Staff Council
Meeting Agenda

Wednesday, August 14, 2019
JSOM 1.118
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) Colleen Dutton – AVP of Human Resources
4) Review of July 2019 Council Minutes
5) 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 (Matt Brown)
   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)
6) 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)
   o. Accessibility Committee (Dr. Richard Scotch and Pax Abrams)
7) Continuing Business
8) Proposals:
   a. **2014-004p**: Executive Board is looking into an ombudsman for employees
   b. **2018-027p**: Rules regarding Punch-Out and Amazon. Unable to choose the most
cost-effective distributor of products, and restricted to contracted vendors. (Communications)

c. **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)

d. **2019-38p:** 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)

e. **2019-42p:** ...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)

f. **2019-46p:** Research the evolution of the SPN wellness center and what is to come; how it will affect Staff. (Staff Development)

9) **Suggestions:**

a. **2019-52s:** It would be helpful to know if, and or when, people are to come around for things. Example: Today I had 2 guys come into the dept to check fire extinguishers. They didn't have any UTD-official looking things about them. Do I let them come in and look at, and eventually replace, our fire extinguisher? Last month, 2 ladies came into the dept. and printed something off everyone's printer. Were they official? How to know? Should they have been here? Our department's admin knew nothing about the first instance, though they did know about the legitimacy of the printer thing. For a department that is trying to keep things safe and secure, it is unsettling to have people coming into the department, not knowing if they should be there or not. I mean, if they shouldn't be here, they are going to make it look alright for them to be here. It would be nice if departments were aware when a building or department was going to be routinely checked: printers, fire extinguishers, etc. I don't know who on campus is in charge of sending outside people into campus departments, but a heads up would be welcome. Note: We know our maintenance staff, so they would be excluded from this list. This heads up would just be for occasional external/probably contracted workers. Thank you for considering our concerns.

b. **2019-53s:** Is there any way we can advocate for the SPN center and staff classes to be free for all UTD staff again? It's such a small group of us that take advantage of this feature and it would be nice to not have to pay for a membership. That was a major attractant for me to work at the university. I am
also a younger employee, single income owner, with a tight budget. Having that free gym access was a major blessing to me!

c. **2019-54s:** Can we talk about the Marketplace? Are we too big for this antiquated system? I’ve been told you can only buy one thing each day. If you want to buy 2 summer camps you have to wait a day or use a different credit card.

10) Unfinished Business:
   a. Staff Profile Ad-Hoc Committee

11) New Business:

12) Misc.

13) Reminders:
   a. **Staff Scholarships:** Now accepting applications for: Fall 2019
      i. Deadline: September 15th, 2019
   b. **CARE Awards:** Now accepting nominations for: Fall 2019.
      i. Deadline: October 31, 2019
   c. Corporate Challenge 2019

14) Adjournment

15) Next Meeting: 09/11/2019
   a. Upcoming Guest Speakers: Rosie Peterson
1. **Roll Call**

   **Present:** Pax (Jamie) Abrams, Bryan Black, Frankie Branham, Matt Brown, Michele Brown, Debbie Buckner, Shahrulk Farooq, Karen Garcia, Janice Gebhard, Dennis Guten, Debbie Greszler, Amanda Hodges, Andrew Helgeson, Brooke Schafer, Richard Innis, Mara Jackson, Anna LeBlanc, Kelly Kaar, Jennifer Klink, Laura Payne, Alice Presti, Lynne Perler, Sadhana Pulkuri, Seanne Rackal-Childs, Beverly Reed, Pinky Reyes, David Richardson, Michelle Rinehart, Helen Roth, Sylvia Smiley, Carrilaine Schneckner, Renee Stone, Melani Sherbet, Fatema Syeda, Vy Trang, Hieu (Heather) Ton, Shelly Turner, Adrienne Wilson, Melissa Wyder

   **Absent:** Naomi Emmett, Deja Rollins, Jackie Schmitz

   **Guests:** Dr. Richard Scotch, Colleen Dutton, Ayoub Mohammad, Hope Cory, Marita Yancey

2. **Call to Order:** Meeting called to order by Staff Council Vice President, Melissa Wyder at 9:05am

3. **Guest Speaker: Colleen Dutton** – AVP of Human Resources
   a. Spoke on:
      i. FY2020 Holiday schedule is out now.

