December 14, 2016
JSOM 1.517
9:00 AM – 11:00 AM

1. Roll Call

Present: Jamie Abrams, Thomas Allen, Rebecca Ballard, Caryn Berardi, Cheryl Berry, Frankie Branham, Michele Brown, Paul Bottoni, Debbie Buckner, Lynn Butler, Joey Campain, Mark Chavez, Naomi Emmett, Ste’ve’sha Evans, Kelly Kaar, Janice Gebhard, Selina Gu, Dennis Guten, Andrew Helgeson, Patrice Holt, Dominic Kollasch, Bill Lacava, Charlotte Mason, Mike Mogg, Jay McAllister, Greg Melton, Chris Milazzo, Liz Muñoz, Alice Presti, Summer Rangel, Beverly Reed, Pinky Reyes, Anh Pho, David Richardson, Julie Rooney, Cynthia Seton-Rogers, Brian Scott, Carrilaine Schneckner, Rebeka Stafford, Pam Stanley, Katie Terry, Chad Thomas, Shelly Turner, Jazzmyn Wilson, Melissa Wyder

Absent: Casey Lloyd, Angela Marin, and Janie Shipman

Guests: Sandee Goertzen, Colleen Dutton, Marco Mendoza

1. Call to Order: Meeting called to order by President Naomi Emmett at 9:03am

2. Guest Speakers:
   a. Colleen Dutton – AVP of Human Resources
      i. Spoke on:
         1. HR surpassed their goal for the Comet Cupboard.
         2. FLSA
            a. 3 tests for Exempt vs Non-Exempt status
               i. Frequency of pay
               ii. Minimum salary basis (less than $36,060/yr)
               iii. Job duties
         3. Regarding Federal Injunction
            a. UTD will be going forward with the reclassifications to remain in compliance with FLSA.
         4. Regarding raises for FLSA
            a. That is up to department leadership
         5. Proposal about Quarterlies
            a. Quarterlies are to help with hiring in. A lot is based on a person’s qualifications and the available budgets for departments. It’s up to the supervisors to decide what to pay the people in their department.
         6. Question: With the FLSA injunction – is it possible that it will be reverted?
a. No – it goes by job the job duties test. Following the FLSA guidelines will stay in place.

7. **Question: Are you still moving forward with Phase 2?**
   a. Yes, phase 2 is still happening. Phase 2 entails making sure that job duties match up with the classifications for that job and the job title.

8. **Question: Regarding timesheets, will they be updated to add more columns?**
   a. That falls under payroll.

3. **Review of October 2016 Minutes**
   a. Motion to approve the November minutes, with the changes already sent.
      i. Motion made – Melissa
         1. Motion 2nd – Cynthia
      a. Minutes approved

4. **Committee Reports**
   a. Executive Board (Naomi Emmett)
      i. HOP Committee
         1. Met with President Benson
      ii. Tobacco Update
         1. UT Dallas is going to be a smoke/tobacco-free campus
      iii. Staff Council changes
         1. Mike Mogg and Vicente Torres have left Staff Council
         2. Alternates will be taking their places
   b. Attendance Report (Melissa Wyder)
      i. Attendance is good.
   c. Student Government (Akshitha Padigela and Joey Campain)
      i. Academic Advising
         1. Incorporating academic/career advising.
      ii. TAO
         1. Online advising tool (in place at other UT System schools) for mental health.
      iii. Tuition feedback
         1. Many students want feedback and breakdown on how tuition is used.
         2. Per Dr. Leaf – Detailed information will not be available as tuition & increases pay a broad range of expenses.
      iv. Rec and Leisure
         1. Would like to have more leisure activities available for students
            a. Looking at events for students and staff available at White Rock Lake – such as paddle boats
v. Richardson Bike Mart
   1. Would like to have trips for students.
   2. Locations for trips, such as Austin, Colorado, Grand Canyon, etc…

vi. Student Memorial
   1. Working with Facilities and Geosciences.
   2. Would like to engrave names (of students who have passed during
      the year) on stones to be placed in the reflecting pools.

vii. Tobacco-Free Campus
    1. Meeting with Dr. Benson

eviii. **Question: Is there an update on renaming the Residence Halls?**
    1. It’s currently on Dr. Benson’s desk and waiting for his feedback on
      the suggested proposal.

