Official Approved Minutes

UT DALLAS STAFF COUNCIL MEETING MINUTES
April 10, 2013    ECSS 2.102    9:00 am.


ABSENT: Richard Mills, Mike Mogg, Rikk Terhune, Chad Thomas, Rich Williams, Melissa Wyder.

GUESTS: Teresa Johnston, Colleen Dutton, Sandee Goertzen, Murray Leaf.

1) CALL TO ORDER
Staff Council President Rochelle Peña called the meeting to order at 9:02 am.

2) ROLL CALL
A quorum was met.

3) GUEST SPEAKER: Teresa Johnston, Business Continuity
Ms. Johnston presented a video about the importance of a continuity plan and what can happen in disaster situations if a university is not prepared. A plan needs to be in place for space, infrastructure, people, equipment, and funds. The Business Continuity website offers and online planning tool to assist with developing a plan. Ms. Johnston indicated that plans should be reviewed and updated regularly.

4) GUEST SPEAKER: Colleen Dutton, Asst. VP for Human Resources
Ms. Dutton gave a brief update on what’s happening in HR. The on-boarding process is moving forward and a new Director of Employment Services starts on Monday. Ms. Dutton also mentioned that a new Position Request Form is being piloted and will be rolled out to the entire university soon.

5) MEETING MINUTES
Jayar Medlock made a motion to approve the minutes from March 13, 2013. Lynn Butler seconded the motion. The motion was unanimously approved.

7) COMMITTEE REPORTS
   a. EXECUTIVE BOARD (Rochelle Peña)
Ms. Peña spoke about the HOP committee meeting. A new policy was presented by the Graduate Dean to award degrees posthumously. The policy was approved and will be taken to Austin. The Disability policy was out of compliance and updates were suggested and approved. The policy on disclosure and reporting significant events was a topic of discussion and Ms. Peña will be inviting Colleen Dutton to discuss that with the council.

   b. ATTENDANCE REPORT (Jayar Medlock)
Mr. Medlock presented the attendance report and suggested that new members be voted in. Paula Austell made a motion to replace Cheryl Berry with Donna Everson. Jayar Medlock seconded the motion and it was approved unanimously. Jayar Medlock made a motion to replace Tracey Tatum with Raul Hinojosa. Paula
Austell seconded the motion and it was approved unanimously. Ms. Pena also stated that roll call will be the official attendance report and when possible, roll call will be moved down on the agenda if there is a guest speaker.

c. **BENEFITS COMMITTEE** (Jay Jascott)
Mr. Jascott reported that the committee has reviewed and scored all 17 scholarship applicants.

d. **COMMUNICATIONS COMMITTEE** (Daniel Calhoun for Chad Thomas)
Mr. Calhoun reported that April SUN edition is about to be released. The new website is ready to go. The Committee is working on a formal suggestion log.

e. **FUNDRAISING COMMITTEE** (Paula Austell)
Ms. Austell reported that the committee did not meet, but did receive a recycle check for $431.00. They are currently working on a parking pass raffle and dining dollars card to raffle this summer.

f. **STAFF DEVELOPMENT** (Arturo Elizondo)
Mr. Elizondo reported that the last event was not well attended and believes it is due to lack of publicity. The committee is working on the summer event and is hoping for July.

g. **SECRETARY AND TREASURER’S REPORT** (Rochelle Peña)
Ms. Peña reported that the month did not close until April 8th and she was not on campus. A report will be available at the next meeting

h. **FACULTY SENATE** (Dr. Murray Leaf)
Dr. Leaf reported that the new senate will meet next month to elect members. He also stated that the new regents are starting to exceed their authority and make a political stand. Legislature is working to correct that “stand” legally and politically. The encryption issue continues. Dr. Leaf reported another topic of interest was the conflict of interest policy. A committee has been formed to develop a conflict of interest policy. Dr. Leaf has drafted a policy and Tim Shaw, university lawyer, is currently reviewing the draft.

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

j. **RETIREE ASSOCIATION** (Sandee Goertzen)
Ms. Goertzen reported that the First Monday lunches are still very popular with the retirees. A reception for new retirees will be held on April 19th.

7) **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.
   b. **CARE Awards**: ceremony will take place May 1, 2013

8) **NEW BUSINESS**
a. **Daniel Calhoun presented new business:**
Mr. Calhoun suggested that the Office of Research be held to the same standards of email communication that the council is held to. Ms. Peña suggested that this will be discussed with the President and the next meeting.

**9) ADJOURNMENT**
Jayar Medlock made a motion to adjourn and the motion was seconded by Sandy Runowski. The motion was unanimously approved. The meeting was adjourned at 10:14 am.

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