June 14, 2017

1. Roll Call

**Present:** Jamie Abrams, Thomas Allen, Rebecca Ballard, Caryn Berardi, Frankie Branham, Matt Brown, Michele Brown, Joey Campain, Mark Chavez, Naomi Emmett, Ste’ve’sha Evans, Janice Gebhard, Selina Gu Dennis Guten, Andrew Helgeson, Patrice Holt, Kelly Kaar, Dominic Kollasch, Bill Lacava, Charlotte Mason, Jay McAllister, Greg Melton, Chris Milazzo, Liz Muñoz, Anh Pho, Seanne Rackal-Childs, Summer Rangel, Beverly Reed, Pinky Reyes, David Richardson, Julie Rooney, Carrilaine Schneckner, Brian Scott, Melani Sherbet, Pam Stanley, Janie Shipman, Katie Terry, Chad Thomas, Shelly Turner, Jazzmyn Wilson, Melissa Wyder

**Absent:** Cheryl Berry, Paul Bottoni, Debbie Buckner, Lynn Butler, Angela Marin, Alice Presti, Cynthia Seton-Rogers, Rebeka Stafford

**Guests:** Sandee Goertzen, Murray Leaf, Colleen Dutton, Marco Mendoza, Amanda Rockow

1. Call to Order: Meeting called to order by President Naomi Emmett at 9:00 am

2. Guest Speakers:
   a. **Amanda Rockow** - VP for Public Affairs
      i. Spoke on:
         1. UTD Office of Public Affairs
            a. Main roles:
               i. Community Relations
               ii. Public Relations
                  1. Community Relations
                     a. Manage the University’s relationships with: Chambers of Commerce, business originations, civic groups, and Board and Committee memberships.
                     b. Make sure the University is represented at large local events
                     c. Sponsorships/tables at events
                  2. Government Relations
                     a. Focus on State Legislature
                     b. 20% of University Budget comes from State Legislature
                     c. City Council support (Richardson, Plano, Dallas)
2. Texas State Legislature  
   a. Has 140 days, every 2 years, to pass state laws and Biennial budget for the entire state  
   b. Has a house of Representatives  
      i. House Members who represent UTD:  
         1. Jeff Leach  
         2. Angie Chen Button (Alumni)  
         3. Linda Koop (Alumni)  
   c. Not a lot of Higher Education legislation passed this time.  
   d. What did pass:  
      i. Community Colleges  
         1. Offer a 4 year degrees for:  
            a. Applied Science  
            b. Applied Technology  
            c. Nursing  
      ii. Sexual Assault policies  
         1. Policies on reporting/misconduct  
         2. Immunity for reporting  
   e. Budget  
      i. $217 Billion budget for the state, for the next 2 years  
      ii. What does this mean for UTD?  
         1. About $5 Million less than 2 years ago  
         2. Despite growth of 37,000 students  
      iii. Funding for UTD acquired by:  
         1. Formula Funding  
            a. Number of students  
            b. What classes they take  
            c. Which classes are worth more credit  
            d. How many credit hours  
         2. Research Expenditures  
            a. Expanding research  
         3. Academic Bridge Program  
      iv. TRIP (Texas Research Incentive Program)  
         1. Private funds given to schools for research  
         2. Matches a certain % of funds given, depending on amount  
            a. Only $35 Million funded total  
               i. Received $150,000  
               ii. Still in the queue for further funding  
   3. Questions?  
      a. Does that mean we are now obligated to pay for all the Hazelwood Beneficiaries?  
         i. The Hazelwood Legacy Benefit gives free tuition to Veterans enlisted in Texas. Legislature extended it
to the dependents of Veterans. Can take 150 hours of credits as a dependent. Working on tightening up the qualifications. Currently: Veteran must have served 180 days in the military. Trying to make it for 2 or 4 years Served and Undergrad credits. Or add in FAFSA application requirement.

b. Does dependent status stop after a certain age?
   i. No, not for this program

c. Does this apply for those who have died in Service, or have just Served at least 180 days?
   i. Were in service

d. Out of the $5 Million funds cut, heard we have $2 Million from Research Support funds? Where was the rest from?
   i. About $2.5 Million From Research support, $2.5 Million from Special Items.

**Information Addendum: Regarding Hazlewood
   Please visit the Texas Veterans Commission at: http://www.tvc.texas.gov/Hazlewood-Act.aspx
   Or email the Hazelwood Coordinator on campus for the most up-to-date information.

Brad Powell, Hazelwood Coordinator
veteransbenefits@utdallas.edu

a. Colleen Dutton – AVP of Human Resources
   i. Spoke on:
      1. Report given by Marco Mendoza
         a. Reminders
            i. Annual Enrollment
               1. July 15-31
            ii. Benefits Fair
               1. July 17, 2017
               2. 9:00am-4:00pm
            iii. Center for Brainhealth Lunch and Learn
               1. Currently full
               2. There is a waiting list
            iv. Appraisals
               1. Due: June 30, 2017
2. Contact Marco Mendoza or Ellen Ammons for questions.