ix. **Question: Update on the hammocks?**
   1. Working well so far. Trying to put the hooks up higher.

 d. **Benefits Committee** (Chad Thomas)
   i. Scholarships
   ii. Monetary Award for Staff letter to Dr. Benson
      1. Still in process.
      2. Will be independent of the CARE Awards
      3. Awarded from the President’s Office
         a. The Awarding office is also the office that funds it.
      4. Met last week to discuss our recommendations
         a. UTD Award
            i. Staff: $1,000
            ii. Supervisors: $1,000
            iii. Team: $1,000
         b. Would like to have it to Dr. Benson by January.
         c. Information regarding such awards from other schools are
            as follows:
Communications Committee (Katie Terry)
1. Fall issue of the Sun Newsletter has had lots of great feedback
   a. Working on the issue for Spring

Fundraising Committee (Jazmyn Wilson)
   i. Car Wash
      1. Code has been reserved for use and is available now through next semester
      2. Code: 2018
      3. Legends Car Wash
   ii. Fundraising Survey
      1. Discussing survey results in January.
   iii. Employee Donations
      1. Currently in discussion
iv. Tom Thumb – Reward Card Update
   1. In process

g. Staff Development Committee (Lynn Butler)
i. Discussed Staff Appreciation for Callier
   1. Will be held on a Friday, on January 13th
      a. Volunteers from Staff Council are needed
      b. Bus will be at the circle in front of JSOM around 10:00am
      c. Giveaways/drawings have been planned
      d. Massage tables will also be available

ii. School supply drive
   1. Had been done before for Callier – would like to restart it.
      Checking with Callier to see why it was stopped and if there is a current need for it.

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

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<table>
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<tbody>
<tr>
<td>Staff Council name badge</td>
<td>$ 19.45</td>
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<tr>
<td>Staff Council Contact cards and Brochures</td>
<td>$ 144.50</td>
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<tr>
<td>Ending Balance Nov. 31, 2016</td>
<td>$ 1,751.51</td>
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ii. Staff Council Fundraising Account

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Poinsettia/Cactus Fundraiser Revenue</td>
<td>$ 176.00</td>
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<tr>
<td>Ending Balance Nov. 31, 2016</td>
<td>$ 5,689.72</td>
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iii. Staff Council Endowed Scholarship

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<tr>
<td>Quarterly Distribution Revenue</td>
<td>$ 589.82</td>
</tr>
<tr>
<td>Ending Balance Nov. 31, 2016</td>
<td>$ 1,388.30</td>
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<tr>
<td>Endowment Market Value (10/31/2016):</td>
<td>$ 46,801.45</td>
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iv. Jody Nelsen Scholarship

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<tr>
<td>Quarterly Distribution Revenue</td>
<td>$ 480.52</td>
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<tr>
<td>Ending Balance Nov. 31, 2016</td>
<td>$ 623.11</td>
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<tr>
<td>Endowment Market Value (10/31/2016):</td>
<td>$ 38,128.07</td>
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v. Staff Scholarship

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<tr>
<td>No Activity</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Ending Balance Sept. 31, 2016</td>
<td>$ 2,907.97</td>
</tr>
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i. Faculty Senate (Dr. Murray Leaf)
i. One Card
   1. Currently in process
      a. Working on Beta testing and need volunteers
University Committees

a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   i. No meeting held

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

c. University Safety and Security (Chad Thomas)
   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. Met yesterday
      i. Recreational Sports Fitness Program is looking for Group Fitness instructors
ii. Contact Frankie if interested
d
ii. Working on the Spring schedule
   i. Jan 7th – hot oatmeal breakfast
      a. Tentatively will be at FO 1st Floor Atrium
   ii. Jan 26th – Relaxation techniques

iii. Healthy Vending Machines
   i. Locations will be posted

iv. Lunch and Learn
   i. Will be held tomorrow

v. SPN Wellness Center
   i. Closed after the 20th for winter break

vi. Question: Is the Wellness Committee working on the smoking cessation?
   i. Will have more to update about that after Dr. Benson responds.

