May 14, 2014

ECSS 2.102

9:00 a.m.


Absent: Caryn Berardi, Eric Fackler, Nancy Finch, Nick McCormick, Jinger Rosa-Booth, Vicente Torres, Becky Wiser

Guests: Jenny Boyd, Colleen Dutton, Sandee Goertz, Brooke Knudtson, Murray Leaf, Kristen Palmiere, Carrilaine Schneckner

1) Call to Order

Staff Council President Paula Austell called the meeting to order at 9:04 a.m.

2) Colleen Dutton – Assistant Vice President of Human Resources – Monthly Update

• July 11, 2014 has been confirmed for the Benefits Fair. It will be held in the Galaxy Room from 9-4 p.m.
• HR is trying to coordinate the flu shots so that they will be at the same time as the flu shots for students. This will be in early fall.
• A question was asked to clarify the no re-hire policy. Colleen stated that a supervisor must have substantial supporting documentation and then the final decision will still be made by human resources.

3) Roll Call

A quorum was met.

4) Kristen Palmiere – McDermott Library – Guest Speaker

• Kristen is head of access and delivery services at McDermott Library. She discussed some services the library offers to all students, staff and faculty that some people may be are unaware of.
• The library offers a collection of over 5000 DVD’s for check-out on 7-day loan. Patrons can check-out up to 10 DVD’s out at a time.
• Over 400 audio books are available for check-out for a loan period of 21 days.
• Over 700 titles are available for check-out on leisure books. These include non-fiction and fiction.
• Over 1000 titles are available for download via overdrive for eBooks; such as Kindle, Nook and tablets. These have a 21 day loan period and will disappear from your device at the end of the loan period. Therefore, there are never any overdue fines.
• Travel and language guides are also available for eBooks.
• If the library does not have something that you are looking for, go to their “suggest a title” page and request it.
• Interlibrary loan is available for books, DVD’s, book chapters and articles to borrow from other libraries.
• Just bring your comet card to the McDermott Library when you are ready to check item out. You can do eBook downloads from your computer, you just need your UTD ID and net ID.

Jenny Boyd – Wingate Hotel – Guest Speaker
• Ms. Boyd is the Director of Sales at Wingate by Wyndham Hotel in Richardson, TX.
• Wingate took over the property in 2012, which was previously the Hampton Inn.
• The hotel underwent a major renovation, costing over $2 million dollars.
• In 2013 the preferred rate was $74; today the preferred rate is $79, with $5 of that amount going to support a general scholarship fund at UTD. To date over $2,000 has been collected for this scholarship.
• This preferred rate is available to all peers, family, staff and faculty.
• The daily rate also includes a full hot breakfast buffet and Monday thru Thursday, a happy hour for guests 21 and over.
• A corporate shuttle is available within a 3-mile radius, which includes the UTD.
• Wi-Fi, parking, refrigerators and microwaves are included in this rate.
• There is a meeting room which seats up to 45 people. This will be included for free if you reserve a block of rooms. Otherwise the rental fee will be $275, which is negotiable.

5) Minutes
Melissa Wyder made a motion to approve the April minutes; Richard Jordan 2nd the motion. Paula called for all members present to take a vote, all members present said “aye”. The April minutes were approved.

6) Committee Reports
a. Executive Board (Paula Austell)
   o The Executive Board did not meet in May due to the CARE Awards Ceremony, which was held at the same time.
   Spring 2014 CARE Award winners are:
➢ Malissa Clover
➢ Kelly Linder
➢ Chris McAlpine
➢ Carol Oshel
➢ Luis Rodriguez
➢ Julie Spanos
  o The Executive Board met yesterday to discuss the upcoming elections and redistricting due to the new buildings on campus.
    ➢ There will now be six districts instead of seven.
    ➢ District seven was blended into the remaining six districts.
  o The Benefits Committee has agreed to also be the Elections Committee this year.
  o Representatives whose term expires 8/31/2014 will need to run for election again this summer.

b. **Student Government** (Brooke Knudtson)
   o Student government has had meetings with the Dean’s and university administration.
   o Student government is looking to fulfill their agenda which includes parking, food, and a 24-hour library.
   o Student government will speak at orientation to incoming freshman.
   o Student government will have office hours in SU.

