1. Roll Call
   Absent: Maggie Bradford, Debbie Buckner, Shahrukh Farooq, Anthony Galvan, Debbie Greszler, Amanda Hodges, Anna LeBlanc, Laura Payne, Alice Presti, Evan Paret, Beverly Reed, Sylvia Smiley, Elise Smith, Hieu (Heather) Ton
   Guests: Sandee Goertzen, Dr. Ravi Prakash, Colleen Dutton, Ayoub Mohammad, Hope Cory, Karen Garcia

1. Call to Order: Meeting called to order by Staff Council President, Naomi Emmett at 9:02am

2. Guest Speaker: Colleen Dutton – AVP of Human Resources
   a. Spoke on:
Welcome New HR Staff!

- Norma Allen
  Director of Employment and Compensation

- Erica Velasquez
  Employment Immigration & Visitors Specialist
HR Reorganization 9/1/19

Chief Human Resources Officer
Colleen Dutton

Administrative Assistant II
Carol Kidwell

Director of Employment & Compensation
Norma Allen

HR Coordinator II

Employee Relations Lead Manager
Ellen Ammons

Talent Development (reports to CHRO)

Wellness Program Manager
Taylor Tran

Leave Manager
Caleaste Burnett

Benefits Manager
Pearl Gutierrez

HIS Manager
Tina Sharling

HR Front Desk
Melanie McCollom

Employee Relations Manager
Janette Bell

Employee Relations Specialist

Student Worker
John D’Angelo

Benefits Administrators
Nora Pena
Sumeet Srinivasan
Kasia Yakel

Benefits Analyst
Thi Nguyen

Employment & Comp Manager
Nancy Joseph

Employment & Comp Specialist II
Sellee Giddings
Anelesha McClinton
(Vacant)

Employment & Comp Analyst
Sylva Smiley

Annual Enrollment

• Annual Enrollment is coming soon! July 15 – July 31
• Enrollment through the new My UT Benefits
• Watch your emails and Intercom for information

The University of Texas at Dallas
• Save the Date – July 22, 2019

• Discover the New My UT Benefits
• Get on-board and explore the UT benefits advantages

Schools/Divisions Wellness Day Program

• Now accepting applications! [www.utdallas.edu/wellness]
• Opportunity for schools/divisions to host a Wellness Day in their areas.
• Funding available up to $1000 for event.
  - Limit 1 per year per school/division.
• Application form must be completed and submitted to HR for approval.
  - Must have a designated Wellness Ambassador/Coordinator.
• Wellness activities:
  - Financial Wellness Seminar from UT System retirement vendor
  - Health/Nutrition Seminar
  - Fitness / Exercise Class
  - Stress Management – Airrosti Training, Yoga, Meditation
  - Other Wellness Activities, i.e. Tobacco Cessation
a. Is there any news on the Executive Searches?
   i. Chief of Staff: Will be announced this week
   ii. Dean Searches: Waiting on the Provost
   iii. Dean of EPPS: Closes on the 10th.
   iv. Dean of Engineering: Starts on August 1st

3. Roll call

4. Review of May 2019 Minutes
   a. Motion to accept, made by: Melissa Wyder
      i. Motion 2nd by: Jennifer Klunk
         1. Minutes Accepted

5. Committee Reports
   a. Executive Board (Naomi Emmett)
      i. David Richardson is rejoining the Staff Council 1. Welcome back!
      ii. Dr. Benson’s Strategic Plan #9
         1. Ensure a Sustainable, Rewarding Campus Environment
            a. Take Care of Our People, Our Campus and Our Environment
               i. Supporting Initiatives:
1. Enhance employees’ work environment and sense of belonging.
2. Ensure that the working environment is in harmony with other obligations of life.
3. Ensure a sustainable future for the campus and the environment.
4. Ensure that UT Dallas builds on its nimble, service-oriented, caring culture.

iii. Staff Council website
1. Has been updated and is now live!
2. Is now more mobile-friendly.

iv. Comet Calendar
1. Now has Staff Council events listed.

b. Attendance Report (Melissa Wyder)
   i. 4 new members are needed to replace the recent vacancies.
      1. Alternate nominees:
         a. Kelly Kaar
         b. Heidi Kessel
         c. Karen Garcia
         d. April Rice
         e. Seanne Rackal-Childs
         i. Melissa Wyder: Motions to approve the list, with Seanne as a Reserve Alternate.
            1. Motion 2nd by Ritchie.

