Staff Council General Meeting
Agenda* – Sept 11, 2019
Room: TI Auditorium
Time: 9:00am
(*Topics and order are subject to change)

1) Call to Order
2) Roll Call
3) Colleen Dutton – AVP of Human Resources
4) Rosie Peterson - University Retirees
5) Review of August 2019 Council Minutes
6) Committee Reports
   a. Executive Board (Naomi Emmett)
   b. Attendance Report (Melissa Wyder)
   c. Student Government (Ayoub Mohammed and Hope Cory)
   d. Benefits Committee (Debbie Greszler)
   e. Communications Committee (-)
   f. Fundraising Committee (Adrienne Wilson)
   g. Staff Development Committee (Alice Presti)
   h. Secretary and Treasurer’s Report (Pax Abrams)
   i. Faculty Senate (Dr. Ravi Prakash)
   j. Retiree Association (Sandee Goertzen)
7) University Committees
   a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   b. Campus Facilities (Janice Gebhard)
   c. University Safety and Security (Chad Thomas)
   d. eForms (Michele Brown, Debbie Buckner, DeAnn Hegi, and Kelly Hanford)
   e. IT Planning, and Policy (Dennis Guten)
   f. Auxiliary Services Advisory (Matt Brown)
   g. HOP Committee (Naomi Emmett)
   h. Student Fee Advisory Committee (David Richardson and Debra Greszler)
   i. Committee for Support of Diversity and Equity (Carrilaine Schneckner, Daniel Hernandez, Alice Presti, Daniel Cordova, Lynn Butler, Betsy Willis)
   j. Intellectual Property Advisory Committee (Jay Silber)
   k. Academic Calendar Committee (Megan Gray-Hering and Sheila Rollerson)
   l. Information Security Advisory Committee (Daniel Calhoun)
   m. University Sustainability Committee (Craig Lewis)
   n. Wellness Committee (Elena Galli, Janice Gebhard, and Pinky Reyes)
Accessibility Committee (Dr. Richard Scotch and Pax Abrams)

8) Continuing Business

9) Proposals:
   a. **2014-004p**: Executive Board is looking into an ombudsman for employees
   b. **2019-30p**: 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)
   c. **2019-46p**: Research the evolution of the SPN wellness center and what is to come; how it will affect Staff. (Staff Development)

10) Suggestions:
   a. **2019-55s**: I am writing to follow up on the issue of smoking on campus. I attended the Staff Council meeting last Spring where my initial concern was addressed, and during the meeting I heard that the submitter (me) would be followed up with. I never received a direct response, so I hope to be in touch with you soon. I realize smoking is a difficult issue to find solutions for on campus and that it is an addiction and a medical issue. However, I have an immediate coworker who works directly next to a smoking hot spot on campus and she has asthma. This is a medical concern for non-smokers as well. There are daily smokers in the stoop between Berkner and Founder’s Annex, very close to entrances in both buildings. When people walk inside they often bring smoke in with them. If Staff Council is not the best organization to address these issues, please direct me to the best point of contact. The tobacco submission site was removed temporarily (now back up, but down for a few weeks this summer) from the UTD website, which is concerning. I use this feature whenever I see someone smoking, and it doesn't seem to have increased any patrolling or reduction of smoking in the area. It does not feel like there is any action or follow up to reporting tobacco use violations. There are currently more than 30 cigarette butts in the stoop area, and for a few weeks this Summer there was a communal lighter left on the steps. I really hope to see some action on this issue. Even random monitoring or occasional patrols of heavy use areas would help. Maybe a designated smoking area off campus or at the edge of campus. Either way, the current habitual smoking directly next to the doors of my office building is an issue for me and my coworkers.
   b. **2019-56s**: Enforcing UTD's "smoke-free campus" status has been an ongoing issue. I work in Founders Annex and the steps outside of Berkner facing Founders Annex is a place where smokers regularly gather, often on a daily basis. My coworkers and I have repeatedly reported this hotspot to the Tobacco Use Reporting site, but there has been no discernible change in the number of smokers who use this
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spot. I have chronic asthma and allergies, so maintaining a smoke-free work environment is important to me. If this is an issue that cannot be addressed by Staff Council, please direct me to the appropriate channels. Thank you.

c. **2019-57s:** Hello, We have a couple of students on campus (likely more than a couple) who are visually impaired. Today, one of them came into my office commenting on the need for a Tactile Map here at UTD. This is something we need to provide for our population here on campus. She has reached out to Student Government and they were not able to assist. Please do what you can to get this done and please follow up to ensure it takes place. Thank you.

d. **2019-58s:** I'm not sure whether this problem is localized to my building or surrounding areas, or whether it's affecting the entire campus, but AT&T cellular reception for months has been nonexistent in and around the Student Union. When I've walked to neighboring buildings, this seems to persist elsewhere. Student workers in my area have reported the same problem. Having been an AT&T customer for more than a decade without incident, this problem appears to be fairly recent. It's disconcerting, knowing that someone would be unable to reach me in an emergency via call or text message on my phone more than 90 percent of my workday. Could Staff Council look to other staff members throughout campus to determine whether this is affecting other AT&T customers? If so, perhaps we could encourage the Office of Facilities and Economic Development to investigate the matter. Maybe they can pressure AT&T to address these coverage dead zones on campus.

e. **2019-59s:** 1) Use Comet Shuttles in parking lots at beginning and end of day to bring staff to offices. Would mean running the shuttles starting before 8:00 am. 2) Run the Comet Shuttles continuously instead of having them wait at the activity center to fill up. (ANON.)

f. **2019-60s:** When I do student travel. I was informed to follow the instruction on Exhibit B14-D. When I fill out this form. There are no instructions on where to send the form after filling out. I call the number located on the form, and that sends me to the travel office in Procurement. This is not a form they require and it is not there form. I was told to call the Dean of Students. There is no information on there website on submitting the form listed on there website. I did not get a response when I called. I would like for there to be clearly written submission instructions. I want to know who this applies to whether is be undergrad or grad students. Who to contact, and where to send this form. I've been dealing with this issue for over 3 years.
11) Unfinished Business
12) New Business:
13) Misc.
14) Reminders:
   a. **Staff Scholarships**: Now accepting applications for: Fall 2019
      i. Deadline: September 15th, 2019
      i. Deadline: October 31, 2019
   c. Corporate Challenge 2019
15) Adjournment

16) Next Meeting: 10/09/2019
   a. **Upcoming Guest Speakers**: TBD