STAFF COUNCIL
APPROVED MEETING MINUTES

April 12, 2017
TI Auditorium
9:00 AM – 11:00 AM

1. Roll Call
   Present: Jamie Abrams, Thomas Allen, Rebecca Ballard, Caryn Berardi, Cheryl Berry, Frankie Branham, Matt Brown, Michele Brown, , Debbie Buckner, Joey Campain, Naomi Emmett, Janice Gebhard, Dennis Guten, Andrew Helgeson, Patrice Holt, Kelly Kaar, Dominic Kollasch, Bill Lacava, Angela Marin Jay McAllister, Greg Melton, Chris Milazzo, Liz Muñoz, Seanne Rackal-Childs, Summer Rangel, , Pinky Reyes, David Richardson, Julie Rooney, Brian Scott, Carrilaine Schneckner, Melani Sherbet, Janie Shipman, Rebeka Stafford, Pam Stanley, Katie Terry, Chad Thomas, Shelly Turner, Jazzmyn Wilson, Melissa Wyder

   Absent: Paul Bottoni, Lynn Butler, Mark Chavez, Ste’ve’sha Evans, Selina Gu, Charlotte Mason, Beverly Reed, Anh Pho, Alice Presti, and Cynthia Seton-Rogers

   Guests: Sandee Goertzen, Murray Leaf, Colleen Dutton, Marco Mendoza, Dr. Calvin Jamison,

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. Consensual Relationships Policy - UTD BP3103
The University of Texas at Dallas is committed to maintaining learning and work environments as free as possible from conflicts of interest and favoritism. The University recognizes that two consenting adults should be free to conduct a personal relationship if they so wish when the relationship does not interfere with the goals and policies of the University; some romantic, dating and/or sexual relationships, although consensual, do create conflicts of interests.

This policy addresses those consensual relationships.

- [http://policy.utdallas.edu/utcbp3103](http://policy.utdallas.edu/utcbp3103)

**Persons Affected**

- This policy applies to all University administrators, faculty, staff, and students.
- This policy is applicable regardless of the gender of the University employee with supervisory teaching, evaluation or advisory authority and/or the gender of the employee, student or student employee who is directly or indirectly supervised, taught, evaluated, or advised by the supervisory employee.
Prohibited Consensual Relationships. The following consensual relationships, even if a single event, are prohibited:

(a) A consensual relationship between a supervisor (as defined below and is defined as including faculty members) and supervisee regardless of whether the supervisory relationship is direct or indirect, unless the supervisor discloses the relationship in advance and a management plan is in effect;

(b) A consensual relationship between a coach or athletic staff and any student athlete or student assigned to or associated with the athletics department, such as interns and student employees, including any coach or student associated with an intellectual competition team, unless waived by the President or his or her designee for good cause. This prohibition does not apply to a student assistant coach who serves on a voluntary basis unless the student assistant coach has direct or indirect authority, including the appearance of such authority, over a student or student athlete assigned to or associated with the athletics department.

*If the prohibition is waived, a management plan must be completed.

5.

Reporting Requirements

(a) The supervisor must report a consensual relationship as described in 3.1. to the Dean/Vice President/Executive-level administrator and the Associate Vice President for Human Resources (AVPHR). The supervisor must make the report prior to entering into the relationship or if the relationship exists, with as much advance notice as possible prior to the supervisor accepting supervisory authority.

(b) The individuals receiving the report must immediately collaborate to attempt to manage the conflict of interest. If management of the conflict is not possible, the relationship is prohibited.

6.
A management plan will:

(1) provide an alternative means for the supervision, teaching, advising, evaluation of the supervisee or otherwise mitigate the conflict;

(2) give priority to the interest of the subordinate individual;

(3) be written;

(4) be acknowledged and signed by the parties to the relationship; and

(5) be maintained by the Office of Human Resources and reviewed by the AVPHR on an annual or as needed basis.