c. Student Government (Ayoub Mohammad and Hope Cory)
   i. Report given by: Ayoub Mohammad, Student Government President
      1. Nothing to Report

d. Benefits Committee (Debra Greszler)
   i. Spring Scholarships
      1. Winners for Spring 2019
         a. Jeremy Ritchey
         b. Tiffani Jantz Fox
         c. Alissa Qualheim
         d. Laura Goldstein
         e. Sandy Beisel
         f. Grant Andrew
         g. Victoria Morales
         h. Christina McGowan
         i. Travis Parker
j. Genelly Ramos

ii. Proposals
   1. 2019-30p: Reached out to HR and are discussing this.
   2. 2019-38p: Will have Rosie Peterson at the Benefits Committee meeting tomorrow to discuss this.

e. Communications Committee (Matt Brown)
   i. The Sun Newsletter
      1. Will be out in the last week of June.
   ii. The Flare
      1. Will be out in July.
   iii. Proposals
      1. 2018-27p: Trying to get Lori Matthews to come speak to Staff Council.
      2. 2019-20p: Marita Yancey is the point-of-contact in HR, would like to motion to retire this later in the meeting.

f. Fundraising Committee (Adrienne Wilson)
   i. Movie Night
      1. Not happening, the licensing was too expensive.
         a. Deja Rollins: Will send info on the company we use. Cost depends on how old the movie is, and the number of attendees.

g. Staff Development Committee (Alice Presti)
   i. Alice Presti is absent
      1. Naomi Emmett: Staff Appreciation is scheduled for July 16, 2019.

h. Secretary and Treasurer’s Report (Pax (Jamie) Abrams)
   i. Staff Council Operating Account

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance: New Cost Center</td>
<td></td>
</tr>
<tr>
<td>Net Revenue - Fiscal Year 2019</td>
<td></td>
</tr>
<tr>
<td>Net Expenses – Fiscal Year 2019</td>
<td>$16,761.83</td>
</tr>
<tr>
<td>P9 – Updated Laptop for Staff Council</td>
<td>$1,327.03</td>
</tr>
<tr>
<td>P9 – Mic for laptop, for dial-in meeting attendees</td>
<td>$ 35.99</td>
</tr>
<tr>
<td>P9 – Ink for SC printer</td>
<td>$ 89.84</td>
</tr>
<tr>
<td>P9 - CARE Award certificate frames x12</td>
<td>$ 265.08</td>
</tr>
<tr>
<td>P9 – CARE Spring 2019 nameplates</td>
<td>$ 97.52</td>
</tr>
<tr>
<td>Net Transfers</td>
<td>$31,310.00</td>
</tr>
<tr>
<td>Encumbrances – SC AA Payroll</td>
<td></td>
</tr>
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</table>
ii. Staff Council Fundraising Account

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance:</td>
<td></td>
</tr>
<tr>
<td>Net Revenue – Fiscal Year 2019</td>
<td>$2,942.10</td>
</tr>
<tr>
<td>P9 – Giving Day donations revenue</td>
<td>$122.00</td>
</tr>
<tr>
<td>Net Expenses – Fiscal Year 2019</td>
<td>$1,391.47</td>
</tr>
<tr>
<td>Net Transfers</td>
<td>$10,362.35</td>
</tr>
<tr>
<td>Encumbrances</td>
<td></td>
</tr>
<tr>
<td><strong>Current Available Balance</strong> May 31, 2019</td>
<td><strong>$11,912.98</strong></td>
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</table>

iii. Staff Council Endowed Scholarship

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Beginning Balance:</td>
<td>$1,214.18</td>
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<tr>
<td>Net Revenue – Fiscal Year 2019</td>
<td>$750.00</td>
</tr>
<tr>
<td>Net Transfers</td>
<td>$796.93</td>
</tr>
<tr>
<td>Encumbrances</td>
<td></td>
</tr>
<tr>
<td><strong>Current Available Balance</strong> May 31, 2019</td>
<td><strong>$1,261.11</strong></td>
</tr>
<tr>
<td>Endowment Market Value:</td>
<td>$53,479.80</td>
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</table>

iv. Jody Nelsen Scholarship

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<th>Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance:</td>
<td>$959.98</td>
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<tr>
<td>Net Revenue – Fiscal Year 2019</td>
<td>$750.00</td>
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<tr>
<td>Net Transfers</td>
<td>$472.44</td>
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<td>Encumbrances</td>
<td></td>
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<tr>
<td><strong>Current Available Balance</strong> May 31, 2019</td>
<td><strong>$682.42</strong></td>
</tr>
<tr>
<td>Endowment Market Value:</td>
<td>$42,176.93</td>
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</table>

