRETARY AND TREASURER’S REPORT (Rochelle Peña for Amanda Moilan)
      Ms. Peña reported that everything has been balanced and approved.

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

   i. STUDENT GOVERNMENT (Rajiv Dwivedi)
      Mr. Dwivedi reported on the Student Government’s involvement in Homecoming, the upcoming Town Hall Meeting, Resident Internet, and Recycling.

   j. RETIREE ASSOCIATION (Sandee Goertzen)
      Ms. Goertzen reported on the current progress of the Retiree Association.

   k. UNIVERSITY COMMITTEES
      Ms. Peña proposed that we suspend the committee reports due to time constraints. Melissa Wyder made a motion to continue the meeting for approximately 5-15 minutes to cover the rest of the agenda. Wendy Newton seconded the motion. The motion was put to a vote. All was in favor of continuing the meeting with the exception of Daniel Calhoun. The motion carried to continue the meeting to briefly cover the rest of the agenda.

12) CONTINUING BUSINESS
   a. Fall Flu Shots
      Colleen Dutton reported that UT Southwestern will be conducting Fall Flu Shots on Wednesday, October 17th, 2012 at the Callier Center and Thursday, October 18th at the Activities Center from 9:00 am – 11:00 am and 2:00 pm – 4:00 pm.

   b. Administrative I Posting
The posting has been approved and is on the website for review. The Executive Committee will be a part of the interview process.

c. **CARE Awards**
The CARE Awards will be November 27th, 2012 at 9:00 am. Signs will be given at the next Staff Council General Meeting for posting. October 31st, 2012 will be the deadline for all applications at the designated, centralized Staff Council Mail Stop.

d. **Coffee w/Dr. Daniel**
The date has been moved from October 5th to October 23rd, 2012 at 9:00 am.

e. **Academic Bridge Program** (Jackie Long)
Ms. Long reported on the current progress of the Academic Bridge Program.

**ADJOURNMENT**
Ms. Peña requested a motion to adjourn at 11:11 am. Howard Medlock made a motion to adjourn. Jay Jascott seconded the motion. The meeting was adjourned.

**RESPECTFULLY SUBMITTED,**

**JAYAR HOWARD MEDLOCK**  
**STAFF COUNCIL VICE PRESIDENT**