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Reporting Alleged Violations:

(a) Violations of this policy should be reported to:

Colleen Dutton, Associate Vice President Human Resources:
  phone: 972-883-2130
  email: colleen.dutton@utdallas.edu

(b) An individual in a supervisory role over a supervisor who is notified of or becomes aware of an alleged violation of this policy must immediately report the information to the AVPHR.
Investigation and Discipline

a) The matter will be investigated and if a policy violation occurred, the University may take disciplinary action, which may include termination. If there is a complaint of sexual harassment about a relationship covered by Sec. 3.1, above, and the relationship has not been disclosed and a management plan implemented, the burden shall be on the supervisor to explain the failure to comply with this policy and such failure will be a factor in determining whether the relationship was consensual and free of sexual harassment. Allegations of sexual harassment or sexual misconduct (and any associated retaliation) may also be subject to investigation in accordance with applicable University policy.

b) Disciplinary action will be handled under the University’s policies for discipline and dismissal of faculty or employees depending on the supervisor’s status.

Retaliation is Prohibited!

Retaliation of any kind against anyone for reporting a consensual relationship or for participating in any proceeding pursuant to this Policy is prohibited.

Office of Institutional Equity and Compliance
https://www.utdallas.edu/oiec/equity/
**Counseling Resources for Employees and Students:**

**Employees:** Confidential counseling services are available to employees through the Employee Assistance Program provided by UT Southwestern and may be reached by calling 800-386-9156 or 214-648-5330 or by email at eap@utsouthwestern.edu.

**Students:** Counseling services are available to students through the Student Counseling Center located in the Student Services Building, suite 4.600. The 24 hour phone line is 972-883-2575 and the website is [http://www.utdallas.edu/counseling/](http://www.utdallas.edu/counseling/).

Galerstein Women’s Center located in the Student Services Building, suite 4.300. The phone line is 972-883-6555 and the website is [http://www.utdallas.edu/womenscenter/](http://www.utdallas.edu/womenscenter/).

**Additional Resources and Policies:**

- University of Texas System Systemwide Policy_ UT 134 Consensual Relationships_

- University of Texas System Regents’ Rules and Regulations, Rule 30105

- UTDBP3103 – Consensual Relationships [http://policy.utdallas.edu/utdbp3103](http://policy.utdallas.edu/utdbp3103)

- UTDBP 3090 - Nondiscrimination Policy [http://policy.utdallas.edu/utdbp3090](http://policy.utdallas.edu/utdbp3090)

- UTDBP3102 - Prohibited Discrimination and Sexual Harassment - Sexual Harassment Policy [http://policy.utdallas.edu/utdbp3102](http://policy.utdallas.edu/utdbp3102)
14. **Question: The EAP – Is it 3 visits before insurance, even if the insurance provider isn’t with UTD? Such as a spouse’s insurance?**
   a. Yes, there are 3 free visits as long as you are a UTD employee.

15. **Question: Any updates on the hiring freeze?**
   a. No updates yet

16. Drug Free campus policy has been updated on the website.
   a. April 19th will be the official notice.

17. Benefits Fair
   a. July 17th 9:00am–4:00pm
   b. Galaxy Rooms
   c. Superhero Theme

b. **Dr. Calvin Jamison** – AVP of Administration
   i. Spoke on:
      1. Campus Updates
UTD Fast Facts

- Estimated 26,797 students enrolled for fall 2016, 5,000 live on campus
- More than 3,500 faculty and staff members
- 141 academic programs across eight schools
- More than 300 clubs and student organizations
- More than 90,000 alumni
- 3.5 million sq. ft. in interior space & $1 billion in development since 2007
- Capital Campaign has raised more than $273 million

a. The University of Texas at Dallas

UTD Fast Facts

- UT Dallas ranks 1st in the Times Higher Education's 2017 survey of the world's top 100 universities under 50 years of age
- UT Dallas ranks 34th among the top 100 "Best Value" public colleges in the U.S., according to Kiplinger's Personal Finance in 2015

b. The University of Texas at Dallas
c.