4. **Guest Speaker: Marita Yancey** - Director, Human Resources
   a. Spoke on:
      i. Benefits Plan for FY20
         1. UT Select and UT Medical Plans
            a. 5% increase on rate
               i. Employee & Spouse: Increase of $12.88/month
               ii. Employee & Children: Increase of $13.47/month
               iii. Employee & Families: Increase of $25.36/month
         2. UT Connect
            a. Employee & Spouse: Increase of $11.59/month
            b. Employee & Children: Increase of $12.12/month
            c. Employee & Families: Increase of $22.82/month
         3. UT Select Dental PLUS
            a. Increase of 4%
i. Employee: Increase of $2.36/month
ii. Employee & Spouse: Increase of $4.48/month
iii. Employee & Children: Increase of $4.95/month
iv. Employee & Families: Increase of $7.05/month

4. Enhancements to Blue Cross/Blue Shield and UT Select
   a. Health Advocacy Solutions
      i. Virtual Doctor – via MD LIVE, 24/7 access, no co-pay
      ii. Hinge Health/OMADA/Livingo
         1. Chronic health risk management
         2. Available within UT Select Plan
         3. For UT Connect: Smart 90
            a. 90-day refills on prescriptions available via Walgreens/UT Select Pharmacies.
            b. Specialty Medications are now available via UT Select/Connect.
   b. Healthcare Reimbursement
      i. Increasing from $2,650.00 to $2,700.00
      ii. Within IRS Regulations.
   b. Email from UT System was sent out, but another summary email will be sent out.
   c. Beginning 2020, State Contribution will Increase
      i. 2020: 7.5%
      ii. 2022: 7.75%
      iii. 2023: 8%
      iv. 2024: 8.25%

4. Roll call

5. Review of July 2019 Minutes
   a. Motion to accept, made by: Pinky Reyes
      i. Motion 2nd by: David Richardson
         1. Minutes Accepted

6. Committee Reports
   a. Executive Board (Naomi Emmett)
      i. Absent, no report given
   a. Attendance Report (Melissa Wyder)
      i. Elise Smith has left UTD. Seanne Rackal-Childs has returned to fill the vacancy.
         1. Welcome back Seanne!
   b. Student Government (Ayoub Mohammad and Hope Cory)
      i. Report given by: Ayoub Mohammad, Student Government President
         1. Student Government is working on a new newsletter, and a rebranding update
2.

c. **Benefits Committee** (Debra Greszler)
   
   i. Scholarships
      
      1. Next deadline is for Fall 2019: September 15, 2019
   
   ii. Proposals:
      
      
         2. Performance Reviews (2019-38p) – Currently in process and discussing this with HR.

d. **Communications Committee** (Matt Brown)
   
   i. The Sun Newsletter
      
      1. June Issue is out.
   
   ii. The Flare
      
      1. Will be out in July.
      
         2. Will have a section on reporting the temperature in the Library, and the monthly charge for SPN Fitness Center.
   
   iii. Proposals
      
      1. Amazon Punch-Out (2018-27p) : Would like to retire this one.
      
         2. UTD Staff Remembrance (2019-20p) : Point of Contact for this information is Tina Sharpling.
   
   iv. Staff Recruitment/Retention Story
      
      1. Per Dennis Guten: Request made by John Walls that it be postponed from printing until after an announcement comes out. No ETA was given for the announcement. Naomi Emmett suggested it be brought to the Staff Council for discussion.
         
         a. Should we run the article, or wait for the announcement to come out?
            
            i. Per Dr. Bryan Black: Spoke with the Communications Manager, from the Office of Communications. Suggested that a meeting be held with Terry Pankratz to discuss this issue. Objective is not to censor, but don’t want the retrospective to be confusing. They wanted to add information for clarity.
            
            ii. Was sent between Terry Pankratz and John Walls several times. Trying to coordinate with Terry at the moment.
               
               1. Per Colleen Dutton: Point of Clarification, Compensation Plan and Merit Plan are different. What you are talking about is the Merit Pool. The Merit Pool for FY20 was 2%
2. Per Kelly Kaar: At this point? We have reached out to numerous people. The lack of communication is creating the issue. We should reach out with one more email, with a deadline of when we will publish the article.

