October 12, 2016  JSOM 1.517  9:00 AM – 11:00 AM

1. Roll Call

Present: Jamie Abrams, Thomas Allen, Rebecca Ballard, Cheryl Berry, Frankie
Branham, Michele Brown, Lynn Butler, Naomi Emmett, Ste’ve’sha Evans,
Janice Gebhard, Selina Gu, Andrew Helgeson, Patrice Holt, Bill Lacava, Casey
Lloyd, Charlotte Mason, Jay McAllister, Greg Melton, Chris Milazzo, Liz
Muñoz, Anh Pho, Alice Presti, Summer Rangel, Beverly Reed, Pinky Reyes,
Julie Rooney, Brian Scott, Carrilaine Schneckner, Rebeka Stafford, Pam
Stanley, Katie Terry, Chad Thomas, Shelly Turner, Melissa Wyder

Absent: Caryn Berardi, Paul Bottoni, Debbie Buckner, Joey Campain, Mark Chavez,
Dennis Guten, Kelly Kaar, Dominic Kollasch, Angela Marin, Mike Mogg,
Summer Rangel, David Richardson, Cynthia Seton-Rogers, Janie Shipman, and
Jazzmyn Wilson

Guests: Sandee Goertzen, Colleen Dutton, Marco Mendoza

1. Call to Order: Meeting called to order by President Naomi Emmett at 9:04 am

2. Guest Speakers:
   a. Colleen Dutton – AVP of Human Resources
      i. Spoke on:
         1. Flu shots
            a. Will be held October 31st – Nov 1st
         2. FLSA
            a. Effective December 1st, 2016
            b. Have been meeting with Deans and VPs
               i. Employees should be notified of their status within
                  2-3 weeks.
               ii. Website will be updated by November 15th
         3. Service Awards
            a. Ceremonies will be held next month
            b. Website will be updated by the end of the week.
               i. Question: What is the date of the ceremony?
                  1. Mid-November
               ii. Per Marco:
                  1. Employee Relations and Organizational Development
a. Modeling a team and philosophy of partnering with our clients
b. Coaching employees and supervisors in effective communication.
c. Focusing on consistent, honest feedback
d. Advising on policies and procedures
e. Providing guidance, tools and training to be a more effective supervisor, employee, and colleague.

i. Question: What proportion of the University Staff are supervisors?
   1. It’s up to Supervisors to have conversations with employees about attendance. Sometimes its Department Heads, Leads, and Foreman. Whoever is in charge of tracking attendance issues… It goes down, I’d say there are more than 200.

ii. Question: Is there training?
   1. There is a Manager Supervisor Certificate offered by HR but the program is not mandatory.

iii. Question: Someone who works from home and has logged hours, do they need supervisor approval?
   1. If the employee is non-exempt, hours exceeding 40 hours per week require supervisor approval. Additional details can be found at the FLSA Toolbox on the HR website. Employees working from home for an extended period of time need to have a pre-approved agreement on file.

iv. Question: What if someone puts a claim in about a medical issue and files it with HR?
   1. Medical leaves should be coordinated through Celeste Burnett, Leave Administrator, in the Office of Human Resources. Supervisors are notified when FMLA leave is approved but neither the medical diagnosis nor details of the condition are provided to the supervisor. Please contact Celeste if there are specific questions.

v. Question: Family Medical Leave, is there a set amount of time per year, or is it open?
1. 12 weeks in a rolling calendar year

3. Review of September 2016 Minutes
   a. Motion approve the September minutes, with Committee Members updated.
      i. Motion made – Melissa
         1. Motion 2nd – Julie
         a. Minutes approved