v. Staff Scholarship

<table>
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<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Beginning Balance:</td>
<td></td>
</tr>
<tr>
<td>Net Revenue – Fiscal Year 2019</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Net Expenses – Fiscal Year 2019</td>
<td>$1,206.97</td>
</tr>
<tr>
<td>Encumbrances</td>
<td></td>
</tr>
<tr>
<td><strong>Current Available Balance</strong> April 31, 2019</td>
<td><strong>$206.97</strong></td>
</tr>
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</table>

i. Faculty Senate (Dr. Ravi Prakash)
   i. Met with the Chief of Staff Candidates
ii. An Ad Hoc of Faculty have been meeting with Terry Pankratz and Brian Bernoussi to iron out procurement. Increasing purchase limits on One Card purchases, and simplifying Travel.
   1. ETA is end of Summer.

iii. Met with the Committee on Committees

j. Retiree Association (Sandee Goertzen)
   i. New Retiree Reception
      1. This Friday
      2. 54 new retirees
      3. Will have Dr. Benson to speak
   ii How many retirees in the association total?
      1. About 170

University Committees
a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   i. No report made

b. Campus Facilities (Janice Gebhard)
   i. No report made

c. University Safety and Security (Chad Thomas)
   i. No report made

d. eForms (Michele Brown, Debbie Buckner, DeAnn Hegi, Kelly Hanford)
   i. No report made

e. IT Planning, and Policy (Dennis Guten)
   i. No report made

f. Auxiliary Services Advisory (Matt Brown)
   i. No report made

g. HOP Committee (Naomi Emmett)
   i. Meeting was cancelled.

h. Student Fee Advisory Committee (David Richardson and Debbie Greszler)
   i. No report made

i. Committee for Support of Diversity and Equity (Carrilaine Schneckner, Daniel Hernandez, Alice Presti, Daniel Cordova, Lynn Butler)
   i. No report made

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

k. Academic Calendar Committee (Megan Gray-Hering and Sheila Rollerson)
   i. No report made

l. Information Security Advisory Committee (Daniel Calhoun)
   i. No report made

m. University Sustainability Committee (Craig Lewis)
   i. No report made
n. **Wellness Committee** (Pinky Reyes, Elena Galli, Janice Gebhard)
   i. Report made by: Pinky Reyes
      1. Naturally Slim
         a. Can only sign up for one year.
      2. Corporate Challenge
         a. Need to raise at least $1,000
         b. 5k here in Dallas, route: TBD
         c. Bocce Ball Tournament
      3. Summer Solstice
         a. June 21, 2019
         b. 6:15am Start
      4. Mental Health First Aid
         a. 25 participants
         b. Feedback: Was very helpful and should be open to everyone.
         c. Will have another one on July 24, 2019
         d. Will send an announcement out when all is set.
      5. Tobacco Purchasing
         a. Age to be raised to 21
         b. *At the Committee on Committees meeting, the SPN Wellness center...* The question was asked if the SPN Wellness Center was funded from the tobacco fund? No, funds for U-Rec/SPN are from Student Fees.
      6. **Is the Corporate Challenge date on the website?**
         a. Info is on the website. It will be on August 9th, at Galatyn Park
         b. We need people to join teams and play or we forfeit if there are not enough people on teams.
         c. **Do you need to be full-time?**
            i. No, you do not.
         d. Colleen Dutton: Contact Taylor Tran for more information. Also, need volunteers to sell raffle tickets.
            i. Pinky Reyes: There is also a T-shift design contest if you would like to sign up.

   o. **Accessibility Committee** (Dr. Richard Scotch and Pax Abrams)
      i. No report made

6. **Continuing Business**
   a. **Proposals**
Executive Board is looking into an ombudsman for employees (Executive Board)

1. Naomi Emmett: Currently looking into the different types of Ombudsman for Dr. Benson. Also brought it to the EAC for discussion on a System-Level ombudsman. ii. 2018-027p: Rules regarding Punch-Out and Amazon. Unable to choose the most cost-effective distributor of products, and restricted to contracted vendors. (Communications)

1. Lori could not attend to present, will reach out for information.

Staff Council inclusion on Admissions Review Committee (Executive Board)

1. Motion to retire made by Naomi Emmett. Have received no response to emails.

a. Motion 2nd by: Lynne Perler and Ritchie Inis.

i. Roll call vote taken, 3 opposed.

1. Retired.

UTD remembrance/acknowledgement of passing members to UTD Community. Employers should notify workers of the death of a coworker. (Communications)

1. Motion to retire. Acknowledgements will be made in the Sun and State of the University Address.

a. Roll Call Vote taken.

i. Passes unopposed.

