Staff Council
Meeting Agenda

Wednesday, July 14, 2017
JSOM 1.508
9:00AM

“Staff Council is constituted by the President with the goal of continually improving University operations and the well-being of all UT Dallas employees.”
1) Call to Order
2) Roll Call
3) Sandee Goertzen Award 2017
4) Guest Speaker: NA
5) Colleen Dutton – AVP of Human Resources
6) Review of July 2017 Council Minutes
7) Committee Reports
   a. Executive Board (Naomi Emmett)
   b. Attendance Report (Melissa Wyder)
   c. Student Government (JW Van Der Schans and Alex Holcomb)
   d. Benefits Committee (Chad Thomas)
   e. Communications Committee (Katie Terry)
   f. Fundraising Committee (Jazzmyn Wilson)
   g. Staff Development Committee (Lynn Butler)
   h. Secretary and Treasurer’s Report (Jamie Abrams)
   i. Faculty Senate (Dr. Murray Leaf)
   j. Retiree Association (Sandee Goertzen)
8) University Committees
   a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   b. Campus Facilities (Patrice Holt)
   c. University Safety and Security (Chad Thomas)
   d. Women’s Center (Jane Shipman, and Becky Wiser)
   e. Planning, and Policy (Dennis Guten.
   f. Auxiliary Services Advisory (David Richardson)
   g. HOP Committee (Naomi Emmett)
   h. Student Fee Advisory Committee (David Richardson and Jazzmyn Wilson)
   i. Committee for Support of Diversity and Equity (Letitia Andrews, Yolande Evans, Jane Shipman, Carrilaine Schneckner, Daniel Hernandez, Jazzmyn Wilson, and Selina Gu)
   j. Intellectual Property Advisory Committee (Jay Silber)
   k. Academic Calendar Committee (Megan Gray and Sheila Rollerson)
   l. Information Security Advisory Committee (Chris Milazzo)
   m. University Sustainability Committee (Craig Lewis)
   n. Wellness Committee (Pinky Reyes, Georgetta Oliver, Taylor Tran)
9) Continuing Business
10) Proposals:
   a. **2014-004p:** Executive Board is looking into an ombudsman for employees
   b. **2017-002p:** Centralized room reservation process. (Staff Development)
   a. **2017-006p:** Paper towel dispensers/Letter to facilities (Benefits)
b. **2017-008p:** Art contests for Staff/Faculty (Communications)

11) **Suggestions:**

a. **2017-21s:** There is a huge disparity of pay range on this (UTD) campus, based on job duties and/or per job title. Previously this was supposed to have been discussed and salaries were going to be adjusted up based on experience, work product, and equality among/across the same job functions. UTD has Associate/Assistant Directors that make 70k, and some that make 45K. We have Academic Advisors making upwards of 48k, and others making 34K for the same work. Also, there is a lack of job promotion internal to individual departments, depending on whom you work for, campus wide. Loyal employees who become experts in their field remain at the base pay they were hired (at), and are not promoted upwards, and the small % we may get early does not equalize that for anyone.

b. **2017-22s:** My suggestion that I sincerely hope someone takes seriously has to do with parking for staff. There are certain employees with salaries that do not make ends meet, and when paying for parking comes around each year, it's a bigger deal to these employees than to others. I have 2 suggestions: 1 - Since residents at UTD have designated parking areas, so should employees. Employee parking should be discounted because of our obligation to be on campus. 2 - Have a salary-based price for employees. Employees that are making between $25,000 and $30,000 a year especially need a discount by at least half. Again, I sincerely hope something can be done about this. I was a student here, and am now an employee, and paying for parking every year while my salary doesn't allow me to make ends meet is a struggle. $140 is a good chunk of my monthly paycheck. I know P&T probably gets a lot of complaints like this, but since hearing that parking is $140 this year, something needs to happen.

