STAFF COUNCIL  
APPROVED MEETING MINUTES

July 13, 2016  
JSOM 1.517  
8:30 AM – 10:00 AM

1. Roll Call

Present: Caryn Berardi, Michele Brown, Debbie Buckner, Lynn Butler, Joey Campain, Lou Dekamp, Naomi Emmett, Ste’ve’sha Evans, Lewis Epps, Janice Gebhard, Selina Gu, DeAnn Hegi, Andre Josiah, Kelly Kaar, Dominick Kollasch, Bill Lacava, Emily Lacy, Dee Lambert, Charlotte Mason, Greg Melton, Mike Mogg, Archie Nettles, Akshitha Padigela, Beverly Reed, David Richardson, Julie Rooney, Cynthia Seton-Rogers, Janie Shipman, Joanna Tang, Katie Terry, Chad Thomas, Vicente Torres, Jazzmyn Wilson, and Melissa Wyder

Absent: Mark Chavez, Patrice Holt, Casey Lloyd, Carrilaine Schneckner, and Carissa Teer

Guests: Sandee Goertzen, Colleen Dutton, Marco Mendoza, Marita Yancey

1. Guest Speakers:
   a. Marita Yancey – Director of Human Resources
   b. Colleen Dutton – AVP of Human Resources

2. Call to Order: Meeting called to order by President Naomi Emmett at 8:30 a.m.

3. Guest Speaker: Marita Yancey – Director of Benefits
   a. Spoke on:
      i. What’s new in Benefits for FY 2016-2017
         1. Annual Enrollment Period
ii. UT Select Medical Plan Premium Increase: 5.5%

<table>
<thead>
<tr>
<th>Coverage Level</th>
<th>FY2016 Total</th>
<th>Out-of-Pocket</th>
<th>FY2017 Total</th>
<th>Out-of-Pocket</th>
<th>Cost Impact for Full-time Employee/Retiree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee/Retiree Only</td>
<td>$566.96</td>
<td>$0</td>
<td>$590.14</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Employee/Retiree &amp; Spouse</td>
<td>$1,108.27</td>
<td>$244.10</td>
<td>$1,169.22</td>
<td>$257.53</td>
<td>$13.43</td>
</tr>
<tr>
<td>Employee/Retiree &amp; Children</td>
<td>$1,012.42</td>
<td>$255.30</td>
<td>$1,068.10</td>
<td>$269.34</td>
<td>$14.04</td>
</tr>
<tr>
<td>Employee/Retiree &amp; Family</td>
<td>$1,536.81</td>
<td>$480.71</td>
<td>$1,621.33</td>
<td>$507.15</td>
<td>$26.98</td>
</tr>
</tbody>
</table>

1. **Effective January 1, 2017:**
   a. Prescription for Medicare eligible will be changed to Medicare Drug Plan administered by Express Scripts.
   b. Non-Medicare medications that are part of the standard UT Select Plan will continue to be covered for Retirees.
iii. UT Select Medical Plan Changes

<table>
<thead>
<tr>
<th>Benefit</th>
<th>In-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bariatric Surgery</td>
<td>$3,000 Deductible</td>
</tr>
<tr>
<td>(member must be continuously enrolled in the UT SELECT plan for 36 continuous months prior to date of surgery)</td>
<td></td>
</tr>
<tr>
<td>Behavioral Health</td>
<td></td>
</tr>
<tr>
<td>(Mental Health &amp; Chemical Dependency)</td>
<td></td>
</tr>
<tr>
<td>Office visit copay</td>
<td></td>
</tr>
<tr>
<td>(Maximums removed for inpatient, outpatient and office visits)</td>
<td></td>
</tr>
<tr>
<td>Plan year out-of-pocket maximum</td>
<td>$6,850/$13,700</td>
</tr>
<tr>
<td>(individual/family; includes all member cost share for allowed medical and prescription drug services covered under the plan, such as deductibles, coinsurance, and copays)</td>
<td></td>
</tr>
</tbody>
</table>

1. **ER, anesthesiology, radiology and pathology provider:**
   a. Care received from an out-of-network anesthesiologist, pathologist, radiologist or emergency room physician will be paid at the out-of-network benefit level and at the non-contracting allowed amount.
   b. If this care was provided in an in-network facility, you may call customer service and an adjustment will be made to pay the claim at the in-network benefit level.
   c. The provider may invoice for the balance of the difference between what the customer is billed and what the plan allows.

