February 08, 2017

JSOM 1.508
9:00 AM – 11:00 AM

1. Roll Call

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

Absent: Caryn Berardi, Mark Chavez, Andrew Helgeson, and Janie Shipman

Guests: Sandee Goertzen, Murray Leaf, Colleen Dutton, Marco Mendoza, and Arlene King

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

2. Fall 2016 Staff Scholarship Award Winners:
   1. Eric Fackler
   2. Ana Fineout
   3. Grace Gaddy
   4. Mackenzie Hunter
   5. Samantha Preisser
   6. Deja Rollins
   7. Mike Rials
   8. Phil Roth
   9. Charles Thomas
   10. Jessica Watts

3. Guest Speakers:
   a. Colleen Dutton – AVP of Human Resources
      i. Spoke on:
         1. Hiring freeze
            a. If you have any budget questions – contact your budget analyst. HR cannot assist with budget questions.
b. 50 Staff positions are still under review, all others who were not impacted by the freeze have been released to move forward. If you have not received confirmation, the position is still under review.

c. Question: Are student fee funded positions included as well?
   i. Yes, until the funding source is reviewed.

d. FAQs are posted online at the HR website and will have updates posted.

e. Waivers for state-funded positions could take 6-8 weeks for a response.

f. Question: Is the freeze for promotions as well, or just new positions?
   i. Only new positions, this is a hiring freeze.

g. Question: If a waiver is submitted, how long is HR’s process?
   i. About a week

2. Appraisals
   a. Will be due April 7th
   b. Send them in to: appraisals@utdallas.edu

b. Arlene King - AVP for Concentra
   i. Spoke on:
      1. Concentra
         a. Medical provider for UTD
            i. Workers Comp related injuries and Occupational Health Services.
               1. 16 locations around DFW and 300 cross-country
         b. Campus is looking at putting an on-site clinic for work-related injuries and occupational health services.
            i. Currently working with various departments to see what they need for health on-site.
            ii. Will be putting a report out for what model is suggested for UTDs needs.
            iii. Primarily geared toward occupational health at the moment, possibly expanding to emergency health services in the future.
c. **Question:** How is this funded, where will it be located, and what is covered?
   i. Funds have been set aside for this. Currently working out the location, it’s not solidified yet. Would like it to be a bit more personable for Staff/Faculty to attend without student attention. Working with HR – starting with occupational health and could possibly be expanding from there.

d. **Are you articulating with the Activities Center and Wellness Center?**
   i. Yes, we want to support what’s already here.

4. **Review of January 2017 Minutes**
   a. Motion to approve the January minutes with edits.
      i. Motion made – Melissa Wyder
         1. Motion 2nd – Casey Lloyd
      a. Minutes approved

5. **Committee Reports**
   a. **Executive Board** (Naomi Emmett)
      i. Upcoming speaker
         1. Would like to have Peggy Attari come and speak in March.
         2. OIT will be making an upgrade to the Net-ID process on March 11th.
      ii. **Policy Navigator**
         1. Has been updated
         2. Working on changing bylaws to include fiduciary responsibility of our cost centers under Staff Council.

   b. **Attendance Report** (Melissa Wyder)
      i. Attendance has been good

   c. **Student Government** (Akshitha Padigela and Joey Campain)
      i. No report made

   d. **Benefits Committee** (Chad Thomas)
      i. Scholarships
         1. Deadline is February 15th
         2. Would like to update the process in a few ways:
            a. Fillable PDF form
            b. Submissions accepted by email only
c. Clarification on the fact that the Scholarships are retroactive

e. Communications Committee (Katie Terry)
   i. The Spring Sun
      1. Should be out in May, before graduation
      2. Need bios and photos from Staff Council members

f. Fundraising Committee (Jazzmyn Wilson)
   i. Valentine’s Sale
      1. Ends on February 13th
      2. Pick-ups can be made at Jazzmyn’s office
   ii. Car Wash
      1. Code: 2018

g. Staff Development Committee (Lynn Butler)
   i. Callier Staff Appreciation
      1. Went very well and was a lot of fun!
      2. Working on the Staff Appreciation for the main campus.
         a. Would like to schedule it during intersession

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

<table>
<thead>
<tr>
<th>No Activity</th>
<th>$    0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending Balance Jan 31, 2017</td>
<td>$ 4,250.60</td>
</tr>
</tbody>
</table>

ii. Staff Council Fundraising Account

| Poinsettia/Cactus Fundraiser Revenue    | $ 136.00 |
| Printer Cartridge Recycling Revenue    | $ 239.10 |
| Cactus Plants Purchase – Charlie Cook Assoc. | $ -218.06 |
| Ending Balance Jan 31, 2017             | $ 5,720.16 |

iii. Staff Council Endowed Scholarship

| Quarterly Distribution                  | $ 589.92 |
| Ending Balance Jan 31, 2017             | $ 1,978.22 |
| Endowment Market Value (01/31/2017)     | $ TBD    |

iv. Jody Nelsen Scholarship

| Quarterly Distribution                  | $ 480.52 |
| Ending Balance Jan 31, 2017             | $ 1,103.63 |
| Endowment Market Value (01/31/2017)     | $ TBD    |
v. Staff Scholarship

| Fundraiser revenue – needs to get transferred | $ 2,016.00 |
| Ending Balance Jan 31, 2017 (with transfers corrected) | $ 2,927.97 |

i. Faculty Senate (Dr. Murray Leaf)
   i. Student Fee Advisory Committees
      1. Staff Representatives are being sorted out. Staff Council will have a presence on the Committee.
   ii. One Card
      1. Has been delayed. Terry Pankratz is working on getting modules, but an IT person is also needed. Will take some time and the Ad Hoc will be meeting this month.

j. Retiree Association (Sandee Goertzen)
   i. Having a combined meeting with Texas Instruments Alumni.
   ii. Dr. Denise Park will be visiting to speak.