4. Committee Reports
   a. Executive Board (Naomi Emmett)
      i. Naomi is going to the EAC as a representative.
         1. She will update the council next month.
      ii. HOP Committee
         1. Working on the policy navigator
         2. Currently adding information about graduate assistance and campus carry.
      iii. Dr. Piquero will be speaking to Staff Council about campus carry next month.
   b. Attendance Report (Melissa Wyder)
      i. Attendance has been started over for the new fiscal year.
   c. Student Government (Akshitha Padigela and Joey Campain)
      i. No report given.
      ii. Per Naomi – Hammocks are available to rent.
   d. Benefits Committee (Chad Thomas)
      i. Monetary Award for Staff letter to Dr. Benson
         1. Working on getting more information from UT System schools, Virginia Tech, and Virginia State.
         2. Looks very promising and will continue to investigate and finalize the proposal.
   e. Communications Committee (Katie Terry)
      i. Report given by Casey Lloyd and Katie Terry
         1. Looking into the Tom Thumb Good Neighbor Program
            a. 1% of all purchases to registered numbers will be going to Fundraising/Staff Council as passive funds for Scholarships.
         2. Fall issue of the Sun Newsletter
            a. Working on getting the newsletter out
            b. Any committees with updates - please let us know!
               i. Should be out around Thanksgiving
   f. Fundraising Committee (Jazzmyn Wilson)
      i. Working on the car wash fundraiser
      ii. Poinsettia and cactus sales will be starting soon
1. Starting: October 24th
   iii. Stuffed bears
       1. Will be able to reserve online.

   g. Staff Development Committee (Lynn Butler)
      i. Will be meeting after the Staff Council
         1. Will update next month

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

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<tr>
<th>No Activity</th>
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<tbody>
<tr>
<td>Ending Balance Sept. 31, 2016</td>
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   ii. Staff Council Fundraising Account

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   iii. Staff Council Endowed Scholarship

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   iv. Jody Nelsen Scholarship

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<td>Endowment Market Value (08/31/2016):</td>
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   v. Staff Scholarship

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   i. Faculty Senate (Dr. Murray Leaf)
      i. Ramping up for the University Reaccreditation (SACS Review)
         1. Faculty Senate has often made and passed policies
         2. SACS insisting that Staff and Faculty have a voice.
      ii. There have been a number of Faculty complaints with the new One Card system.
         1. Faculty Senate will be working with Terry Pankratz to change the system from CitiBank to SciQuest
         2. Will include a feedback system as well.
      iii. There has also been confusion and discussion regarding the Leave Reporting on a monthly basis.

   iv. Question: Regarding the One Card reporting, will there be a pilot run/will it be more user friendly?
1. Yes – on both counts. Clarification is needed at the moment (who is responsible for what, etc...)
2. Should be released around Mid-February.

v. Point of Interest: Please update Staff Council on this every month.
   1. Yes, will do so
   2. Meeting again in less than a month – then monthly after that.

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

University Committees
a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   i. Meets this afternoon
b. Campus Facilities (Patrice Holt)
   i. No reports made
b. University Safety and Security (Chad Thomas)
   i. No reports made
c. Women’s Center (Melissa Wyder, Jane Shipman, and Becky Wiser)
   i. No reports made
d. IR Security, 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. Update given earlier in the meeting
g. 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 reports made
i. Intellectual Property Advisory Committee (Jay Silber)
   i. No reports 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 (April Floyd, Pinky Reyes, Georgetta Oliver, Taylor Tran)
   i. No reports made

5. Continuing Business
   b. Proposals
i. **2014-004s:** Executive Board is looking into an ombudsman for employees

ii. **2015-009s:** Healthier snacks in all of the vending machines (Wellness committee)
   1. Any suggestions for placements of healthy vending machines – please email:
      a. Naomi Emmet

iii. **2016-001s:** Teleconferencing Staff Council meetings. (Communications Committee)
   1. Considering livestreaming the meetings to Facebook via a video link.