12) **Old Business**

13) **New Business**

14) **Reminders:**

a. **Staff Scholarships:** Now accepting applications for Fall 2017
   i. Deadline: September 15th, 2017

b. **CARE Awards:** Now accepting nominations for: Fall 2017.
   i. Deadline: October 31, 2017

15) **Adjournment**

16) **Next Meeting:** 09/13/2017

a. **Upcoming Guest Speakers:** N/A
July 12, 2017  
JSOM 1.508  
9:00 AM – 11:00 AM

1. **Roll Call**
   
   **Present:** Jamie Abrams, Thomas Allen, Rebecca Ballard, Frankie Branham, Matt Brown, Michele Brown, Paul Bottoni, Debbie Buckner, Lynn Butler, Joey Campain, Mark Chavez, Naomi Emmett, Ste’ve’sha Evans, Janice Gebhard, Dennis Guten, Andrew Helgeson, Patrice Holt, Kelly Kaar, Jay McAllister, Greg Melton, Chris Milazzo, Liz Muñoz, Anh Pho, Alice Presti, Seanne Rackal-Childs, Summer Rangel, Beverly Reed, Pinky Reyes, David Richardson, Julie Rooney, Carrilaine Schneckner, Brian Scott, Melani Sherbet, Pam Stanley, Rebeka Stafford, Janie Shipman, Chad Thomas, Shelly Turner, Jazzmyn Wilson, Melissa Wyder
   
   **Absent:** Caryn Berardi, Cheryl Berry, Selina Gu, Dominic Kollasch, Bill Lacava, Angela Marin, Charlotte Mason, Seanne Rackal-Childs, Cynthia Seton-Rogers, Katie Terry
   
   **Guests:** Sandee Goertzen, Murray Leaf, Colleen Dutton, Marco Mendoza, Amanda Rockow

2. **Call to Order:** Meeting called to order by President Naomi Emmett at 9:00 am

3. **Guest Speakers:**
   
   a. **Chief Larry Zacharias** - Chief of Campus Police
      
      i. Spoke on:
         
         1. UTD is ranked 23rd in the Nation, and 1st in the State as one of the safest schools.
2. Regarding the recent bomb threat:

**Hoax Bomb Threat – June 27, 2017**

- Call received by police dispatch nonemergency number at 2:01 p.m.
  - Caller advised there were bombs placed around campus
  - Spoke with an accent and identified himself as Akmed
  - Demanded $10,000
  - Stated the bombs would explode in 30 minutes
  - When pressed for more details by the police dispatcher, the caller hung up
- Dispatcher immediately notified her supervisor who in turn contacted Lt. Karl Zuber and Lt. Ken MacKenzie
- Lt. MacKenzie listened to the recording of the call and began efforts to contact VP Dr. Jamison

- 2:12 p.m. All officers and public safety officers were instructed to conduct building checks
  - Dr. Jamison contacted Lt. MacKenzie by phone and was briefed on the situation.
  - Dr. Jamison contacted Dr. Benson and established a three way conference call.
  - Dr. Benson made the decision to err on the side of caution and ordered an evacuation.
- 2:35 p.m. UTDALENT was sent
- 3:16 p.m. The “All Clear” text was sent.

**Additional Activity**

- Richardson Police Department was notified
- Richardson Fire Department was notified
- The DART Police Chief dispatched two bomb dogs to UT Dallas
  - Chief Zach disregarded the dogs prior to their arrival
- Representatives from Administration and the Office of Communications reported to the police department to better coordinate decisions and actions.
- Dallas FBI contacted and initiated a trace on the phone number
  - Were able to trace it to California, but all indications were that a spoofing application was used
- Chief received an email from the North Texas Fusion Center offering assistance
a. Emergency text that had been sent via UTD Alert System:
   i. “Emergency on UTD campus. Avoid area, evacuate campus OR GO TO UTD PARKING LOTS AWAY FROM BUILDINGS DO NOT GO TO PARKING GARAGES. When safely away, check utdallas.edu for details. 2:33pm 6/27/17”
      1. Feedback has been received in regards to the wording of this alert.