**University Committees**

a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   i. No reports made

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

b. University Safety and Security (Chad Thomas)
   i. Will be meeting next month

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. Will be meeting later this month

f. HOP Committee (Naomi Emmett)
   i. No reports made

g. Student Fee Advisory Committee (David Richardson and Jazzmyn Wilson)
   i. Will be meeting on Friday, it is an open meeting.

h. Committee for Support of Diversity and Equity (Letitia Andrews, Yolande Evans, Jane Shipman, Carrilaine Schneckner, Daniel Hernandez, Jazzmyn Wilson, and Selina Gu)
   i. Have not met yet

i. Intellectual Property Advisory Committee (Jay Silber)
i. Will be meeting soon
j. Academic Calendar Committee (Megan Gray and Sheila Rollerson)
   i. No reports made
k. Information Security Advisory Committee (Chris Milazzo)
   i. Information had been going to the wrong person. This has been corrected.
l. University Sustainability Committee (Craig Lewis)
   i. No reports made
m. Wellness Committee (April Floyd, Pinky Reyes, Georgetta Oliver, Taylor Tran)
   i. Farmers Market (part of Wellness Awareness) will be next week on Tues.
      Held at the plinth from 10:00am-1:00pm.
   ii. Healthy Vending machines are on the 1st floor of FO.
      i. Per Dennis, Auxiliary Services has a map of the locations

6. 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. Vote to close and remove:
         a. Motion made by Naomi Emmett
         b. Motion 2nd by Melissa Wyder
            i. Roll Call vote
            ii. Proposal will be closed.
   iii. 2016-001s: Teleconferencing Staff Council meetings. (Communications Committee)
      1. Vote to close and remove:
         a. Motion made by Katie Terry
         b. Motion 2nd by Julie Rooney
            i. Roll Call vote
            ii. Proposal will be closed.
   iv. 2016-002s: Centralized room reservation process. (Staff Development)
      1. In process
   v. 2016-010s: Quartiles process transparency. (Benefits)
      1. Per Katie – Had spoken to Colleen about this. After clarification
         of wording, the Communications Committee is working on a visual
         of the process. It will be put into the next issue of The Sun;
         explaining the process.
      2. Vote to close and remove:
         a. Motion made by Katie Terry
b. Motion 2nd by Melissa Wyder
   i. Roll Call vote
   ii. Proposal will be closed.

b. New Suggestions
   a. **2017-003s:** N/A With the arrival of Booster, can you tell me the pros and cons of bringing this service to UTD? At what expense of the students does this service offer? What was background on the decision making process to allow this on campus? Who REALLY benefits from it? The students or those who made the decision to accept this service on campus. Will other services like Booster be allowed on campus to compete with them in true capitalistic fashion? Forgive my paranoia, but I always feel a little jittery when companies are allowed and given special permission to provide services to campus. I’ve always been partial in not allowing commercialism get in the way of an education.
      i. Per Jan – Discussed this with Paul Smith in parking. Booster was the only company interested. There is no cost to UTD and since they do not have a brick and mortar store, it’s cheaper. Information about Booster was posted in the Intercom.
         1. Motion to reject: Bill Lacava
         2. 2nd by: Paul Bottoni
            a. Suggestion rejected

b. **2017-004s:** I’m a staff member here and park in gold, usually in Lots D and C. A few days ago, I was walking to my car after a long day on campus and quickly noticed that a vehicle had just parked in a gold space without a permit. Now I see things like this happen all the time around campus, but what troubled me was that I observed the parking attendant on the bench watched the car park. I then felt the guilty pleasure of seeing someone busted, however, something was different this time. I saw the parking attendant go to the driver of the car and in assumption inform them of the parking policies, etc., but some agreement led to the conclusion of no ticket nor result of moving the vehicle. I then approached that parking attendant and informed them of the violation and incurred as to why no citation was given. His word for word response was, "he’ll be back in 15 minutes". I shook my head in disgust and left. I will say no further since the new foul taste in my mouth can’t be described without tarnishing this written notice.
   Respectfully yours, a current UTD staff member.
   i. Per Jan – Spoke with Parking Enforcement. If someone sees this happening they should ask the enforcer for their ID number and email park@utdallas.edu
      1. Per Kelly Karr – There are also issues with people just sitting there and waiting to pick people up.
      2. Dr. Leaf – Suggests forwarding this to the parking committee.
      3. Per Katie Terry – Can also put a reminder about parking policies in the Flare.
         a. Motion to forward to the parking committee made by: David Richardson
b. Motion 2nd by: Casey Lloyd
   c. Will be forwarded to the parking committee.

7. Old Business
   a. N/A
8. New Business
   a. N/A

9. Reminders
   a. Staff Council Scholarships
      i. Deadline: February 15, 2017
   b. Coffee with the President – March 2nd

10. Misc
11. Upcoming Guest Speakers:
    a. March: Peggy Attari, OIT

12. Adjournment
    a. Motion to Adjourn
    b. Meeting Adjourned at: 10:22am

Respectfully submitted,
Jamie Abrams
Staff Council Secretary/Treasurer