UT Dallas Chess Team

President's Cup: the Final Four
Our chess team traveled to New York City, where the four best collegiate chess teams in the United States competed head-to-head in a round-robin style tournament. Uncharacteristically, they finished 4th.

The University of Texas at Dallas

d.

UTD Fast Facts

By the numbers:
- 1260 Average SAT Score
- 337 National Merit Scholars
- More than 300 clubs and student organizations
- 13 competitive athletic teams
- 24 national Greek-letter fraternities and sororities
- 11 alternative spring break trips
- 11 living-learning communities

The University of Texas at Dallas
Scholarship Golf Tournament

Save the Date: April 28, 2017
- Registration open: alumni.utdallas.edu/golf
- Online auction open: utdallas.edu/administration/tools/auction/

The University of Texas at Dallas

Scholarship Golf Tournament

Help support
24TH ANNUAL SCHOLARSHIP GOLF TOURNAMENT
April 19, 2017
4:00 P.M. - 8:00 P.M.
at the Panera Bread bakery-cafe at
730 E Campbell Rd
Richardson, TX 75080

Bring this flyer when you dine with us and we'll donate a portion of the proceeds from your purchase. Please hand in a hard copy or show an electronic version of this flyer upon placing your order. Purchases of gift cards are not counted towards the event. It's a great way to combine great taste and great fun - for a great cause.

Learn more about Fundraising Nights at Panera Bread at:
www.PaneraBread.com/fundraiser

View the flyer online at www.utdallas.edu/administration
SPN Wellness Center

Monday – Friday

Yoga Fusion Mondays
Strong by Zumba Tuesdays
Fusion Pilates/Cardio Dance/Yoga Wednesdays
Kung Fu Fridays

www.utdallas.edu/wellness/fitness

The University of Texas at Dallas

Corporate Challenge

GAME: UT DALLAS
• Raised $220,200 benefiting Special Olympics Texas

The University of Texas at Dallas
i. Fill Up While You Work
   The University of Texas at Dallas

j. New Look for Comet Cruisers
   The University of Texas at Dallas
Medical District Express Pilot Route

The pilot shuttle service runs between Residence Hall North on the main UT Dallas campus and Callier Center Dallas, the Center for Vital Longevity, and several UT Southwestern Medical Center buildings.

This service runs Monday-Friday, from 7:00 a.m. - 7:00 p.m.

8:00 p.m. is the last departure time for all buses from Callier Center Dallas returning to Residence Hall North.

Comet Cruiser Annual Ridership FY13 to FY16

*95% ridership increase from FY13 to FY16*
Dining Options

- 19 food service venues on campus
- Spirit Fridays – Wear orange & green to get lunch at Dining Hall West for $5 plus tax
- Meal plans and UT Dollars available to faculty and staff

The University of Texas at Dallas

Transition in Progress:

✓ Task force in place
✓ Updating Campus Tobacco-Free Policy
✓ Updating campus signage
✓ Focus on Education, Cessation

Resources

✓ Campus Health Fair, March 6
✓ Breathe Easy Tobacco-Cessation Education event, March 29
✓ Freedom from Smoking Pilot Class, April 18-May 30

Tobacco-Free Campus June 1

The University of Texas at Dallas
The expansion of the Callier Center for Communication Disorders increases patient services, as well as research and student training — growing what already is one of the largest graduate school programs in the U.S. for communication disorders.
With Phase 1 complete featuring town homes, apartments, a clubhouse and swimming pool as well as retail shops like Jimmy Johns, Delish Bubble Tea and Chopped, construction crews already have started building Northside Phase 2.
i. The Alumni Center, tucked in between the Edith O’Donnell ATEC Building and Parking Structure 1, is beginning to take shape. Estimates are that the building will open in either late spring or early summer 2017.
i. Student housing phases 6 & 7 are back on schedule. Weather permitting, both are expected to open this fall (August 2017).
i. Piers for the upcoming Engineering Building provide footing and will anchor the structure to its spot at the intersection of Rutford Avenue and Franklyn Jenifer Drive.

