1. Roll Call
   Present: Jamie Abrams, Thomas Allen, Rebecca Ballard, Caryn Berardi, Frankie Branham, Michele Brown, Paul Bottoni, Debbie Buckner, Lynn Butler, Joey Campain, Naomi Emmett, Janice Gebhard, Selina Gu, Dennis Guten, Andrew Helgeson, Patrice Holt, Dominic Kollasch, Bill Lacava, Jay McAllister, Greg Melton, Chris Milazzo, Liz Muñoz, Alice Presti, Summer Rangel, Beverly Reed, Pinky Reyes, David Richardson, Julie Rooney, Cynthia Seton-Rogers, Janie Shipman, Rebeka Stafford, Pam Stanley, Katie Terry, Chad Thomas, Shelly Turner, Jazzmyn Wilson, Melissa Wyder

   Absent: Cheryl Berry, Mark Chavez, Ste’ve’sha Evans, Kelly Kaar, Casey Lloyd, Angela Marin, Charlotte Mason, Mike Mogg, Anh Pho, Carrilaine Schneckner, and Brian Scott

   Guests: Sandee Goertzen, Colleen Dutton, Marco Mendoza, Dr. Alex Piquero

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. FLSA
            a. Leadership has to have conversations with their employees by November 15th, 2016
               i. Additional training will be available and posted on the website.
            b. People will be informed by Dec 15th of their status changes?
               i. Senior leadership has already been informed – they need to let people know by November 15th.

   b. Dr. Alex Piquero
      i. Spoke on:
         1. Campus Carry
            a. Nothing going on amid campuses – which is good news!
            b. Policy is online for review
            c. Dr. Benson has investigated and reviewed current policies
               i. Suggested amendments to the Board of Regents
ii. Implementation is being monitored. Working group met in September.

1. No issues or report spikes to Campus Police Departments.

   d. Campus Carry Working Group will convene again at the end of the semester.

   e. Dr. Musselman will be giving a 45min presentation on Emergency Preparedness Training for Faculty.

2. Event signage for events with minors – What signs can/should be out?

   a. Sandwich signs were printed and should be out. It’s up to CHL carriers to avoid the No Gun Zones/areas with minors. You can put signs out. Will take these concerns to the working group.

3. Sole office exclusion zones – why can’t signs be put up?

   a. That’s how the law is written. It needs to be verbal.

4. Where is the Exclusion Zone list?

   a. Posted on the UT Dallas campus carry site.

5. Will there be Emergency Preparedness Training for Staff?

   a. Will be discussing that with Dr. Musselman today.

3. Review of October 2016 Minutes

   a. Motion approve the October minutes, with the changes already sent.

      i. Motion made – Melissa

         1. Motion 2nd – Dominic

      a. Minutes approved

4. Committee Reports

   a. Executive Board (Naomi Emmett)

      i. HOP Committee

         1. Working on the policy navigator

            a. Deleted the following policies:

               i. BP3070 – Printing

               ii. BP3071 – Central Stores

               iii. BP3065 – Office Machines

      ii. EAC Update

         1. Each University has 2 Representatives and System sends 2 Representatives

         2. First meeting is in 2 weeks

            a. Will bring an update next month

         3. EAC from last year will be meeting with the Board of Regents today at 1:30pm.
a. EAC is meeting in January and June
   
   iii. CARE Awards
       1. November 29th, 2016 – McDermott Suite
           a. 9:00am
   
   b. Attendance Report (Melissa Wyder)
      i. Some people need to attend more often.
   
   c. Student Government (Akshitha Padigela and Joey Campain)
      i. No report given.
   
   d. Benefits Committee (Chad Thomas)
      i. Scholarships
         1. Received and in progress
      ii. Monetary Award for Staff letter to Dr. Benson
          1. Still gathering information and making recommendations in writing.
          2. Will be brought to Staff Council in January for review before taking it to Dr. Benson.
   
   e. Communications Committee (Katie Terry)
      1. Fall issue of the Sun Newsletter
         a. Working on getting the newsletter out soon
      2. Staff Council Meetings – Recording
         a. Will be recorded and posted on the Staff Council meeting for viewing.
   
   f. Fundraising Committee (Jazzmyn Wilson)
      i. Met last Thurs.
         1. Email went out about the Poinsettia Fundraiser
         2. Pickup/Delivery will be Nov 28-29
      ii. Car Wash
         1. No information back yet
         2. Will set up a date in Spring
      iii. Fundraising Survey
         1. Will be sending out a qualtrics link
         2. Price points in the survey include profit margins for Fundraising
      iv. Give Back Night
         1. Organizing to be held in December
   
   g. Staff Development Committee (Lynn Butler)
      i. Will be meeting after the Staff Council
         1. Room Reservations
            a. Discussing further options for centralizing
         2. Callier Staff Appreciation
            a. Discussed with Dr. Jamison and gave him a budget
h. Secretary and Treasurer’s Report (Jamie Abrams)
   i. Staff Council Operating Account

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<tbody>
<tr>
<td>CARE Award signs</td>
<td>$ 240.00</td>
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<tr>
<td>Staff Council Name badges</td>
<td>$ 227.50</td>
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<td><strong>Ending Balance Oct. 31, 2016</strong></td>
<td>$ 1,915.46</td>
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ii. Staff Council Fundraising Account