   • The text message was unclear and confusing
     • Do I leave my building or do I leave campus
     • Don’t go to the parking garages, but my car is there and I need to evacuate
   • We thought it was a test
   • We thought it was weather related and went to the basement
   • It didn’t tell us what was going on, why evacuate?
   • Traffic was horrible and no one was helping.
   • An officer told me it was ok to go back into JSOM, but we did not get an “all clear”

   • Why didn’t you state it was a bomb threat?
   • We were told that ROC and WSTC are not part of the main campus.
   • The fire alarms were not activated.
Self Assessment of the Event – Lessons Learned

• The UTDALERT was confusing and not succinct and clear
• Officers were in buildings with little evidence of what to look for
• Officers should have assisted with pedestrian and vehicular traffic
• Additional information should have been sent via UTDALERT as well as utilization of the building speakers.
• Need additional information at several levels in the organization on bomb threat assessment
• Campus-wide evacuations cause major disruptions which require further action assessments to be more effective in any future event.

Articulated Changes for Future Events

• Better threat assessment utilizing known protocols
  • Handout
• Clarity in message
  • “This is an emergency. Evacuate all buildings. Evacuate immediately.”
• Repeat this message using the Fire Alarm speakers.
• Issue additional text messages with additional or updated information
  • “The university has received a bomb threat by telephone, continue evacuations from buildings.”
• Officers and PSO’s will assist with crowd and traffic control. (Traffic could be less of a problem if the message is more direct)
• Fire Alarms?

Handout provided:
FBI CLASSIFICATION OF BOMB THREAT RISK LEVELS

Low Level of Threat: A threat that poses a minimal risk to the victim and public safety.

- Threat is vague and indirect.
- Information contained within the threat is inconsistent, implausible or lacks detail.
- Threat lacks realism.
- Content of the threat suggests the person is unlikely to carry it out.
- Threat is made by young child (under 9 or 10) and there is laughter in the background.
- The caller is definitely known and has called numerous times.

Medium Level of Threat: A threat that could be carried out, although it may not appear entirely realistic.

- Threat is more direct and more concrete than a low-level threat.
- Wording in the threat suggests the threatener has given some thought to how the act will be carried out.
- There may be a general indication of a possible place and time (though these signs still fall well short of a detailed plan).
- There is no strong indication that the threatener has taken preparatory steps, although there may be some veiled reference or ambiguous or inconclusive evidence pointing to that possibility—an allusion to a book or movie that shows the planning of a violent act, or a vague, general statement about the availability of weapons.
- There may be a specific statement seeking to convey that the threat is not empty: “I'm serious!” or “I really mean this!”

High Level of Threat: A threat that appears to pose an imminent and serious danger to the safety of others.

- Threat is direct, specific and plausible. For example, “This is John Smith, I'm fed up with Mr. Jones yelling at me. There’s a bomb under his desk.”
- Threat suggests concrete steps have been taken toward carrying it out, for example, statements indicating that the threatener has acquired or practiced with a weapon or has had the intended victim under surveillance.
a. Questions or Comments?

   i. Question: If there is an evacuation, should we go to the soccer field?
      1. We had some that did

   ii. Question: Is there an audio for an all clear? Like a happy chime?
      1. There are loud speakers, for outdoor announcements but no happy bells. Loud speakers are all over campus.

   iii. Question: Why not say ‘this is a bomb threat’?
      1. We were concerned with evacuation first. Do not want to start a panic.

   iv. Question: When we have an evacuation, how are construction workers notified? How do they know what’s going on?
      1. We reach out to them for contact numbers to get alerts. UTD Alert has a self-enroll protocol.
1. **Text:** UTDALERT to: 888777

2. **Question:** Why did parents not get the alerts?
   - a. They were not enrolled. The University does not enroll anyone who is not affiliated to the University, aside from workers. The self-enroll is new and have been giving info to the parents at Freshman Orientation.

3. **Question:** What to do when evacuation procedures don’t mesh with common sense? (IE – leave ASAP vs meet as a group, then leave)
   - a. Mariah will be meeting with leaders to discuss the processes.
   - b. Per Mariah Armitage – Each building floor has a “Safe Leader” that has attended training and has a vest. They should know what to do in an emergency and how to evacuate properly.
   - c. Call the EHS Office for more info if you want the training.
   - d. Each Department has a procedure, and the procedures should be followed.

