OFFICIAL AND APPROVED MINUTES

March 12, 2014

ECSS 2.102

9:00 a.m.


Absent: Letitia Andrews, DeAnn Hegi, Sheila Rollerson, Julie Rooney, Jinger Rosa-Booth, Chelsea Villareal, Becky Wiser

Guests: Colleen Dutton, Sandee Goertzen, Murray Leaf

1) Call to Order
Staff Council President Paula Austell called the meeting to order at 9:10 a.m.

2) Colleen Dutton – Assistant Vice President of Human Resources – Monthly Update
   • A department on campus is looking to hire an AA type for temporary full time work. The employee will work a 40 hour week for around 3 or 4 months. Contact Colleen Dutton or Ilyce Murray Ilyce.Murray@utdallas.edu Director Human Resources 972-883-5153
   • Rehire status – there are times when employees leaving the university are tagged as “do not rehire.” Implemented a new practice to determine rehire status. The supervisor will be interviewed by HR, and substantial documentation reviewed to make the determination of “do not rehire.” HR will make the determination and indicate the decision on the file. This information will not be shared with any other entity.

3) Hayley Berk – Finance Operations Coordinator – Guest Speaker
   • Hayley spoke for Orkun Toros and shared an Ask YODA demo.
   • http://utdallas.parature.com/ics/support/default.asp?deptID=30104&_referrer=
   • The department of Finance Operations has polled the FAQ’s for many departments on campus to create a database of answers. The curious can clink the link above or look for the icon below on various pages of the UTD website.
If the question is not in the data base, you can submit your question and have it answered through emails. You can track your ticket through my support. The knowledge base will be constantly updated.

If you don’t see your question answered, you have the option to ask an expert. The more the site is used, the more the functionality is increased. As soon as the ticket is closed, the Q & A is added to the data base/knowledge base. Average turnaround is less than one week; site currently has between 200-300 questions.

4) Minutes
Paula had a change - Rich Williams was not in attendance.
Melissa had a change to correct the name of Ilyce Murray’s name and take out the space in hypertension found in the University Committees section.
Melissa Wyder made a motion to approve the February minutes as amended, Richard Jordan 2nd the motion. Paula called for all members present to take a vote, all members present said “aye”. The February minutes were approved.

5) Roll Call
A quorum was met.

6) Committee Reports
- Executive Board (Paula Austell)
  Paula and Rochelle attended the EAC meeting in Tyler as well as spoke with the Chancellor. A photo montage of the participants of the UT System day was made. Paula will share this with Staff Council.

- Attendance Report (Jayar Medlock)
  Please attend general and committee meetings. One Staff Council member left UTD and created an opening. We will be filling this vacancy at the next meeting.

- Student Government (Liza Liberman)
  Not present.

- Benefits Committee (Norma Richardson)
  a) Wheelchair – new policy will be presented to the executive board.
  b) Founders signage – waiting to hear back from department.
  c) Working on the status of fragrances on campus.
  d) Doing the ranking for spring 2014 scholarships.
  e) We suggested the employee contact their supervisor to put in a work order for door to atrium access in the ROC. Any departments affected by access could submit the work order.
  f) JSOM – smoking too close to exterior door. We are researching the required distance between smoking areas and exterior doors.
• **Communications Committee** (Chad Thomas)
  a) The committee will briefly meet after the general meeting today.
  b) Working on April edition of the SUN. Some story ideas are: meet the new assistant chief of police, coffee with the president and sustainability with Thea Junot.
  c) Shoot Chad an email about staff council Facebook posts.

• **Fundraising Committee** (Jay Jascott)
  a) Melissa spoke for the committee; polo’s should arrive today.
  b) $650 profit form Valentine sales. ROC sales were great! Profits covered 2 scholarships.

• **Staff Development Committee** (Arturo Elizondo, Jr.)
  a) “Comet Carnival and Canned Food Drive” - March 20, 2014, 2:30-4:00 pm.
  b) Still need volunteers and cake walk donations. Please help.
  c) Colleen spoke to committee about AdminU and committee is currently gathering information. If you know of someone who has been a knowledgeable, outstanding AA that can mentor/train for the program, please contact Richard Jordan or Terry Cartwright in HR.

• **Treasurers Report** (Deborah Buckner)
  Debbie is on Spring Break, please review report.

• **Faculty Senate** (Murray Leaf)
  a) Faculty Senate is having an election to balance tenured and non-tenured track.
  b) Regents required a policy on research conflict of commitment. This is unacceptable according to Faculty Senate. It was voted down unanimously by Faculty Senate.
  c) Currently working together with Admin and Regents to improve.

• **Retiree Association** (Sandeep Goertzen)
  a) The Retiree Association will invite 30 new retirees to be members.
  b) Continuing social events.

7) **University Committees**
• Student Fee Advisory Committee is finished planning and will submit their budget.
  (Lynn Butler)
• Wellness Committee will hold their next lunch and learn on March 25th in the Galaxy Rooms, with lunches provided. This is paid for with your tobacco fee. (Paula Austell)

• Career Center will host a Lavender Graduation. LGBT option to register to be part of Lavender Graduation

8) Suggestion:
• Daniel Calhoun presented a suggestion that the Staff Council follow up on the subject of former employees being tagged not eligible for re-hire. He would like something in writing on the present policy.
• Paula will take the subject to Colleen Dutton. She will ask Colleen to elaborate on the no rehire policy at our next meeting.

9) New Business
• Last “Coffee with the President” was the best one yet. Spoke about educating students on bicycle safety. Working on Tuition Waivers for students (children of faculty/staff). President wants to be sure it’s financially sound. Veterans and children of veterans covered under the Hazelwood Act. Financial Aid and VA Center can advise further.
• Executive Committee will meet quarterly with Dr. Daniel. Next meeting is March 18th. We need new topics.

10) Adjournment
Melissa Wyder motioned to adjourn; the motion was 2nd by Nick McCormick. Paula called for all members present to take a vote, all members present said “aye”. The meeting was adjourned at 10:20 am.

Respectfully Submitted,
By Deborah Buckner
Staff Council Secretary/Treasurer
Minutes provided by Jayar Medlock
and Melissa Wyder