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<td>Printer Cartridge recycling revenue</td>
<td>$ 224.47</td>
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<td><strong>Ending Balance Oct. 31, 2016</strong></td>
<td>$ 5,513.72</td>
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iii. Staff Council Endowed Scholarship

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<td>No Activity</td>
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<td><strong>Ending Balance Oct. 31, 2016</strong></td>
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<td>Endowment Market Value (09/30/2016):</td>
<td>$ 47,162.39</td>
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iv. Jody Nelsen Scholarship

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<td><strong>Ending Balance Oct. 31, 2016</strong></td>
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<td>Endowment Market Value (09/30/2016):</td>
<td>$ 38,422.12</td>
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v. Staff Scholarship

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<td><strong>Ending Balance Sept. 31, 2016</strong></td>
<td>$ 2,907.97</td>
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i. Faculty Senate (Dr. Murray Leaf)
   i. Nothing new to report.
      1. One Card progress
         a. Will be meeting this month

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

University Committees

a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   i. Crosswalk discussed and will be going forward
      i. **Any word from the city about Rutford & Synergy?**
         a. No updates yet

b. Campus Facilities (Patrice Holt)
   i. No reports made

b. University Safety and Security (Chad Thomas)
   i. No rosters received yet
      i. Per Dr. Leaf – Check the committee websites, members should be listed there.
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. Have not met yet

f. **HOP Committee** (Naomi Emmett)
   i. Update given earlier in the meeting

g. **Student Fee Advisory Committee** (David Richardson and Jazzmyn Wilson)
   i. Have not met yet

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. New members and a new program manager
      i. Taylor Tran
   ii. Great American Smokeout
      i. Thurs Nov 17th
      ii. Chess Plaza
      iii. 12:00-2:00PM
   iii. SPN wellness center is getting repairs
      i. November – May
   iv. 5K run tonight
   v. Tobacco-fund proposal is in draft
   vi. Flu Shots
      i. 700+ given
   vii. 62% Staff achievement on Walktober
      i. 2nd in completion rate
   viii. Discussed campus nutrition with Chartwells
   ix. Krishna Lunch
      i. Distributing packed vegetarian/vegan box lunches
ii. Order at http://krishnalunchdallas.com/utd/Vegetarian

x. Arbor Day
   i. Planted 40 trees

xi. E-Waste Collection
   i. Tomorrow @ Lot Q
   ii. 10:00am-2:00pm

xii. Survey
   i. Drafting a survey for the Staff and Faculty regarding food, exercise, etc…

5. Continuing Business
   b. Proposals
      i. 2014-004s: Executive Board is looking into an ombudsman for employees
         1. A few campuses have them, the Executive Board will discuss further
      ii. 2015-009s: Healthier snacks in all of the vending machines (Wellness committee)
         1. There is another healthy vending machine outside the Ackerman Center.
      iii. 2016-001s: Teleconferencing Staff Council meetings. (Communications Committee)
         1. Will be recording the Staff Council meetings.

b. New Suggestions
   i. 2016-005s: Is it possible to post the meeting agenda to the website or make it available somewhere before the Staff Council meeting. Although I'm no longer on the committee, it would be nice to know what is being discussed in case I'd like to attend a meeting here or there since guests are still welcome to attend. Thanks in advance!
      1. Passed – Will be posting the condensed agendas on the website
   ii. 2016-006s: 1) The trash and recycling cans have disappeared from the walkway between Lot D and the library, resulting in trash left on the benches and grounds. There should always be trashcans located near parking and sitting areas, especially since people often drink beverages and eat while sitting there.
      2) The electronic clock in the Plish has been broken for several months. It would be great if it were repaired.
      1. The clock is being worked on.
         a. David suggested forwarding to Facilities
         b. Per Jazzmyn – No need, they are working on it
      2. Regarding the Trash Cans
a. Per Katie – Suggested forwarding that portion to Facilities
b. Per Naomi – Suggested forwarding to a layer higher above in Facilities
   i. Motion made by: Chad
   ii. 2nd by: Katie
       1. Passed to Forward
   iii. 2016-007s: I don’t believe Colleen Dutton or HR Representatives should be present for the whole meeting...just presentations. Staff Council members are not free to discuss issues freely that are expressed by their region. Respectfully submitted.
   a. Per Naomi – Anyone can attend. These meetings are open. People can send anon suggestions or private emails with concerns that they aren’t comfortable voicing at the meetings.
      i. Motion to Reject: David
      ii. 2nd By: Katie
          1. Rejected

6. Old Business
   a. N/A
7. New Business
   a. N/A
8. Reminders
   a. Staff Council Scholarships
      iv. Deadline: February 15, 2017
   b. CARE Awards – Fall 2016
      v. Ceremony: November 29, 2016
      vi. McDermott Suite, 9:00am

9. Misc
10. Upcoming Guest Speakers:
   a. November: Taylor Tran
11. Adjournment
   a. Motion to Adjourn
      i. Made by: Melissa
      ii. 2nd by: Cynthia
   b. Meeting Adjourned at: 10:25am

Respectfully submitted,
Jamie Abrams
Staff Council Secretary/Treasurer