4. **Question:** Are there evacuation procedures for leaving campus? (What routes, traffic flow, etc…)
   - a. With most traffic going one way, it moves fairly quickly. Would call for backup from Richardson PD to assist in traffic direction if needed.

5. **Question:** I left my keys in the office, and said to leave campus, but the alert for all clear didn’t state if we should come back or if classes would continue that day. Will that be communicated in the future?
   - a. Yes, there was a miscommunication issue and that was a problem.

6. **Question:** Shouldn’t there be a standard evacuation procedure for each building, not just Departments?
   - a. Each department has a plan and should make sure the emergency procedures are put out and available.

7. **Question:** Who are the Safe Leaders?
   - a. The names will be published on the Emergency Management website.

8. **Question:** How often do they meet?
   - a. Fire drill/meeting is done every week on a building cycle
   - b. Emergency Management also does Emergency Preparedness twice a year. Each is a month long event.
i. One will be coming up in September.

9. Question: How do you know the Safety Leader on sight? Is there a sign?
   a. They have a green/yellow vests, but a sign is a good idea.

10. Question: Building liaisons set up for Founders? Is it connected to that?
    a. Yes it is

11. Question: I’ve been here 6 years, and have never experienced a fire drill?
    a. EHS has a schedule, we try to do them at 11:00am and post flyers at main entrances of the buildings.

12. Question: Students that leave for summer, they get the Alert texts dropped?
    a. We will change that so they don’t get dropped. If the number is listed as ‘Home’ on the system, it is considered a landline by the system. Cell numbers must be listed under ‘Mobile’.

13. Question: Do you feel confident that as a University, if this had been a real threat, we would have been evacuated/safe?
    a. Confident that most people will do what is needed, but there are some people who refuse to evacuate. If there was an actual threat, it’s difficult to cover a campus this large quickly.

14. Question: When people evacuate, they leave their effects; doesn’t that make it harder?
    a. The bottom line is, we need to get people out of the building and to safety.

15. Question: The call came in at 2:01, the message was sent out after the 30min deadline?
    a. We are aware there were shortcomings.

16. Question: It also said to check the website, and there was nothing posted?
    a. There are some delay with posting website information. Getting the alert out takes priority.

    a. Evacuating campus without an imminent threat is a CEO call, not the police. The threat was not credible. Police can advise if the threat is not immediate, but cannot order an evacuation.
b. If it had been a high risk: Police can order evacuation if need be.

a. Colleen Dutton – AVP of Human Resources
   i. Spoke on:
      1. Annual Enrollment Begins
         a. July 15th to July 31st
      2. Benefits Fair
         a. July 17th
         b. Costume contest at noon
      3. Executive Searches
         a. Website will be listed in the Intercom
         b. Interviews will be held in August and September
      4. MeritIncreases
         a. Budget office determines the dates
         b. Protocols and process will be sent out
         c. Pool is 2%
         d. Decided by supervisors and school leadership, not by HR
            i. Justification is needed over 4%
         e. Effective: September 1st

3. Review of June 2017 Minutes
   a. Edits needed for June minutes.
      i. Per Melani Sherbet – Regarding the Hazelwood presentation, some of the information that had been presented to us was not accurate. Would rather people go to the Texas Veterans Commission website; as they are the Statewide overseers for the exemption waiver. Or, perhaps contact the Hazelwood Coordinator here on campus in Financial Aid.
         1. Per Chad Thomas – Is there information the needs to be corrected?
         2. Per Melani – Yes, the information was incorrect in regards to paying for beneficiaries. We always have and are obligated to do so because it is an ‘exemption waiver’ not free tuition. The free tuition benefit response is incorrect. There are 3 parts.
            a. The Hazelwood Act – Covers Veterans
            b. The Legacy Act – Covers Dependents
            c. 3rd portion covers spouses/dependents of Service members who have died or were 100% disabled.
         3. Also status DOES stop after a certain age. Must be 25 or younger, though there are extenuating circumstances for some things.
         4. Regarding service period? They have to have served at least 181 days BEYOND basic training.
            a. Per Chad – Moves to table minutes with additional information.
b. Per Jan – Minutes are supposed to be what was discussed at the meeting.
c. Per Chad – Perhaps a supplementing statement then.
d. Per Dr. Leaf – Suggests adding an edit with a link for the correct information.
   i. Per Melissa – Motion that minutes are tabled
   ii. 2nd by Paul
   iii. Minutes Tabled