a. **New Suggestions**

   i. *In PS3 there are no ramps leading from the garage towards JO/AD/FO/FN. If you are in a wheelchair or scooter you have to exit the opposite side of the garage and go all the way around the building. I have seen people in wheelchairs having to be picked up and set back down over the curbs to leave the garage. Is it feasible to have ramps put in on the south side of the parking garage?* 
      1. Ramps are located at the back by the garbage cans, and at the front by Einstein’s Bagels

   ii. *The Texas Tribune salaries website has not been updated since 05/27/2015. Can someone look into updating the data accordingly? HR? This information is relevant for salary comparisons and applying to competitive roles in the Dallas area. [https://salaries.texastribune.org/agencies/]*
      1. Not UTD’s responsibility. HR does not use the Texas Tribune for information.
      a. Per Bill: Motion to reject the proposal and to post a clarification on the HR website.
         i. Motion 2nd by: Melissa
            1. Per Marco – Tribune is always outdated.
            2. Per Chad – It’s the job of the Tribune to update their information.

   iii. *I have to plan several events a year ranging from lectures to receptions. To secure an auditorium or place to hold a reception, I have to go to three different places, depending upon who controls the room I need. My suggestion is to have a portal where one could go to check on the availability of a room, fill out a request form with all of the pertinent information, submit it and the site would route it to the person responsible for that room. Let’s make things easier, not harder.*
      1. Per Rebecca – It is possible to have Astra to be the main hub. The problem is support from a higher pay grade.
      a. Per Melissa – Who would you like to inform of this?
i. Per Rebecca – The Registrar Office or Provost
ii. Per Beverley – Possibly Dr. Musselman or Dr. Wildenthal

b. Per Naomi – Would like to adopt the suggestion and assign to a Committee
i. Per Rebecca – Motions to accept and assign to the Staff Development Committee
ii. Motion 2nd by: Beverly
   1. Passed and accepted

iv. There needs to be a pedestrian crosswalk between the 2 halves of Lot C. This map makes it look like there is a crosswalk, but there isn’t and there’s no signage warning people to yield for pedestrians. Sometimes it’s very difficult to get across. There also needs to be more prominent signage about the speed limit along these campus streets. People drive like it’s a regular 30-40 mph street. They’re supposed to be 20mph.
   1. Per Melissa – Motions to reject and Forward this to Parking and Transportation
      a. Motion 2nd by: Janice
         i. Will be Forwarded to Parking and Transportation

v. I would like to suggest when activities take place in the area between the library and student union; that the volume of the music, etc be kept to a reasonable level.
   As I write this (my office is on the 3rd floor of the library facing lot G) the music playing is extremely loud. I would think that this loud music would be disruptive to people trying to study in the library and surrounding classrooms.
   I have no problems with the activities there, I just think a little consideration for others is in order.
   1. Per Dr. Leaf – Recommends to reject and Forward to the Student Government
      a. Per Beverley – There are guidelines in place regarding the acceptable decibel level for noise of events. Motions to Forward to the Student Government.
         i. Motion 2nd by: Julie
            1. Will be forwarded to the Student Government

6. Old Business
   b. N/A

7. New Business
   a. Comet Cupboard
      i. Would like to adopt December as a donation month from Staff Council
         1. Shelly Turner will be gathering more information and update next month
b. Presidential Inauguration
   i. November 27, 2016

c. Sidewalks outside Residence Hall West
   i. Per David – Need more sidewalks and enforcement – Students keep walking in the street.
      1. Per Katie – Communications committee will make a proposal and bring it to the Executive Board to send it to the Safety Committee.

8. Reminders
   c. Staff Council Scholarships
      i. Deadline: February 15, 2017
   d. CARE Awards – Fall 2016
      i. Deadline: October 31, 2016

9. Misc

10. Upcoming Guest Speakers:
    e. November: Dr. Alex Piquero

11. Adjournment
    f. Motion to Adjourn
       i. Meeting Adjourned at: 10:35am

Respectfully submitted,
Jamie Abrams
Staff Council Secretary/Treasurer