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. In process
   iv. **2016-002s:** Centralized room reservation process. (Staff Development)
       1. In process
   v. **2016-010s:** Quartiles process transparency. (Benefits)

b. New Suggestions
   i. **2016-008s:** Could the staff council check into having separate lines for faculty and staff in the dining areas? The lines to buy lunch at all the areas are always very long and staff members have a limited time for lunch. We want to support our dinning services by buying meals on campus, but the wait sometimes isn’t worth it. By the time a person gets though he line they don’t have much time to enjoy their lunch
      1. David – Motions to reject
         a. 2nd by Bill
         b. Rejected
ii. **2016-009s:** I've got a few suggestions -- mostly about the restrooms: *Spray ECSN reading room for bugs.* *You also might want to clean the chairs in that same room every once in a while. Thoroughly (including between the cushions). They end up getting really dirty and it's probably the food stuck between the cushions that attracts the bugs. *Put paper towels back in the restrooms. I suppose they were taken out for either conservation or money-saving reasons, but they're useful for wiping down messes on the toilet seats and the water that gets all over the counters.* *Make sure there are partitions between all the urinals -- specifically ones that stick out far enough to actually be useful (see the 4th floor library mens' room for an example of partitions that are uselessly narrow). I see people either wait or use the stalls to pee when there are free urinals because nobody wants to pee right next to a stranger without a partition.* *Make sure the toilet paper rolls actually *spin* in their holders. Some of them -- especially in the ECS building -- hold the roll so tightly they don't spin and are thus really annoying.* (Anon)

   1. Jazzmyn motions to reject and have this forwarded on to Facilities
      a. Rebecca - 2nds to forward
      b. Rejected, to be forwarded

iii. **2016-010s:** Re: Quartiles

http://www.utdallas.edu/hr/compensation/classified/

I have been working on campus for the past 12 years, and in my current position 8 years. Outside of my annual 2% raise no compensation has been given even after several requests to have my department look at this documentation. HR has published documentation about how quartiles on this campus should work and how depending on work experience an employee should be compensated. Can the Staff Council look into the process of how to fairly allow an employee to make an official request to have their minimum salary raised to their quartile of qualified work. I have been given the run around for almost a year and a half on this subject and was told it would be easier to be promoted, but then told the budget would not allow a promotion at this time. A job audit is my next avenue, however, that would need to be approved by a supervisor. There should be a time frame added to each quartile for more transparency as to when a legitimate raise should be applicable. Thank you.

   1. Discussed previously by Colleen
      a. Melissa motions to adopt and help achieve further transparency about the process.

   2. **Question: Isn't all of this done electronically?**
      a. Per Marco – Just the form. Allocations of funding vary by Department
         i. Melissa – Motions to Reject proposal as written
         ii. 2nd by Charlotte
         iii. Rejected as written
1. Per Andrew – This is more about reviewing the quartile advancement process.
   a. Per Marco – Discuss this with me privately for advice on discussing the process with a manager.
   i. Melissa – Proposes adopting by making the process (and the progress of the process) more transparent.

3. **Question: Aren’t quartiles reviewed every 5 years?**
   a. Per Marco – Colleen should speak more to this. Review and Comp Analysis are different.
   b. Per Dominic – Quartiles are listed for classified only.
      i. Per Melissa – Non-classifieds are market driven.

1. Per Chad - 2nds the motion for the Benefits Committee to clarify the process for raises and will report back.
   a. Passed – Assigned to the Benefits Committee

6. **Old Business**
   a. N/A

7. **New Business**
   a. **Question: Over by Hoblitzele, the fence is blocking the sidewalk. How do we get that opened up?**
      i. Per Bill – Permits are needed, and can cause issues regarding construction regulations.

8. **Reminders**
   a. Staff Council Scholarships
      vi. Deadline: February 15, 2017
   b. CARE Awards – Fall 2016
      vii. Ceremony: January 03, 2017
      viii. McDermott Suite, 9:00am

9. **Misc**
10. **Upcoming Guest Speakers:**
    a. **January: Taylor Tran**

11. **Adjournment**
    a. Motion to Adjourn
       i. Made by: Melissa
       ii. 2nd by: Cynthia
    b. Meeting Adjourned at: 10:27am

Respectfully submitted,
Jamie Abrams
Staff Council Secretary/Treasurer