c. **Attendance Report** (Jayar Medlock)
   o Jayar asked that all representatives make an effort to be at the general meeting as well as their committee meetings until the end of the year.
   o Jayar notified staff council that Rich Williams has left the university and made a motion that the next alternate, Carrilaine Schneckner fill the vacant place. Paula took a roll count vote of everyone present and everyone said “aye”; motion approved.

d. **Benefits Committee** (Norma Richardson)
   o Scholarship winners will be emailed to the executive board and names announced at the next meeting.

e. **Communications Committee** (Chad Thomas)
   o The next SUN issue is coming out today.
   o Communication Committee will meet today to discuss the last issue of the SUN. If you have any suggestions for articles, please email chad at: chadthomas@utdallas.edu.

f. **Staff Development Committee** (Arturo Elizondo, Jr.)
   o Save the date: August 6th is the Summer Staff Appreciation – Ice Cream Social Event. This will happen in the Staff/Faculty Dining Room as well as part of the dining hall from 2-3 p.m.
   o Staff Development Committee members are requested to meet directly following this meeting to discuss catering questions related to the Ice Cream Social.
g. **Fundraising Committee** (Jay Jascott)
   - The committee met last Friday.
   - Black polo shirts are in and available for sale on the staff council website. Prices are $30 - $35.
   - Tickets for the parking pass raffle will be on sale starting June 15th though Marketplace. The committee is working with Auxiliary Services to provide two dining hall passes for the raffle, which will also be available through Marketplace.

h. **Treasurers Report** (Deborah Buckner)
   - Regarding cost center 50035000, the treasurer’s report showed a credit of $350.00 in the months of March and April. There should have only been one $350.00 credit and therefore there was a $350.00 debit to this cost center in the April treasurer’s report.

i. **Faculty Senate** (Murray Leaf)
   - This will be Dr. Leaf’s last meeting, as Dr. Tim Redman is the new speaker to the senate. Dr. Leaf will remain a vice speaker.
     - Dr. Leaf discussed USTP 175 Research Conflict of Interest.
     - USTP 175 Research Conflict of Interest states that university employees must not do any research before it has been approved. This creates a problem as thinking and planning in one’s head is considered research. This applies mainly to faculty and some staff.
     - The faculty senate at UTD will work closely with UT Austin’s faculty senate and will not approve any legislation that is illegal or goes against the rights of American’s.

j. **Retiree Association** (Sandeep Goertzen)
   - Last week the retiree association went to The President Bush Library and had lunch at Café 43.
   - The retiree association will continue with their first Monday of the month lunches throughout the summer.
   - May 22nd, TI retirees will be on campus in the ATEC Building. All UTD retirees are invited.

7. **University Committees**
   i. Auxiliary Services has a lot of new changes planned. Please visit [http://www.utdallas.edu/services/](http://www.utdallas.edu/services/) to see a full list. (Jayar Medlock)
      - Einstein Bagels will be in the newest parking garage.
      - The coffee shop is bringing back smoothies.
If you need to make a reservation with Buses by Bill, you may visit the parking and transportation page and make your reservation directly through them, or you can contact Buses by Bill directly.
Chartwell’s has requested that there be no 11th hour requests; please give advance notice for events. The campus is growing at a fast pace.
The book store is being re-vamped. There will be more youthful merchandise offered.

Rochelle and Paula will travel to Midland/Odessa in July as part of the EAC Council. They will visit university lands that include oil wells, vineyards and wind energy. (Paula Austell)

Wellness Committee is having their next lunch and learn on June 17th. Emergency preparedness will be the topic and lunch will consist of soup and salad. (Paula Austell)

8. Continuing Business

Suggestions
i. 2014-001s: The benefits committee is still in discussions regarding the building code suggestion.

9. New Business

The executive board met to discuss redistricting for the upcoming elections.
Now is the time to start promoting staff council.
If your term expires on 8/31/2014, you will need to run for re-election this summer.
Voting will take place June – July.
If you have someone you want to nominate for the Sandee Goertzen award, applications can be found on the Staff Council website, under awards.
Remember to sign up for the Wellness Challenge, which is currently ongoing.
Annual benefits enrollment will take place the last two weeks of July.
Please read the Intercom. The university is cutting down on any other form of large email communication.

10. Adjournment
Sheila Rollerson motioned to adjourn; the motion was 2nd by Donna Everson. Paula called for all members present to take a vote, all members present said “aye”. The meeting was adjourned at 10:15 am.

Respectfully Submitted,
By Deborah Buckner
Staff Council Secretary/Treasurer