Call to Order

Staff Council President Rochelle Peña called the meeting to order at 9:05 am.

Roll Call

A quorum was met.

Scholarship Awards

Jay Jascott presented Fall 2013 awards and recipients took pictures.

Guest Speaker: Dr. Calvin Jamison, VP for Administration

Dr. Jamison spoke about the development of Comet Town. Comet Town will consist of housing, retail, and transportation stations. He was looking for feedback about what types of retailers staff would like to have available in the retail spaces. They are in the early development stages and he will be keeping Staff Council posted on the development process.

Guest Speaker: Colleen Dutton, Asst. VP for Human Resources

Ms. Dutton introduced Marco Mendoza, Director of Institutional Equity/EEO. Ms. Dutton also stated that they are currently trying to fill two open positions. A review of the on-boarding process is still pending. She mentioned that HR was able to create a new Position Request Form that they are currently piloting. It combines the Position Description/Analysis, Position Allocation Notice, and New Position Request into one form.

Meeting Minutes

A correction to the February attendance was made. Sandy Runowski was marked as present. Sheila Rollerson made a motion to approve the amended minutes. Jay Jascott seconded the motion and it was unanimously approved.

Committee Reports

Executive Board (Rochelle Peña)

Ms. Peña spoke about nominations for the CARE awards being due by March 31st. Signs and posters were
made available for everyone. Communication about the service awards was reopened at the HOP Committee meeting. Ms. Peña and Ms. Austell attended the EAC meeting and updated the council. There will be minor changes to insurance in 2014. Legislature discussions about education funding are in session. Both Ms. Peña and Ms. Austell welcome emails with topics of discussion for the next EAC meeting.

b. ATTENDANCE REPORT (Jay Jascott for Jayar Medlock)
Mr. Jascott has taken over attendance in Mr. Medlock’s absence. He is working to get the attendance report current.

c. BENEFITS COMMITTEE (Jay Jascott)
Mr. Jascott reported that the committee has 14 scholarship applicants to review.

d. COMMUNICATIONS COMMITTEE (Chad Thomas)
Mr. Thomas reported that website redesign is almost complete and should be launched before the end of March. He is actively posting to the Facebook page and activity there is picking up. The SUN will be out next month.

e. FUNDRAISING COMMITTEE (Paula Austell)
Ms. Austell reported a $680.00 profit from the Valentine’s Day Sale. The roses sold out completely and could lead to ordering more next year. There is candy leftover and the Executive Committee has agreed to sell it at cost. Ms. Austell still has polo shirts available as well. The committee is currently working on summer fundraisers such as a drawing for a parking pass or dining card.

f. STAFF DEVELOPMENT (Arturo Elizondo)
Mr. Elizondo reported that the next staff appreciation event will be the “Take Me Out to the Ballgame” in April. They will provide snack food and treats will be sent to the downtown campus and Callier Center.

g. SECRETARY AND TREASURER’S REPORT (Rochelle Peña)
Ms. Peña reported that all cost centers have been reconciled and corrections to the cost centers have been made. There will be no Jail-n-Bail this year.

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

i. STUDENT GOVERNMENT (Raj Dwivedi)
Mr. Dwivedi was not present.

j. RETIREE ASSOCIATION (Jo Ellen Roach)
Ms. Roach reported in Ms. Goertzen’s absence. The First Monday lunches are still very popular with the retirees. A reception for new retirees will be held in April. They are also planning a trip to the Perot Museum in May.

8) OLD BUSINESS
a. Suggestions
i. 2012-004s: Internal UT Dallas Craigslist-like Posting Board (Communications Committee) – Mr. Thomas will get with the University Attorney

ii. 2012-009s: Wheelchair for Staff Use (Benefits Committee) Mr. Jascott will get with the University Attorney.

iii. 2012-011s: Bulletin Boards for Staff Use (Communications Committee) – Paula Austell made a motion to close this suggestion as it is up to each building manager and not something that Staff Council can change. A vote was taken and the motion passed unanimously.

9) NEW BUSINESS

a. **Coffee with the President March 22, 2013 at 9:00 a.m., President’s Conference Room**
   Ms. Peña has received 4 requests to attend and she needs 6 more.

b. **Issues for Executive Committee Meeting with the President**
   Please send email with topics you would like to be discussed.

c. **Staff Diversity Awards Ceremony**
   Nominations are still needed and the deadline has been extended to March 22\textsuperscript{nd}.

d. **Election Committee Volunteers**
   Volunteers are still needed. Please contact Ms. Peña.

10) ADJOURNMENT
Theresa Diaz made a motion to adjourn and the motion was seconded by Sandy Runowski. The motion was unanimously approved. The meeting was adjourned at 10:40 am.

**RESPECTFULLY SUBMITTED,**
Amanda Moilan
For **STAFF COUNCIL SECRETARY/TREASURER**