3. Per Melissa Wyder: “If we don’t hear from you by Aug 1 we’re going to assume its fine and go ahead”.

4. Per Kelly Kaar: Right. If something is going on...they need to communicate.

5. Per Melissa Wyder: The article is rather benign.

6. Per Dr. Bryan Black: I had met with Terry first for this story. He was aware of it.
   a. Per Lynne Perler: Something is going on and we do not know about it. We should honor what they asked of us and wait. They asked us not to.
   b. Per Carrilaine Schnecker: We are an advocacy group for Staff. I have read the article and searched for something inflammatory. Did not see anything. It was a very clear article that it was FY18-19.
   c. Per Dennis Guten: John Walls specifically has the final say on things that go out through the Staff email. He has to approve it.
   d. Per Pinky Reyes: I agree with both Kelly and Lynne. When we reach out, can we ask if there is a specific part that they want to be reconsidered?
   e. Per Dr. Black: That has been asked and we were told to speak with Terry Pankratz. I specifically suggested that we add a sentence at the beginning to reinforce that this is a retrospective of FY18-19, and does not pertain to FY2020.
   f. Per Helen Roth: Then we should just submit it and see if it goes out. If it doesn’t? Then we talk about it.
   g. Per Laura Payne: From my Point-of-View. Last years merit pay did not have much
effect on things. It put things in a positive light. I’m interested in what their announcement is. Expected it to have more of an impact on Retention.

iii. Per Dr. Bryan Black: There was no effect, positive or negative on the retention/recruitment of Staff. The only thing that should be brought to our attention is in regards to Exit Interviews, and/or putting an evaluation in place for job satisfaction.

1. Per Melissa Wyder: Motion to give them a deadline.
2. Per Matt Brown: Sooner than August?
   a. Per Melissa Wyder: July 26th? They have until then or we will go forward? No comment is approval to run.
   b. Lively discussion about whether or not to run the article ensued.
   c. Per Vy Trang: Did you reach out to Terry or his AA to get that meeting?
   d. Per Dr. Bryan Black: I’ve already met with Terry, but the most recent request was sent to him directly.
      i. Per Melissa Wyder: Motion, pending new information, that the story will be run with the next Flare.
      ii. Per Pinky Reyes: If John does not send it out, will he tell us why?
      iii. Per Dennis Guten: They would let us know.
      iv. Per Pinky Reyes: Your motion should include that we reach out and send after a certain date, if it comes back then we discuss further.
      v. Per Melissa Wyder: I prefer the motion as it is. It allows, if John wants to deny the article – he still has the opportunity to do so. It allows Lynne’s concern to be addressed.
      vi. Per Dennis Guten: Things go in for editing first before it gets sent. They have time.
1. Motion 2nd by: David Richardson and Michele Brown
2. Opposed: Lynne Perler
   a. Motion Passed

a. Fundraising Committee (Adrienne Wilson)
   i. Nothing to report
b. Staff Development Committee (Alice Presti)
   i. Staff Appreciation is next Tuesday.
   ii. Will have ice cream, photo booths, and a massage table.

   a. In the Galaxy Rooms

c. Secretary and Treasurer’s Report (Pax (Jamie) Abrams)

   i. Staff Council Operating Account

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
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<tbody>
<tr>
<td>Beginning Balance: New Cost Center</td>
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<tr>
<td>Net Revenue - Fiscal Year 2019</td>
<td></td>
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<tr>
<td>Net Expenses – Fiscal Year 2019</td>
<td>$19,011.35</td>
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<tr>
<td>P10 - CARE Clocks</td>
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<td>P10 – Scholarship, Off-campus</td>
<td>$250</td>
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<td>P10 – Work order, FM</td>
<td>$93</td>
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<td>Net Transfers</td>
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<td>Encumbrances – SC AA Payroll</td>
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<td>Current Available Balance June 30, 2019</td>
<td>$9,592.66</td>
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   ii. Staff Council Fundraising Account

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<td>Net Revenue – Fiscal Year 2019</td>
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<td>Current Available Balance June 30, 2019</td>
<td>$11,912.98</td>
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   iii. Staff Council Endowed Scholarship

<table>
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<td>Net Revenue – Fiscal Year 2019</td>
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<td>Net Expenses – Fiscal Year 2019</td>
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<td>P10 – Spring 2019 Scholarships $1000</td>
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<td>Net Transfers</td>
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<tr>
<td>Encumbrances</td>
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<td>Current Available Balance June 30, 2019</td>
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iv. Jody Nelsen Scholarship

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<td>P10 - Spring 2019 Scholarships $750</td>
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v. Staff Scholarship