b. Any questions?
   i. Whose decision is it regarding paper towels VS the hand dryers in the bathrooms? There have been complaints.
      1. That is a multi-part issue, and about finding a balancing act. Will do an analysis and try to find a medium. A lot of places have the hand dryers.
   ii. Will there be plans for more handicapped parking, accessibility, and motorcycle covers?
      1. We have more handicapped parking than is required.
      2. We can designate spots for motorcycles in garages. Cannot put up covers.
   iii. Train tracks on Waterview are damaged and can cause issues. Has that been brought up to someone who can fix it?
      1. We will look into it
   iv. With Northside – what about the pedestrian/traffic issue at Rutford?
      1. Will be looking at crosswalks at key points.
   v. Will there ever be a football team at UTD?
      1. Priorities are academically driven at UTD. Would be a club sport at a Division 3 level.
   vi. What is the payoff schedule for the parking garages?
      1. About 30 years with the cost and maintenance.
   vii. The Tobacco Free rule (starting June 1st) will that include Housing and Northside?
      1. Yes
   viii. Are there personal trainers for Staff at SPN?
      1. We are revisiting that.
   ix. Classes at the SPN Wellness Center are nice, but we need more space. It’s too crowded.
      1. Will look into limiting class attendance, cannot expand the Wellness Center.
   x. How will the Tobacco Free rule be enforced?
      1. Reports of infractions will be made to supervisors.
   xi. What happened to the trash cans by the library?
      1. Will follow up and find out.
3. **Review of March 2017 Minutes**
   a. Motion to approve the minutes.
      i. Motion made – Melissa Wyder
         1. Motion 2nd – Brian Scott
   a. Minutes approved

4. **Committee Reports**
   a. **Executive Board** (Naomi Emmett)
      i. Casey Lloyd has resigned from Staff Council.
         1. Matt Brown will be taking up the vacated seat.
      ii. **Bylaws Edit**
         1. Will have the proposed edits sent to the Council via email for review.
            a. Per Dr. Murray Leaf - Staff are intentionally on the University Committees
            b. Per Melissa Wyder – The intent is to clarify who appoints members to the Committees. Leave no questions.
               i. Per Dr. Murray Leaf – Suggests also amending the University Committees Charge
   b. **Attendance Report** (Melissa Wyder)
      i. Attendance has been good
   c. **Student Government** ( -- )
      i. 2 New Student Government representatives
         1. JW Van Der Schans
         2. Alex Holcomb
            a. Will be invited to the next meeting.
   d. **Benefits Committee** (Chad Thomas)
      i. Did not meet
         1. Currently vetting Scholarship applicants
         2. Working on Staff Scholarship application updates
            a. Need to remake the .pdf from scratch
               i. **Question:** When will the Spring winners be announced?
                  1. Mid-May
   e. **Communications Committee** (Katie Terry)
      i. The Spring Sun newsletter
         1. Will be out in May
            a. Will have an article on Scholarship Eligibility
         2. Art Contest for Staff Council
a. Cannot have a logo officially till Staff Council is financially independent.

b. Can only use the art for one year at a time
   i. **Question: Can we make pins?**
      1. Good idea – will look at the budget.

c. Voted on the submitted artwork
   i. All submissions will be featured in The Sun
   3. Will have a table at the Staff Appreciation and the Benefits Fair.

f. **Fundraising Committee** (Jazzmyn Wilson)
   i. Chipotle giving night
      1. April 21st
      2. 50% of proceeds will be donated
      3. 4:00-8:00 pm
      4. 14715 Coit Rd, Suite 102

   ii. Graduation Bears
       1. April 14th – May 10th
       2. Marketplace link will be up on Friday

   iii. Legends Car Wash
       1. May 27th

g. **Staff Development Committee** (Lynn Butler)
   i. Staff Appreciation
      1. Will be held on May 19th
      2. Chartwells will cater