iv. **How to avoid balance billing:**
   1. Know before you go!
      a. Utilize the Provider Finder option on Blue Access for Members (BAM) to locate Network providers before you seek non-emergency care. You may also call your Benefits Value Advisor at **1-866-882-2034** to assist with any Questions.
      b. In the event of a true emergency, you should go to the nearest emergency room.
2. Talk to your doctor:
   a. Before you have a medical procedure, talk with your doctor and ask about the facility and other specialists that may be involved in your care.
   b. Request Network facilities and specialists for your procedure.
3. If you do see an Out-Of-Network Provider:
   a. Your out-of-pocket costs (deductibles, coinsurance, and copayments) will be higher and you will probably be balance billed.
   b. If you are balanced billed, you can talk to the out-of-network provider and request they lower the billed amount or set up a payment plan.

v. UT Select Dental and Dental Plus
   1. UT Select Dental Plan:
      a. No Increase
   2. UT Select Dental Plan Plus
      a. 5.7% Increase
   3. No Plan Changes for both options
vi. **Life and AD&D Coverage Changes**
   1. The Life and AD&D was bid.
      a. Dearborn has the contract
   2. Employee Basic Life
      a. Increased from $20K to $40K
   3. Employee Basic AD&D
      a. Increased from $20K to $40K
   4. Employee Life
      a. No EOI up to 3x salary during AE
      b. Maximum change from 6x to 10x salary
      c. Maximum from $1.5M to $2.0M
   5. Voluntary AD&D
      a. Maximum of $2.0M
      b. Spouse $1M
   6. Retiree Life Insurance
      a. Maximum up to $100K
         i. Employee retiring on 08/31/2016 or after may retain $100K life insurance as a retiree.
         ii. Existing retiree can increase up to $100K with EOI approval.
   7. Slight rate decrease for Life Insurance
      a. Age bands expanded to age 80 and over.
vii. **Life Insurance Rate Changes**

<table>
<thead>
<tr>
<th>Age</th>
<th>Rate per $1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-34</td>
<td>$0.037</td>
</tr>
<tr>
<td>35-39</td>
<td>$0.047</td>
</tr>
<tr>
<td>40-44</td>
<td>$0.063</td>
</tr>
<tr>
<td>45-49</td>
<td>$0.097</td>
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<tr>
<td>50-54</td>
<td>$0.150</td>
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<tr>
<td>55-59</td>
<td>$0.233</td>
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<tr>
<td>60-64</td>
<td>$0.364</td>
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<tr>
<td>65-69</td>
<td>$0.650</td>
</tr>
<tr>
<td>70-74</td>
<td>$0.752</td>
</tr>
<tr>
<td>75-79</td>
<td>$0.932</td>
</tr>
<tr>
<td>80 and Over</td>
<td>$1.634</td>
</tr>
</tbody>
</table>

viii. **Long Term Care**

1. CNA, the vendor for Long Term Care, has stopped selling their product and UT System contract ends on 08/31/16.
2. CNA Billing System Changes
   a. No longer allows for Payroll Deduction
   b. Effective 09/01/16, LTC premiums will be directly billed by CNA and payroll deductions will stop at UT Dallas.
   c. Participants will be contacted by CNA directly.
3. Check with your financial advisor if this is part of your financial strategy; employee must decide whether to continue coverage through direct bill.
   a. **Effective 09/01/2017:**
      i. CNA was approved by TDI to increase their rates up to 95.5% over 2 years.
ix. **Other Changes**
   1. TRS Rate Change
      a. From 7.2% to 7.7%
         i. Effective 09/01/16
   2. Naturally Slim
      a. Expands to all institutions and all UT Select Plan participants this fall.
   3. Flu Shot Provider
      a. Expanded to include clinics
      b. Scheduled for:
         i. October 31, 2016
         ii. November 01, 2016
            1. Passport Health
            2. Catapult Health
   4. New UT Flex Vendor
      a. Maestro Health
      b. No other plan changes for UT Flex

x. **Benefits without Changes**
   1. Dental HMO
      a. No Changes
   2. Vision and Vision Plus
      a. No Changes
   3. Short-Term Disability
      a. No Changes
   4. Long-Term Disability
      a. No Changes
   5. UT Flex
      a. No Plan design changes
      b. Vendor change only
   6. Tobacco Premium Program
      a. No Changes

xi. **Questions?**
   1. **Question: Regarding the vendor change on the UT Flex card, will they send out new cards?**
      a. They will send out new cards if you enroll. The current cards will only be good through 08/31/2016.
2. **Question: Has the calculation worksheet on the site been updated?**
   a. Not yet, they will be updated on Friday.