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<tbody>
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<td>Beginning Balance:</td>
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<td>Net Revenue – Fiscal Year 2019</td>
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<td>Net Expenses – Fiscal Year 2019</td>
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<td>Net Transfers</td>
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<td><strong>Current Available Balance April 31, 2019</strong></td>
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d. Faculty Senate (Dr. Ravi Prakash)
   i. Report given by: Dr. Scotch
   ii. Nothing to report

e. Retiree Association (Sandee Goertzen)
   i. Nothing to report

University Committees
a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   i. Report given by: Melissa Wyder
      1. Slick paint issue
         a. Per Cris Aquino, it is due to paint buildup. They will sand it down when they repaint.
         b. Per Debbie Greszler: Is there any ETA on that?
            i. Per Melissa Wyder: He did not give one. Will reach out.
            ii. Per Lynne Perler: It was repainted last year.
            iii. Per Pinky Reyes: Last time they redid it, the color changed.
            iv. Per Jennifer Klunk: Any reports on what colors are changing to this year?
            v. Per Melissa Wyder: You can upgrade if need be.
            vi. Per Pinky Reyes: There is a lot of purple parking at
JSOM and they are always open.

1. Per Melissa Wyder: Will ask him to send out a map, and we can ask him to speak in August

vii. Per David Richardson: What are the new rates for next year?

1. Per Melissa Wyder: They were sent out, will have them re-sent.

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. No report made

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. Report given by: Pinky Reyes
      1. Recycling Bin needed?
         a. Call the office and they will bring you one.
      2. Battery Recycling
         a. Locations on the website
      3. Center for Students in Recovery
         a. Working on Horticulture Therapy
n. Wellness Committee (Pinky Reyes, Elena Galli, Janice Gebhard)

i. Report made by: Pinky Reyes
   1. Mobile Mammography
      a. August 14th in Lot T
   2. Corporate Challenge
      a. August 10-11
   3. Center for Children and Families
      a. At Callier on Campus.
      b. They have summer programs.
   4. Student Counseling Center
      a. They have TAO (Therapy Assistance Online), if needed.

ii. Lunch and Learn
   1. Team-up between Gender Center and Center for Children and Families
      a. Becoming a Parent, Becoming Attached

iii. Question for the Council: Regarding the SPN fee... Can we as a Council, write a letter to President Benson, having some of it Sponsored? Citing the Strategic Plan as a guide.
   1. Per Colleen Dutton: It was originally rolled out as a Pilot Program, to be free. Not intended to be free.
   2. Per Pinky Reyes: No Staff were consulted on how we felt/liked it.
      a. Per Renee Stone: Tricia Losavio came to Staff Council and discussed this and why they are charging Staff the semester fee.
      b. Lively discussion about the details Tricia discussed with Staff Council.
   3. Per Alice Presti: Staff Development is looking into this via the proposal.
      a. Per Melissa Wyder: Take it back and let them know that there is a committee working on it at the moment.
      b. Per Kelly Kaar: An email went out about the SPN fees.
      c. Per Laura Payne: We have access to reduced cost/free things through Benefits.
      d. Per Amanda Hodges: Why don’t we ask for a discount?
         i. Per Pinky Reyes: The idea was that as a Committee, we have no power. We can inform. The idea is: To help the staff. That’s why it was brought to the Council. Support the Staff, that was the purpose of the Strategic Plan.

iv. Mental First Aid Training
   1. Will go out by e-mail.
2. Per Helen Roth: I sent feedback that I do not recommend it.
3. This is for broad spectrum... friends, family, coworkers...etc.

v. Per Melissa Wyder: David, under UT Benefits, what was the monthly for the Gym membership?
   1. Per David Richardson: $25 +.0825 tax, over 9000 locations. $25 New Membership Registration Fee is waived when using an active Member’s #. The referring Member also receives a free month, for the referral.

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

6. Continuing Business
   a. Proposals
      i. **2014-004p**: Executive Board is looking into an ombudsman for employees (Executive Board)
      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. Per Matt Brown: Would like to motion to retire this.
            a. Per Melissa Wyder: Roll call vote taken.
               i. Retired
      iii. **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)
         1. In process
      iv. **2019-38p**: 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
      v. **2019-42p**: ...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. Ad Hoc committee is meeting this month.
      vi. **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

a. Suggestions

i. 2019-49s: What are the university's plans to compensate staff who have been affected by ongoing budget cuts, resulting in no raises or promotions? Cost of living continues to rise as do the lists of staff duties to accommodate a growing student population. Suggestions: free green parking for staff, discounted rates for parking permits for staff who have been at UTD for more than 1 year, 4 free meals each month at dining options across campus, health incentives- free gym membership on campus or to comparable local fitness center, child care discounts, pet care discounts, sponsored professional development for ALL staff 1-2 times per year. (Anon.)