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition USA – Name badges</td>
<td>$-33.95</td>
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<tr>
<td>Callier Staff Appreciation – Table setup</td>
<td>$-45.00</td>
</tr>
<tr>
<td>Ending Balance Mar 31, 2017</td>
<td>$3,615.90</td>
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</table>

   ii. **Staff Council Fundraising Account**

<table>
<thead>
<tr>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Fundraiser revenue</td>
<td>$466.00</td>
</tr>
<tr>
<td>Water tubes – Valentines Fundraiser</td>
<td>$-10.99</td>
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<tr>
<td>Roses – Valentines Fundraiser</td>
<td>$-187.12</td>
</tr>
<tr>
<td>Vases – Valentines Fundraiser</td>
<td>$-17.00</td>
</tr>
<tr>
<td>Ending Balance Mar 31, 2017</td>
<td>$5,971.05</td>
</tr>
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</table>

   iii. **Staff Council Endowed Scholarship**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly Distribution</td>
<td>$589.82</td>
</tr>
<tr>
<td>Staff Scholarships</td>
<td>$-1,250.00</td>
</tr>
<tr>
<td>Ending Balance Mar 31, 2017</td>
<td>$1,318.04</td>
</tr>
</tbody>
</table>
Endowment Market Value (02/28/2017): $48,790.16

iv. Jody Nelsen Scholarship

<table>
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<th>Quarterly Distribution</th>
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<tbody>
<tr>
<td>Staff Scholarships</td>
<td>$ 480.52</td>
</tr>
<tr>
<td>Ending Balance Mar 31, 2017</td>
<td>$ -1,250.00</td>
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</tbody>
</table>

Ending Balance Mar 31, 2017: $334.15

Endowment Market Value (02/28/2017): $39,503.82

v. Staff Scholarship

<table>
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<th>No Activity</th>
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</thead>
<tbody>
<tr>
<td>Ending Balance Mar 31, 2017</td>
<td>$2,927.97</td>
</tr>
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</table>

i. Faculty Senate (Dr. Murray Leaf)
   i. One Card
      1. Moving ahead
      2. Terry Pancratz is working on a formal process

j. Retiree Association (Sandee Goertzen)
   i. The Executive Committee of the Retiree Association met with Dr. Edgington last week.
   ii. Will be having the Annual Reception on May 19th
      1. 40 New retirees

University Committees

a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   i. Meeting after the Staff Council meeting

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

b. University Safety and Security (Chad Thomas)
   i. Meeting in Mid-May
      i. Discussing policy for ESA and Service Animals

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

d. Planning, and Policy (Dennis Guten)
   i. Met and discussed future plans

e. Auxiliary Services Advisory (David Richardson)
   i. No reports made

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

g. Student Fee Advisory Committee (David Richardson and Jazzmyn Wilson)
   i. No reports made
Committee for Support of Diversity and Equity (Letitia Andrews, Yolande Evans, Jane Shipman, Carrilaine Schneckner, Daniel Hernandez, Jazzmyn Wilson, and Selina Gu)
i. Diversity Town Hall Meeting
   i. April 28th
   ii. 12:00-1:30pm
   iii. FN 2.102

ii. 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 (Pinky Reyes, Georgetta Oliver, Taylor Tran)
i. April Floyd has left and Elena Mortensen has been suggested to take her place.
   ii. Per Naomi – Motion to accept the suggestion of Elena’s appointment.
      a. 2nd by: Dominic Kollasch
   ii. The Sustainability Committee is having Earth Week next week.
      i. Info is on the Sustainability website

n. Per Naomi – The Staff Awards will be held on April 20th
   i. Davidson Auditorium at 6:30pm.