4. Committee Reports
   a. Executive Board (Naomi Emmett)
      i. No new updates at this time.
   
   b. Attendance Report (Melissa Wyder)
      i. Quorum today. Bill and Dominic will be leaving the Council.
         1. Per Michele Brown – Caryn Berardi is also leaving
   
   c. Student Government (JW Van Der Schans and Alex Holcomb)
      i. Transparency
         1. Have a meeting scheduled with Dr. Jamison in 2 weeks.
         2. Would like to use Social Media more to get information out about meetings and to get feedback from students.
         3. Will be livestreaming SG meetings on Facebook starting in August.
   
   d. Benefits Committee (Chad Thomas)
      i. Working on the Year End reports, the monetary award, and the Scholarship application adjustments.
   
   e. Communications Committee (Katie Terry)
      i. Volunteers are needed for the Benefits Fair
         ii. May video of Staff Council meeting is up on the website.
   
   f. Fundraising Committee (Jazzmyn Wilson)
      i. Legends Car Wash
         1. July 15th, 2017
            a. 10:00-4:00
            b. Code is now working
         2. Volunteers are needed, 3 spots are still open.
         3. Please wear UTD shirts
         4. Free food will be available (hot dogs and chips)
         5. Fundraiser code stickers will be available for cars.
            a. Code can be used all year-round.
ii. **Question:** What are the cross-streets for the car wash?
   1. West Plano and Coit.

g. **Staff Development Committee** (Lynn Butler)
   i. No updates at this time

h. **Secretary and Treasurer’s Report** (Jamie Abrams)
   i. **Staff Council Operating Account**
   
   | Chartwells catering – Staff Appreciation | $ -3,680.00 |
   | Recognition USA – Name badges            | $ -19.45   |
   | Transfer from fund balance               | $ 5,000.00 |
   | **Ending Balance**                      | **$ 3,815.52** |

   ii. **Staff Council Fundraising Account**
   
   | Revenue – Chipotle Fundraiser            | $ 30.25    |
   | Revenue – Graduation Bears               | $ 12.00    |
   | **Ending Balance**                      | **$ 6,152.64** |

   iii. **Staff Council Endowed Scholarship**
   
   | Staff Scholarships                      | $ -1,500.00 |
   | **Ending Balance**                      | **$ 411.51** |

   iv. **Jody Nelsen Scholarship**
   
   | Staff Scholarships                      | $ 1,000.00  |
   | **Ending Balance**                      | **$ -185.33** |

   v. **Staff Scholarship**
   
   | No Activity                             |  |
   | **Ending Balance**                      | **$ 2,927.97** |

   i. **Faculty Senate** (Dr. Murray Leaf)
   i. No meeting held

j. **Retiree Association** (Sandee Goertzen)
   i. Nothing to report

**University Committees**

a. **Parking and Transportation** (Dee Lambert and Melissa Wyder)
   i. No reports made

b. **Campus Facilities** (Patrice Holt)
   i. No reports made
b. University Safety and Security (Chad Thomas)
   i. Lots of discussion and feedback.
   ii. Discussed the Service Animal policy
       i. Currently in progress
   iii. Question: Was Campus PD aware of the other statewide threats, prior to
        the bomb threat made to our campus?
       i. Unsure. Seems like the information was provided after.