3. Review of May 2017 Minutes
   a. Julie Rooney was absent. Motion to approve the minutes as amended.
      i. Motion made – Dominic Kollasch
         1. Motion 2nd – Bill Lacava
      a. Minutes approved

4. Committee Reports
   a. Executive Board (Naomi Emmett)
      i. Met with Dr. Benson
         1. Resubmitted the Staff Monetary Award.
            a. Very positive feedback and he will be looking it over.
         2. CARE Award
            a. Dr. Benson enjoyed the CARE Awards very much
         3. Coffee with the President
            a. He enjoys the Coffee’s and would like to continue.
               i. Per Dennis Guten – They mostly discussed Funding
               ii. Per Selina Gu – Also discussed having a Child Care
                  Center off-campus. He accepted feedback given
                  about the subject. The University will not have one,
                  but there may be resources nearby.
      ii. Ombudsman
         1. Dr. Benson was very positive in reception about it. Will report
            further on it next month.
      iii. Art Contest/The Sun
         1. Dr. Benson enjoyed it very much.
      iv. He (Dr. Benson) would like to meet more with the Staff Council, and
          possibly more Coffees with the President if his schedule allows. Having 6
          a year, instead of 4.
   b. Attendance Report (Melissa Wyder)
      i. Attendance has been great!
   c. Student Government (JW Van Der Schans and Alex Holcomb)
      i. Transparency
         1. Currently working with Dr. Jamison to have a resolution in Fall.
            Already seeing more transparency between Administration and
            Student Government.
      ii. Love Jack
         1. Trying to find and move it to a more visible location.
iii. University Committees.
   1. Would like to have more Student visibility and accountability at these committees.

d. Benefits Committee (Chad Thomas)
   i. No updates currently
   1. Question: Are there any limits on the number of Scholarships that are awarded?
      a. It depends on the funding available, but it’s typically 10.

e. Communications Committee (Katie Terry)
   i. Benefits Fair
      1. Will have a table, need volunteers
      2. Theme will be: Teenage Mutant Ninja Turtles

f. Fundraising Committee (Jazzmyn Wilson)
   i. Legends Car Wash
      1. Has been rescheduled
         a. July 15, 2017 10:00am-4:00am
         b. Food will be available
      2. Have been issues with the fundraising code. Currently looking into a solution.

g. Staff Development Committee (Lynn Butler)
   i. No updates at this time
      1. Per Katie Terry – The Staff Appreciation will be covered in The Flare

h. Secretary and Treasurer’s Report (Jamie Abrams)
   i. Staff Council Operating Account
      |
      CARE Award Clocks & S+H – Spring 2017 | $ -503.88
      Best Buy – Staff Council video camera, bag, and SD micro | $ -373.97
      Ending Balance | May 31, 2017 | $ 2,514.97
   |
   ii. Staff Council Fundraising Account
      |
      Revenue – Print Cartridge Recycling | $ 186.04
      Revenue – Graduation Bears | $ 87.00
      Ending Balance | May 31, 2017 | $ 6,110.39
   |
   iii. Staff Council Endowed Scholarship
      |
      Quarterly Distribution | $ 593.47
      Ending Balance | May 31, 2017 | $ 1,911.51
      Endowment Market Value (04/30/2017): $49,034.30
iv. Jody Nelsen Scholarship

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v. Staff Scholarship

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i. Faculty Senate (Dr. Murray Leaf)
   i. Committee on Committees
   1. The Senate Committee makes recommendations on Senate and Faculty Committees.
      a. Takes recommendations for Student and Staff Committee appointments.
   2. If interested in a position on the University Committees – Please let Naomi Emmett know!
   3. **Question: When will the appointment letters go out?**
      a. No later than Mid-July, August at the latest.
   ii. Per Dr. Leaf and Naomi Emmett –
      1. An eForms Committee has been approved. Had been voting as if it were an advisory committee. Clarification is needed before further HOP review.
         a. Is a University-wide standing committee to integrate Faculty, Staff, and review/consult on new and existing forms.
            i. Including, but not limited to:
               1. PeopleSoft
               2. Advising Office of Information Technology
               3. Testing and Post-release of eForms and integration

j. Retiree Association (Sandee Goertzen)
   i. Staff Appreciation
      1. Was a success!
      2. Retirees had a reception on the same day and could be heard.
         a. 10 new retirees attended the reception
         b. David Holmes is the new Retiree Association President.

**University Committees**
a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   i. Met and discussed the following:

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

b. University Safety and Security (Chad Thomas)
   i. Meeting in July
      i. No major issues at this time.
      a. Currently looking at the policies for Service Animals on campus, and Title IX
      b. If you see any issues, please E-mail Chad.