1. Per David Richardson: Propose to send this to the Benefits Committee.
2. Per Jennifer Klunk: What would we do with this?
   a. Per Melissa Wyder: Discounts already exist.
   b. Per Laura Payne: Staff Scholarships are for Tuition/Fees, can the off-campus scholarship funds that be used for Staff Development as well? Like for conference fees?
   c. Per Melissa Wyder: It’s a nice idea to look at, but not specific to this suggestion.
      i. Per Andy Helgeson: Motions not to take this on.
      ii. Per Shelly Turner: Suggests putting another announcement in the Flare about the discounts that are offered.

1. Motion to reject: Andy Helgeson
2. Motion 2nd by: Seanne Rackal-Childs

• Rejected

v. 2019-50s: As summer continues on the heat can be excruciating. Staff may be asked to run errands around campus as part of their job. Included with this staff are student workers. Although some student workers have different cultural views I can't stress enough how important personal hygiene is. It is a disservice to student worker’s that UTD is not encouraging personal hygiene. Student workers contribute a
lot to the University and aspire to have a successful careers. I believe that in order to have a successful career you must be approachable and likeable in the workplace. Personal hygiene may be a small factor but it really makes a difference when you are working hand in hand with a fellow employee. Since UTD Full time staff is held to and expected to fulfill these requirements so should student workers as a part of being employed by UTD. (Anon.)

1. Per Lynne Perler: Motions to not adopt
   a. Motion 2nd By: Kelly Kaar
      i. Per Michelle Rinehart: This has come up several times. I don’t know how we can get the word out. There is not something we can do about this!
      ii. Per Brooke Schafer: If there are ongoing issues and it has been addressed, but nothing changes? What can we do?
      iii. Per Colleen Dutton: The Manager needs to have a discussion with the person in question.
         1. Melissa Wyder: Do we have a motion?
            a. Per David Richardson: Motions not to adopt.
            b. Per Kelly Kaar: 2nds Motion.
               i. Rejected

vi. **2019-51s:** Can HR explain what the requirements/procedure is to be able to work from home? I’ve been told by some it can be a verbal agreement Between the supervisor and employee, and by others that there is paperwork or documentation That is supposed to be filled our and reviewed by HR? (Anon.)

1. Per Colleen Dutton: UTD Policy 3048 (UTDPP 3048) discusses the telecommuting policy. There is a difference between occasionally or all the time. Certain parameters need to be followed.

2. Per Melissa Wyder: Can we link the policy in the Flare?
   a. Per Kelly Kaar: When anecdotal becomes routine, what happens?
   b. Per Colleen Dutton: Then a Supervisor needs to
step in.

c. Per Melissa Wyder: Do we have a motion?
   i. Per David Richardson: Motion to forward to Communications.
   
   ii. Per Amanda Hodges: Motion not to adopt, but put the policy in the Flare.
       1. Motion 2nd by: Lynne Perler and Ritchie Innis
       
       a. Rejected

7. Unfinished Business
   
a. Funding Staff Scholarship Funds
      i. For Off-Campus Scholarships
      
      ii. Per Melissa Wyder: Do we transfer from Fundraising, or put Annual Giving Day to that scholarship?
          1. Per David Richardson: Move funds over as needed.
          2. Per Lynne Perler: Have the minimum stay at $500
             a. Per Pax Abrams: Transferring over can take time, sometimes too long.
             b. Per Melissa Wyder: What do you feel is a comfortable balance?
                i. Per Pax Abrams: I hesitate to say $500, as we have had 4 this year.
                
                ii. Per Melissa Wyder: How about $1000 as the minimum?
                   1. Per Sadhona Pulukuri: IDTS are not going to work because of the different codes.
                   2. Per Jennifer Klunk: Motion to get funds to $1000 and maintain that level.
                      a. Motion 2nd by: Richie Innis
                      
                      i. Motion Passed

b. 50th Celebration by Staff Council
   
   i. Per Colleen Dutton: Something was supposed to be tied with Founders Day.
      1. Per Anna LeBlanc: We are celebrating the 50th starting on Convocation. It is wrapped into current events, we do not have the budget for a separate event.
         a. Per Melissa Wyder: Would you like us to add it to Staff Appreciation? We can for next year.
         
         b. Per Michele Brown: Since we fall under the Presidents Office, could we ask the President for more funding for our events?
         c. Per Jennifer Klunk: What about collaborating with the Retirees?
            i. Per Melissa Wyder: Yes. That is something to keep in mind for next years Staff Council.
ii. Per Colleen Dutton: What about the Faculty Senate? Would they be interested?
   1. Per Dr. Richard Scotch: That can be brought up and discussed.
   2. Per Melissa Wyder: Will take this as advisory to the next group.