5. Continuing Business
   a. Proposals
      i. **2014-004p:** Executive Board is looking into an ombudsman for employees
         1. In process
      ii. **2017-002p:** Centralized room reservation process. (Staff Development)
         1. Per Rebecca Ballard – Progress is being made. Jennifer is asking that room reservation requests be sent to her. She would also like the original proposal. Motions to forward this to Jennifer McDowell. Centralized room reservation would not be until 2018.
            a. Patrice Holt – 2nds motion
      iii. **2017-006p:** Paper towel dispensers/Letter to facilities (Benefits)
         1. In process
      iv. **2017-008p:** Art contests for Staff/Faculty (Communications)
         1. In process. Want to see if art contest is successful.
b. New Suggestions

i. 2017-009s: I was reading the Feb newsletter and noticed you are thinking about displays/exhibits for staff members. Please consider putting any entries that are or can be digitized in UTD's digital repository. I would be happy to display them on the web and give them a permanent home. If you are interested please give me a call or send me an email. You can look at the repository at http://libtreasures.utdallas.edu/xmlui/.

   1. Alan Clayton is the repository director. This is not technically a suggestion
      a. Motion to reject
         i. Rejected.

ii. 2017-010s: At the last Staff Council meeting, I felt that Bob Fishbein was dismissive of the very valid issue Michele Brown brought up concerning poor food quality provided by Chartwell’s. In fact, I thought he was rude. This seems familiar to me--someone on Council asks a question of a guest speaker & that person is shut down. So, this isn't a suggestion I'd like brought before Council, but one I'd like to be considered by the Executive Committee--how can the Executive Committee help members feel that we're supported when we ask questions, even if the questions challenge someone in a position of great authority. I feel like the Faculty Senate, which, of course, has tremendously more power than Staff Council, does a better job of advocating for faculty that we do in advocating for staff. I am writing to see how might be best to approach the issue of improving restroom provisions, specifically paper towels and soap. Paper towels may be seen as wasteful, but they are a part of maintaining good hygiene and a clean campus.

   1. Already resolved through previous discussion.
      a. Motion to reject.
         i. Rejected.

iii. 2017-11s: Will TRIP be discussed? How can we ensure our state representatives know how importance it is? How do we make staff aware of this urgent need?

   1. The Texas Research Incentive Program (TRIP) was created September 1, 2009 by the 81st Texas Legislature. This research incentive program was designed to encourage the designated emerging research universities to raise philanthropic funds (private gifts and endowments) designated exclusively for research. Each year the Texas Legislature and The Texas Higher Education Coordinating Board determine if there are funds available from the
state to continue this incentive program. This incentive program is never a guarantee of funding. There are VERY stringent criteria that must be followed in order for these gifts to qualify for TRIP matching. The minimum gift required for match is $100,000. The Office of Development and Alumni Relations has been committed to raise these research funds to augment the university’s research initiatives since inception of this program. To date the university has received over $83 million in TRIP match.

a. Received from: Paula Austell, Director of Endowments
   i. Per Dr. Murray Leaf – State funds are set to drop 10%. The Texas Tribune had a link to a video, but there is no harm to reach out to the Senate Representative and let them know of concerns.
   ii. Per Melissa Wyder – Perhaps we can have postcards at Staff Council tables or have an email be sent out from the Council to our State Representative with concerns.
      1. Per Murray Leaf – There is a cutoff for Legislation that has not been voted. The Calendar committee decides in May.
         a. Per Julie Rooney - Requests this be sent to her and would like to forward it.
            i. Per Chad Thomas – Motions to not accept this and to forward it.
            ii. Summer Rangel – 2nds the motion.
            iii. Rejected – will be forwarded to Amanda Rockow

6. Old Business
   a. N/A

7. New Business
   a. Coffee with the President
      i. Went very well and was very informative

8. Reminders
   a. Staff Council Scholarships
      i. Deadline: September 15, 2017
   b. CARE Awards
i. Ceremony on May 2\textsuperscript{nd}, 9:00am, McDermott Suite
   1. Honorees:
      a. Frances Branham
      b. Volya Helm
      c. Raul Hinojosa
      d. Matt Johns
      e. Cathie Ranta
      f. Ashley Willess

ii. Next Deadline: October 31, 2017

9. Misc
10. Upcoming Guest Speakers:
    b. May: TBD

11. Adjournment
    a. Motion to Adjourn
    b. Meeting Adjourned at: 10:55am

Respectfully submitted,
Jamie Abrams
Staff Council Secretary/Treasurer