3. Detailed information and FAQ are available on the Benefits Section of the HR Website.
   a. Found here: [http://www.utdallas.edu/hr/benefits/](http://www.utdallas.edu/hr/benefits/)

4. **Guest Speaker: Colleen Dutton – AVP of Human Resources**
   a. Spoke on:
      i. **Fair Labor Standards Act: Progress Report as of 07/13/16**
         1. Process: Phase 1 – To ensure compliance with new regulations
            a. List has been sent to Deans/VPs of the impacted jobs
               i. Employees will receive the questionnaire
                  1. After they employee has completed Section 1, they should send it to their managers to complete Section 2.
                     a. Questionnaire is due: July 18th, 2016
               ii. HR will apply three tests to determine FLSA status:
                  1. Salary basis
                  2. Minimum weekly salary
                  3. Job duties
         b. Things to keep in mind:
            i. All positions in the same job code will have the same exempt or non-exempt status, no matter the annual salary paid to a particular employee (i.e. all AAII’s will either be exempt or non-exempt, even though some may be paid $47,476/yr or more).
            ii. Only the duties of the position are considered under the job duties test; not based on performance of those duties
            iii. Exempt positions that do not meet the conditions under all three test will become non-exempt no later than:
               1. December 1, 2016.
            iv. Non-exempt employees who work more than 40 hours in a work week will earn comp time or be paid overtime. **Working overtime or earning comp time must be pre-approved by supervisor.**
            v. Non-exempt employees are responsible for:
1. Accurately recording all hours worked and use of leave on their timesheet.

vi. Managers are responsible for monitoring hours worked.
   1. May adjust/flex work schedule during the same work week so the employee does not work more than 40 hours.

2. Process: Phase 2 – To build a sustainable compensation program that maintains compliance.
   a. Identified jobs that have the same title but perhaps different functions.
   b. Employees will complete the same questionnaire as Phase 1.
   c. Some jobs may require reclassification.

ii. Tools and Training
   1. FLSA Toolkit
      a. Under development on the HR website
         i. Will include:
            1. DOL information
            2. Definitions
            3. Updates
            4. Training Dates
   2. Training
      a. General information to departments.
         i. To schedule, please contact:
            1. Ilyce Murray
            2. Betty Burns
         ii. Specific Training available for:
            1. Managers
            2. Employees

iii. Questions?
   1. How does travel work for FLSA?
      a. Under the DOL, normal work hours are compensated. Will discuss this in detail during the next Staff Council meeting.
   2. What’s a good example of ‘Exempt Status’ job duties?
      a. Basically, do the decisions made in this job have a deep impact/effect on the institution?
3. **For the comp-time, what’s the timeframe we have to use it?**  
   **What’s the deadline?**  
   a. One year – However, it is up to the Department if you get comp-time VS overtime.

4. **When job descriptions are posted, will they be more uniform?**  
   a. Yes, that is part of the overall FLSA project. We will be building a job description library that will be posted on-line with the core duties for classified positions. However, this will take some time to create and our focus is to be compliant by December 1st.  
      i. Any questions/concerns please contact:  
         1. Ilyce Murray: Director of Employment Services  
         2. Betty Burns: Compensation Analyst  
         3. Colleen Dutton: AVP

5. **Review of June 2016 Minutes**  
   a. Minutes are in need of editing  
      i. Motion approve the June minutes with edits.  
      ii. Motion made – Melissa  
         1. Motion 2nd – Dee  
            a. Minutes approved with edit

6. **Committee Reports**  
   a. **Executive Board** (Naomi Emmett)  
      i. Lunches with Naomi and Melissa  
         1. July 22nd, 2016 at noon  
         2. Bluebonnet conference room  
            a. Please email Melissa to sign up.
   b. **Attendance Report** (Melissa Wyder)  
      i. Attendance has been great.  
         1. Good job everyone!  
   c. **Student Government** (Akshitha Padigela and Joey Campain)  
      i. Report given by Joey  
         1. VIP Meetings  
            a. Meeting with the heads of Departments  
               i. Contact us!  
         2. Comet Creed  
            a. Signs to be mounted on 10 buildings around campus  
         3. Safe Ride Service  
            a. For students in need of a ride back home or campus.  
         4. Hammock Farm
a. Areas on campus to relax and de-stress

5. Green Initiative
   a. $5,000 budget
   b. Has 12-13 proposals
      i. Will implement in August when the proposal is decided.