8. Misc
   a. Review of Dr. Benson Strategic Plan #9, this suits the Staff Council.
   b. Bylaws Review
      a. Were sent out and should have been reviewed.
      b. Per David Richardson: Were the changes highlighted?
         i. Per Helen Roth: Yes
      c. Per Pinky Reyes: Are we allowed to use the District Email to send out updates as representatives?
         i. Per Melissa Wyder: Yes
   d. Roll call vote taken by: Melissa Wyder
      i. Passed by Council
   c. Redistricting Committee
      i. Update from Vy Trang, per email:
         The redistricting committee consisting of Deborah Buckner, Vy Trang, Melissa Wyder, and Pax (Jamie) Abrams met 2 times (January and April 2019). We have added the new buildings that have come online or will come online in the next year to our list of buildings. We propose adding/moving the following buildings to the districts:

                        District 1 – Engineering and Computer Science West (ECSW)  
                        District 2 – Classroom Building (CB), North Office Building (NB), Science Learning Center (SLC)
                        District 3 – no changes
                        District 4 – no changes
                        District 5 – no changes
                        District 6 – Synergy Park North 2 (SP2), New Science Building (NSB), Dining Hall West (DHW), Residence Hall South (RHS), Residence Hall North (RHN), Residence Hall South West (RHSW), Residence Hall West (RHW), Canyon Creek Heights North (CCHN), Canyon Creek Heights South (CCHS), Dining Hall West (DHW), Rec Center West (RCW)

Each member of the committee reached out to staff in each of the buildings to determine how many staff members are housed in each building. We also reached out to Human Resources to obtain the total number of staff and were told there are currently 2548 staff members. To the best of our knowledge, each district represents a similar number of staff at this time even though new buildings were added. Staff members either relocated to new buildings or new positions on
campus so the total number of staff has not changed drastically since the last time redistricting was discussed. Therefore, we do not propose the addition of new districts. Instead, we have added the new buildings to existing districts so that each district will have approximately the same number of constituents.

a. Motion to accept: Melissa Wyder
   a. Motion 2nd by: Andy Helgeson
      i. Passed

9. Reminders
   a. Staff Council Scholarships
      i. Deadline: September 15, 2019
   b. CARE Awards
      i. Next Deadline: October 31, 2019

10. Upcoming Guest Speakers:
    a. N/A

11. Adjournment
    a. Motion to Adjourn
    b. Meeting Adjourned at: 10:50am

Respectfully submitted,

Pax (Jamie) Abrams

Staff Council Secretary/Treasurer
## STAFF COUNCIL OPERATING ACCOUNT – 10451002

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Beginning Balance: New Cost Center</td>
<td></td>
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<tr>
<td>Net Revenue - Fiscal Year 2019</td>
<td></td>
</tr>
<tr>
<td>Net Expenses – Fiscal Year 2019</td>
<td>$23,531.33</td>
</tr>
<tr>
<td><strong>P11 – Staff Council Scholarships $500</strong></td>
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<tr>
<td><strong>P11 – Staff Appreciation 2019 $2,873.20</strong></td>
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<tr>
<td><strong>P11 – Staff Council Name Badges $48.75</strong></td>
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<tr>
<td>Net Transfers</td>
<td>$31,310.00</td>
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<tr>
<td>Encumbrances – SC AA Payroll</td>
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**Current Available Balance July 31, 2019**: $6,171.26

## STAFF COUNCIL FUNDRAISING – 10435000

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**Current Available Balance July 31, 2019**: $11,937.98

## STAFF COUNCIL ENDOWED SCHOLARSHIP – 10451000

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<td>Encumbrances</td>
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**Current Available Balance July 31, 2019**: $868.20

Endowment Market Value: TBD

## JODY NELESEN SCHOLARSHIP – 10451001

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**Current Available Balance July 31, 2019**: $412.41

Endowment Market Value: TBD

## STAFF SCHOLARSHIP – 10450000

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**Current Available Balance July 31, 2019**: $206.97

Endowment Market Value: TBD