
Absent: Arturo Elizondo, Jr., Eric Fackler, Harriett (DeAnn) Rose, Rich Williams, Becky Wiser

Guests: Rodolfo Arredondo, Colleen Dutton, Sandee Goertzen, Calvin Jamison, Dr. Murray Leaf, Hayward McNeill, Rochelle Peña

1) Call to Order
   Staff Council President Paula Austell called the meeting to order at 9:05 a.m.

2) Colleen Dutton – Assistant Vice President of Human Resources – Monthly Update
   • 150 people attended last month’s retirement workshop on October 24-25, 2013.
   • 699 faculty, staff and student workers were vaccinated with flu shots on November 7-8, 2013. This is an increase of 58% from last year.
   • Even though the flu shots were administered later this year, they were still delivered at an optimum time, as flu shots are only good for approximately four months. Therefore, anyone who was given a flu shot at UTD should be protected against the flu during the peak flu season this 2013-2014 year.
   • The first HR meet-and-greet on November 12th had a low turn-out. The next HR meet-and-greet is scheduled for December 12th, 10:00 – 12:00 pm, in the McDermott Suite. If you would like to learn about current HR projects or meet one-on-one with a member of the HR Team, this would be a great opportunity for you.
   • There will be a Spanish version of the retirement workshop on November 20, 2013 which will be held in Facilities. This is a pilot program and will be presentational in its approach and is targeting the Facilities Group, but any UTD employee is welcome.
   • December 16th is the tentative date for the mobile mammography van to visit UTD.
   • Thanks to the Wellness Committee, there is a new blood pressure monitor machine in the lobby area of the student union.
3) There will be new HR training sessions available after the winter break.

4) Roll Call
A quorum was met.

5) Minutes
Melissa Wyder moved to approve the October minutes, Jay Jascott 2nd the motion. The October minutes were approved.

Committee Reports
a. Executive Board (Paula Austell)
   - The HOP Committee did not meet and Paula was not able to attend the Faculty Senate meeting.
   - UT System Day was on Friday, November 8th. There were giveaways; such as water bottles, t-shirts, notepads and $5.00 food items were sold out of the food truck on frisbees.
   - 300 orange and green balloons were released into the air.
   - Dr. Wildenthal and Dr. Jamison both said a few words.

b. Attendance (Jayar Medlock)
   - Attendance is looking much better for the general meetings. But please be very verbal if you are going to be late or if you are going to not show. Also, if you cannot do much work on your assigned committee, please let the committee chair know.
   - An issue was brought up with being anonymous if you submit a suggestion to staff council email. Please reassure your co-workers that this is a totally anonymous system, and if they are still hesitant to submit their suggestion, you can submit the suggestion yourself on their behalf, if you feel the issue warrants it.

c. Liza Liberman (Student Government)
   - Ms. Liberman was not present. However, Paula attended a Student Government meeting and she reported that they were in deliberations over the upcoming Home Coming festivities.
   - Paula also encouraged all Staff Members to vote for their favorite, in the upcoming “Homecoming Door Decorating Contest”.

d. Benefits Committee (Norma Richardson)
   - The committee is working on a new structure to award scholarships. They will decide on the awardees at their next meeting.
   - Two different representatives are working the yield signs and wheel chair suggestions.
e. **Communications Committee** (Chad Thomas)
The committee is working on the SUN for a November 20th release. It will have more of a web based cover header.

f. **Fundraising Committee** (Jay Jascott)
- Poinsettia sales are ongoing through November 26th. There is a link on the UTD website. From UTD’s homepage, go to Staff Council, then scroll down to recent news and you can choose two ways to pay for the poinsettias: 1) credit card 2) cash or check.
- Delivery will be on December 3rd in the Green Center Lobby, from 1-6 pm.
- The committee is working on a Staff Council sponsored Beer and Taco 5K Fun Run.
- The committee is just about ready to choose a new vendor and order new polo shirts.

g. **Treasurers Report** (Deborah Buckner)
Paula gave the treasurer’s report.

h. **Staff Development Committee** (Arturo Elizondo, Jr.)
Arturo was not present so Lynn Butler gave the committee’s report.
- The Fall Staff Appreciation Event was scheduled on the same day as the Employee Service Awards Ceremony so the Staff Appreciation has been canceled. We tried to find another day but there are too many road blocks to re-schedule; therefore, we are going to put our time, money and energy into creating a bigger Spring Fling for our staff.
- Terry Cartwright attended our Staff Development Meeting with discussion to partner with HR regarding staff training and/or personal development. One issue that was discussed was Administrative Assistant Training. Unfortunately, we have Administrative Assistants who come to the university without adequate training in our policies and procedures and are expected to jump right into their jobs. We are partnering with Terry and looking into a PeopleSoft Academy.

i. **Faculty Senate** (Dr. Murray Leaf)
The Senate has amended the charges of the Information Resources Security and Planning Committee and the Facilities Oversight Committee and Dr. Leaf expects them to be more active this year.

j. **Retiree Association** (Sandee Goertzen)
The Retiree Association is planning the Christmas luncheon, which will be the second Wednesday in December.
6) **University Committees**
None of the Committees have had a meeting yet.