6. Restructuring the Comet Discount Program
   a. Will be updated and maintained by the Student Government
   b. Should be updated by Fall on the Student Government page.

d. Benefits Committee (Chad Thomas)
   i. Meeting has been postponed.
      1. Next month at Staff Council:
         a. Staff Council Scholarship winners

e. Communications Committee (Katie Terry)
   i. Working on the Calendar
      1. Please send any events to the Communications Committee
      ii. Flare will be out next week

f. Fundraising Committee (David Richardson)
   i. Had a short meeting.
      1. Bill is working with Raising Canes and Dickey’s Barbecue, for fundraising opportunities.
         a. Checking dates: July through August
      2. For FY17:
         a. Graduation Bears and Valentine Hearts

g. Staff Development Committee (Lynn Butler)
   i. Staff Appreciation
      1. Discussed the dates for next year

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

| Copy Center – Staff Council Brochures | $ -191.65 |
| **Ending Balance** June 31, 2016 | **$ 2,852.24** |

   ii. Staff Council Fundraising Account

| Printer cartridge recycling revenue | $ 113.63 |
| Graduation bear revenue | $ 58.12 |
| **Ending Balance** June 31, 2016 | **$ 5,660.70** |

   iii. Staff Council Endowed Scholarship

| Staff Council Scholarship | $ -250.00 |
| Staff Council Scholarship | $ -250.00 |
| Staff Council Scholarship | $ -250.00 |
| Staff Council Scholarship | $ -250.00 |
Ending Balance  June 31, 2016 | $ 214.54
Endowment Market Value (05/31/16): $45,826.05

iv.  Jody Nelsen Scholarship

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Council Scholarship</td>
<td>$ -250.00</td>
</tr>
<tr>
<td>Staff Council Scholarship</td>
<td>$ -250.00</td>
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<tr>
<td>Staff Council Scholarship</td>
<td>$ -250.00</td>
</tr>
<tr>
<td>Staff Council Scholarship</td>
<td>$ -250.00</td>
</tr>
</tbody>
</table>

Ending Balance  June 31, 2016 | $ -333.13
Endowment Market Value (05/31/16): $37,333.43

v.  Staff Scholarship

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off-Campus Scholarship</td>
<td>$ -250.00</td>
</tr>
</tbody>
</table>

Ending Balance  June 31, 2016 | $ 2,877.97

i.  Faculty Senate (Dr. Murray Leaf)
   i.  No report

j.  Retiree Association (Sandee Goertzen)
   i.  No report made

University Committees

a.  Parking and Transportation (Dee Lambert)
   i.  Meeting today at 3:00pm

b.  Campus Facilities (Jay Jascott)
   i.  No reports made

c.  University Safety and Security (Chad Thomas)
   i.  Met in June
      1.  Looking at a broader policy regarding the skateboards and bicycles.
         a.  Working with the Student Government on the matter
      2.  Title IX
         a.  Currently tabled

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

e.  IR Security, Planning, and Policy (Arturo Elizondo, Jr.)
   i.  No reports made

f.  Auxiliary Services Advisory (Jayar Medlock, and David Richardson)
   i.  No reports made

g.  HOP Committee (Naomi Emmett)
   i.  Did not meet. Not sure if meeting in August or not.
ii. Rochelle will report on the EAC
   1. Per Rochelle:
      a. EAC was given much the same information that Marita and
         Colleen had discussed.
      b. The Silver Sneakers – Retirees pay $27.40 for use of any
         gym in the UT System, will now be free – starting in
         September if they go through Blue Cross Blue Shield.
      c. UTD was a pilot group for ‘Naturally Slim’
         i. Being rolled out to everyone now
         ii. NO COST – IT’S FREE!
         iii. It’s a very good program, lots of feedback given.
         iv. Not a diet – it’s an assistive program to help users
             relearn healthier eating habits.
      d. Chief of System Police was in attendance.
         i. Discussed: Open Carry, Campus Carry, and
            Concealed Carry.
            1. All 3 are VERY DIFFERENT things!
            2. Everything has been approved by the Board
               of Regents – but some policy changes are
               still needed at UT.
            3. Concealed storage lockers for firearms
               are NOT provided! Must leave firearms in
               the car if you are going to an area they are
               not allowed.
      e. Committees are working on the presentation for the Board
         of Regents.
         i. Will take place on: November 9-10, 2016
         ii. Rochelle will be attending
      f. Reports of the Board will be given to UT System.
         i. Rochelle will update next month.
         ii. Recommendation made that System purchase
             Skillsoft.
             2. Do it on your own, but it also records your
                process that can be shown.
             3. Ready to be rolled out at UTD soon.
                a. Will also be looking into access for
                   Retirees. Understanding is that if
                   you have access to Peoplesoft, you
                   will have access to Skillsoft.
i. Per Marco – Logo and marketing material was received yesterday. Go to the HR Website. The logo is under ‘Organizational Development’.