1. Retired.

In addition to our normal performance appraisals, I believe it would be beneficial to also review our supervisors and perhaps even our colleagues within our teams in order to keep people accountable. (Benefits)

1. In process

We need our supervisors to grant us more flexibility in order to be involved with ERGs. Most meetings are an hour long, during the lunch hour, but if it's a 10 minute walk from our office, we either go and miss crucial parts of the meeting, and leave early, OR we can't go at all. (Benefits)

1. In process

Since Staff Council facilitates the CARE award which demonstrates superior performance and outstanding customer service, one would think the application process would be simple and informative. However, there a few “no brainers” that fell short of the supposed customer service standard. (Executive Board)

1. A CARE Award committee has been formed, as well as form letters to be sent out.
viii. **2019-46p:** Research the evolution of the SPN wellness center and what is to come; how it will affect Staff. (Staff Development)

1. In process

b. Suggestions

i. **2019-47s:** According to the Staff Council Bylaws, it states that the meeting minutes needs to be provided 10 working days prior to the next meeting. The last minutes were received the day before. Maybe separating the minutes from the agenda will help with providing them in a timely manner for attendee review. Could staff council representatives please be provided the meeting minutes sooner to allow time for review?

1. Jennifer Klunk: The Bylaws Review Committee has revised this to 3 days. Due to the Part-Time status of the Staff Council Admin. Assistant. Motion to reject.
   a. Motion 2nd by: Carrilaine Schneckner and several others
   i. Rejected

ii. **2019-48s:** Would it be possible to study the feasibility of four day work weeks for staff over the summer and winter breaks? For offices that need to be open the whole week, employees could be split between M-R and T-F work weeks. Or more flexibility for staff to work from home. Faculty are not required to be on campus for a 40 hour work week and often are not on campus over the summer unless they are teaching. It would likewise seem appropriate to allow staff similar flexibility during periods of time where there is typically less traffic on campus that would require their presence.

1. Adrienne Wilson: Spoke to Marco Mendoza about this, and he said it was up to Departments. You are required to have 40 hours a week.
   a. Colleen Dutton: This has always been an option. Up to the individual schools/divisions if they wish to do it. However, you need to be careful with Non-Exempt on hours. Supervisor approval is needed to adjust schedule hours.
      i. Melissa Wyder: We could put a summary in the Flare with the specifics that it is an option at Supervisors Discretion.  
      ii. Helen Roth: Sometimes this won’t work.
      Depends on the Business Needs.

1. Naomi Emmett: On Phase 2 of the website updates, we are working on an
FAQ/list that shows what was done with the suggestion.
   a. Melissa Wyder: Motions not to adopt.
   b. Helen Roth, and Deja Rollins: 2nd Motion.
      i. Rejected.

7. Unfinished Business
   a. Bylaws Review – The Staff Council Bylaws were reviewed by the Executive Board. Changes are being made, and they will be presented to the Staff Council.

8. Misc
   a. Sandee Goertzen Award – Nominations will be accepted via a Qualtrics form going forward.
   b. Coffee with the President, update provided:
      i. New Arts Complex needs fundraising. This complex will have to be primarily funded through donations.
      ii. Growing tenure track faculty will not make the original goal. More faculty for the fall but this will still not make the original goal. iii. UTD had a decline in tuition revenue. iv. We graduate lots of master’s degrees but not a lot of PhD’s.
      v. We will get more Trip money, but most of it will go to the Center for Brain Health.
      vi. More UTD advertising will be coming. With signs at both Airports.
      vii. We need new buildings.
      viii. He is trying to get UTD’s name out, so we are no longer a best-kept secret in Dallas.
      ix. Dr. Benson will attend meetings if he is invited.
      x. Dr. Benson believes we are doing well and there are better times coming.
   c. Dr. Ravi Prakash: On building, there were 2 new proposals up for discussion regarding funding.
      i. One with UT Southwestern and one with the Student Success Center.
      1. Neither one passed/
   d. Juneteenth – This Friday at the Visitors Center, from 5-6pm. Free BBQ!

9. Reminders
   a. Staff Council Scholarships
      i. Deadline: September 15, 2019
   b. CARE Awards

10. Upcoming Guest Speakers:
a. N/A

11. Adjournment
   a. Motion to Adjourn
   b. Meeting Adjourned at: 10:15am

Respectfully submitted,
Pax (Jamie) Abrams
Staff Council Secretary/Treasurer