c. Women’s Center (Jane Shipman, and Becky Wiser)
   i. No reports made

d. Planning, and Policy (Dennis Guten)
   i. No reports made

e. Auxiliary Services Advisory (David Richardson)
   i. No reports made

f. HOP Committee (Naomi Emmett)
   i. Hop Committee

f. Student Fee Advisory Committee (David Richardson and Jazzmyn Wilson)
   i. No reports made

h. Committee for Support of Diversity and Equity (Letitia Andrews, Yolande Evans, Jane Shipman, Carrilaine Schneckner, Daniel Hernandez, Jazzmyn Wilson, and Selina Gu)
   i. No report made

i. Intellectual Property Advisory Committee (Jay Silber)
   i. No report made

j. Academic Calendar Committee (Megan Gray and Sheila Rollerson)
   i. No reports made

k. Information Security Advisory Committee (Chris Milazzo)
   i. No reports made

l. University Sustainability Committee (Craig Lewis)
   i. No reports made

m. Wellness Committee (Pinky Reyes, Georgetta Oliver, Taylor Tran)
   i. Summer Solstice Sunrise Celebration
      i. Yoga was a success!
      ii. Had 30 people in attendance
   ii. Benefits Fair on the 15th
      i. Volunteers needed
   iii. Lunch and Learn
      i. Next one will be on 07/27/2017
      ii. Please sign up
   iv. If you have any questions, please email Pinky Reyes

5. Continuing Business
a. **Proposals**
   i. **2014-004p**: Executive Board is looking into an ombudsman for employees
      1. In process
   ii. **2017-002p**: Centralized room reservation process. (Staff Development)
      1. In process, being handled by Jennifer McDowell.
   iii. **2017-006p**: Paper towel dispensers/Letter to facilities (Benefits)
      1. Letter has been written, but some edits are needed.
   iv. **2017-008p**: Art contests for Staff/Faculty (Communications)
      1. In process. Will have a final report before closing,

b. **New Suggestions**
   i. **2017-20s**: I am disappointed by and concerned about the inadequate response to a potentially disastrous emergency situation on the UT Dallas campus on 6/27/2017. According to an article on the Dallas Morning News, the threat call was received at approximately 2:00 PM. I did not receive an alert until 2:33 PM, a full 33 minutes after the potential threat was known by public safety officials. The DMN article does state that the UTD police "didn't believe the threat was real" but common sense dictates that they would err on the side of caution and notify the UTD community much, much sooner than they did. Instead, they chose to make an assumption at the expense of safety. Furthermore, the messaging was vague and failed to elicit adequate cooperation from much of the community, as evidenced by the large number of people who remained in buildings long after the communications were sent. Lives were potentially at stake yesterday and something needs to be done to ensure that notifications in the future are sent much sooner. I hope this failure serves as a wakeup call and that our campus administration will take the necessary steps to fix emergency-response communications procedures and better ensure the safety of our community.
      1. Motion made by Rebecca to forward to PD
         a. 2nd by David
         b. Accord by Jazzmyn
      i. Suggestion Rejected, will forward.

c. **Old Business**
   a. Scholarship Applications
      i. Form has been updated! Please use the updated form! Any applications submitted with the old form will be disregarded.

6. **New Business**
   a. Tobacco Free Campus
      i. Per Pinky Reyes – Currently at the Awareness Stage. Please inform people you see of the new policy.
   b. Coffee with the President
      i. Per Naomi Emmett – Will be meeting with Kim to discuss.

7. **Reminders**
a. Staff Council Scholarships  
   i. Deadline: September 15, 2017  

b. CARE Awards  
   i. Next Deadline: October 31, 2017

8. Misc  

9. Upcoming Guest Speakers:  
a. August: TBD

10. Adjournment  
a. Motion to Adjourn  
b. Meeting Adjourned at: 10:35am

Respectfully submitted,  
 Jamie Abrams  
 Staff Council Secretary/Treasurer
## STAFF COUNCIL TREASURER REPORT – July 31, 2017

SUBJECT TO END OF MONTH CLOSING ENTRIES

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Beginning Balance</th>
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