ii. Select: UT Dallas

iii. Login with your Username and password.

iv. Will also be in the next Intercom.

g. One System, One Voice

i. Trying to facilitate communication among all the Staff Councils on campuses. Getting everyone on the same page/doing the same things.

ii. Possibly meeting other Staff Councils each year.

h. Retention Committee

i. Focused on developing a process/tools for replacement planning.

ii. Keeping knowledge/information gained even as others retire from their positions.

i. Regents Outstanding Award

i. For Staff

ii. Proposal for each Institution to submit 2 applicants.

iii. 20 Awards given of $5,000

iv. Reception provided in Austin.
   1. Working on being finalized.

j. System-Wide issues/concerns

i. Please send them to Naomi

ii. Not personal, or single campus issues!

h. Student Fee Advisory Committee (Melissa Wyder and Lynn Butler)

i. No reports made

i. Committee for Support of Diversity and Equity (Letitia Andrews, Yolande Evans, Jane Shipman, Carrilaine Schneckner, Daniel Hernandez, Jazzmyn Wilson, and Selina Gu)

i. No reports made

j. Intellectual Property Advisory Committee (Jay Silber)

i. No reports made

k. Academic Calendar Committee (Megan Gray and Sheila Rollerson)
i. No reports made
l. Information Security Advisory Committee (--)
   i. No reports made

m. University Sustainability Committee (Craig Lewis)
   i. No reports made
n. Wellness Committee (DeAnn Hegi and April Floyd) i.
   Working on expanding the outreach program. ii.
   Proposals are due in October
   iii. Wellness Center policies are tabled in HOP for now.

7. Continuing Business
   a. Proposals
      i. 2014-004s: Executive Board is looking into an ombudsman for employees
      ii. 2015-007s: Discounted parking rates for faculty, staff, and students that
carpool
         1. In Process
      iii. 2015-009s: Healthier snacks in all of the vending machines (Wellness
committee)
         1. Any suggestions for placements of healthy vending machines –
            please email:
               a. Deborah Hamlin

   b. New Suggestions
      i. I would like to suggest that the university give a monetary award to an
      outstanding staff member on an annual or bi-annual basis.
      I believe that this would create a high performance work environment, and
help our staff retention. This would further provide UTD employees with
increased job satisfaction and encouragement to perform their jobs more
effectively.
         1. Handled individually via the Department/School level.
            a. Motion to adopt made by: Melissa
            b. 2nd by: Chad
               i. Assigned to the Benefits Committee to investigate
               further.

      i. The Records Department that handles transfer credit, bacterial meningitis,
and other forms need to get their own direct phone line. I understand that
Records needs all requests in writing, however, a direct phone line for
general questions and advice would be great. It's frustrating for both
students and the advisers to call other departments and get unsure
answers when we could just quickly speak with the records team,
especially when an immediate answer is needed.
         1. Melissa has a list of contacts.
            a. List will be scanned by the Staff Council AA and
distributed to the Council members.
ii. There are the Rainbow Guard and Pride @ UTD groups for students - but are there any LGBT+ groups that exist on campus for Faculty/Staff?
If not - is there a reason?
How would someone go about starting a group, if it’s possible?
   1. Can be handled via Affiliates Groups, James Dockery should be contacted.
      a. Motion to Forward to James Dockery, made by: Melissa
      b. 2nd by: Julie Rooney
         i. Will be forwarded to James Dockery

8. Old Business
   a. N/A

9. New Business

10. Reminders
    a. Staff Council Voting is OPEN! Please Vote!
    b. Summer Meal Deal with the dining Hall West – 5 meals for $30
    c. Staff Council Scholarships
       i. Deadline: September 15, 2016
    d. CARE Awards – Fall 2016
       i. Deadline: October 31, 2016

11. Misc

12. Upcoming Guest Speakers:
    a. August: Dr. Richard Benson

13. Adjournment
    a. Motion to Adjourn
       i. Meeting Adjourned at: 9:50am

Respectfully submitted,

Jamie Abrams
Staff Council Secretary/Treasurer