7) **New Business**
   a. Fall 2013 CARE Award winners were announced. They are: Melanie Davis, A. J. Garcia, Amanda Miller, Georgetta Oliver, Julie Rooney and Ashfia Salemin. There will be a ceremony on November 25, 2013 at 9:00 a.m. in the McDermott Suite where Dr. Daniel will formally announce the winners.
   b. Paula chose one representative from each district to send out an eBlast to their district on important topics that were discussed in the monthly Staff Council meeting.
      - District 1 – Arturo Elizondo, Jr.
      - District 2 – Jinger Rosa-Booth
      - District 3 – Theresa Diaz
      - District 4 – Melissa Wyder
      - District 5 – Daniel Calhoun
      - District 6 – Selina Gu
      - District 7 – Sandy Runowski
   c. Members who attended “Coffee with the President” reported on what was discussed earlier in the day.
      - Growth of the university
      - New buildings going up
      - Football team in possibly 8-10 years
      - Skateboarders in parking lots
      - Faculty and tenure
      - Several staff members want a separate parking lot from students; must present suggestion to staff council
      - Safety concerns from financial aid staff; students following them to parking lot

8) **Dr. Calvin Jamison, Vice President for Administration – Guest Speaker**
   - Dr. Jamison gave an update on the growth the university. In 2007 there were approximately 14,500 students enrolled. Today the campus is nearing a population of 22,000 students.
   - Below is a list of accomplishments the University of Texas at Dallas has accomplished or is currently working on.

   ➤ Wellness Committee: [http://www.utdallas.edu/wellness](http://www.utdallas.edu/wellness)
   Recently:
   - Cometville Carnival
• Retirement Expo
• Blood Pressure Machine

**Coming Soon:**
• Mammography Screenings
• American Heart Association Presentations
• 10-Week Wellness Challenge
• Lunch-and-Learns

➤ **Corporate Challenge**
$1,476 Raised

**Medals**
• Gold: Badminton
• Gold: Bowling
• Silver: Basketball
• Silver: Table Tennis
• Bronze: Darts
• Bronze: Tennis
• Best Cake, Division B

➤ **Game On!**
• 10 lighted tennis courts
• 10 soccer fields
• 4 basketball courts
• 4 racquetball courts
• 2 squash courts
• 25-yard swimming pool
• Fitness center and group classes
• Club Sports

➤ **Dining Options**
400-Seat Dining Hall
• The Kitchen
• Fresh Market
• La Trattoria
• Dr. Daniel’s Waffle Bar

Comet Café
• Chick-Fil-A
• Coyote Jack’s Grill
• Subway
• Papa John’s

The Pub
• Coffee Shops (e.g.: Starbucks)
Find nearby vending machines: http://www.utdallas.edu/services/vending

➢ Enhancements
• North campus renovation begins during 2013-14 winter break
• Landscaping will expand north from McDermott Library to the Administration Building
• Plan for “cutting pavement by half” to create park-like green spaces

➢ Naveen Jindal School of Management Addition
• 107,445 SF
• 50% more space for University’s largest school
• High-tech trading lab
• Sales lab
• 3 executive education classes
• Meeting space for student organizations
• Jason’s Deli

➢ Bioengineering and Sciences Building (NSERL 2-2015)
• 222,000 GSF
• Instructional laboratories
• Faculty offices
• Computational infrastructure
• Research space

➢ Edith O’Donnell Arts and Technology Building
• 155,000 SF
• 1,200-seat lecture hall
• 2-D & 3-D art studio
• Photo and print labs
• Exhibition space
• Performance space
• Offices, classrooms, conference rooms, collaboration space
Synergy Park North (2013)
- Nearly 90,000 SF
- 10-year lease
- Office of Development and Alumni Affairs
- UT Design
- Office of Audit and Compliance
- Additional training rooms

Satellite Utility Plant
- Southeast corner of campus
- Accommodates 6,000 tons of cooling equipment and 4,000 tons of equipment installed for operational occupancy
- Fully automated
- Expandable
- Tied to utility distribution system
- Works in tandem with existing plant

Parking Structure I (2013)
- 5 levels
- 750 spaces
- Real-time reporting of available spaces
- Solar-powered LED lighting and elevators.
- Near satellite utility plant

Parking Structure III (2014)
- 266,000 GSF
- Multi-level
- 750 spaces
- Police substation
- Retail outlets
- Information center
- Near Loop Road & Rutford Avenue

Adjournment
Jayar Medlock motioned to adjourn; the motion was 2nd by Nick McCormick. The meeting adjourned at 10:34 a.m.

Respectfully Submitted,
By Deborah Buckner
Staff Council Secretary/Treasurer
Staff Council 2013-2014  
Attendance Roster

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<thead>
<tr>
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<td>Paula Austell - President</td>
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Note: * was on excused leave of absence, special consideration by executive board
Total 2013 Representatives 38
Current Representatives 38
VACANCIES 0

9 @ each committee

NOTE: NO excused absences are permitted