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

d. 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. Hop Committee
      1. Currently working on the tobacco free campus policy.
         a. Will go to the President and System.
      2. Endowment Compliance
         a. Wording still needs edits.

3. **Question: The tobacco-free policy, can you clarify how it will be enforced? By the Staff, Faculty, Campus Police…etc?**
   a. A task force was created. Will reach out to Dr. Jamison.
      i. Per Bill Lacava – Police on other campuses cannot give citations but they can issue warnings and report infractions to the Dean of Students.

      ii. Per Dr. Murray Leaf - Can we get their names to report them?
          1. Yes, if they do not cooperate. Then, we can look at it for further action.
          2. Per Bill Lacava – In the Student Handbook, Students are required to identify themselves to any Staff or Faculty member if requested.

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. **Town Hall Meeting**  
   i. 50 Attendees  
   ii. Key issues discussed  
      a. Fair Pay  
      b. Diversity in upper level hires  
      c. Parental leave  
   iii. Follow-Up focus group will be made  
      a. If interested or have any concerns, please email  

ii. **Climate Survey**  
   i. Discussed having another survey in 2019  

i. **Intellectual Property Advisory Committee** (Jay Silber)  
   i. **Question: What does the Intellectual Property Committee do?**  
      i. Per Dr. Murray Leaf – Formerly managed patents. Now it reviews intellectual property policies. Maintains patents, and promotes marketing of developed projects.  

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. **Summer Solstice Sunrise Celebration**  
      i. Wednesday, June 21, 2017  
      ii. At the Chess Plaza  
         a. Pre-dawn vegetarian breakfast will be available at 5:45am.  
         b. Sunrise Yoga will begin at 6:30am.  
         c. Register:  
            [https://orgsync.com/32401/events/1918263/occurrences/4459221](https://orgsync.com/32401/events/1918263/occurrences/4459221)  

   ii. **Wellness Ambassadors Lunch & Learn**  
      i. Volunteers needed, Will have more info in July meeting  

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. In process, being handled by Jennifer McDowell.  
      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. Will have a final report before closing,

b. **New Suggestions**
   i. **2017-16s**: Ay man some of the staff at UTD seriously need some sensitivity training. One of my friends came into work all teary eyed today because some of her professors and other staff at UTD, especially the Education Abroad office, were really cold. My friend's mom literally just passed away and when she informed Education Abroad about her mom/financial situation they were so inconsiderate. It's understandable that you can't waive your fees but they gave no condolences, no nothing. They acted like her mom dying wasn't a big deal so much that they completely ignored it. How hard is it to type "our condolences" in an email? Y'all need sensitivity training ASAP. It may not mean a lot to you guys but it would mean a lot to her and other students if you just showed that you cared a little. (Anon.)
   1. Per Katie Terry – Suggests forming an e-mail, referring grieving student to a counselling center
      a. Per David Richardson – Suggests forwarding it to Educational Offices
      b. Per Matt Brown – Financial Aid tries to maintain sympathies for such events.
      c. Per Rebeca Ballard– Suggests pushing Comet Pride more often
      d. Per Bill Lacava – Suggests Emotional Intelligence Training – should forward to the Education Abroad Offices
      e. Per Marco Mendoza – Happy to follow up if Staff is not receptive.
         i. Per Melissa Wyder – Motions to forward to Marco and Educational Offices.
            1. Per Chad Thomas – Motions to send to Educational Abroad with recommendations that HR has training available.
            2. Per Pam Stanley – 2nds motion to forward as amended
            3. Rejected
   ii. **2017-17s**: I strongly recommend that UT Dallas add a campus shuttle and discontinue the use of Comet Cabs as the primary method for moving students, faculty and staff around campus. In my experience, the growth of UT Dallas can no longer function without a larger method of transit. In addition, I have worked at three different institutions including UT Arlington where there was a shuttle that cruised the perimeter of campus. It's frustrating to have to get into my car just to drive from JSOM to SPN for example.
      1. Per Melissa Wyder – Will take this to Parking and Transportation
a. Per Bill Lacava – A new shuttle is being added to the Phase 1 area/Comet Creek
   i. Per Melissa Wyder – Motions reject and forward to Parking and Transportation
   ii. Katie Terry – 2nds Motion
   iii. Rejected

iii. 2017-18s: The global business program coordinator, is extremely rude and hard to work with. She is temperamental and several of our student volunteers refused to work again with her because of her attitude. We don’t understand how she could be so polite one moment and then start aggressively saying things such as “hurry up or: you’re out of time, you need to do better” the next moment. Please appoint another person we can talk with aside from her. (Anon.)

1. Per Pinky Reyes – Has not seen this behavior in question from the person mentioned.
   a. Per Melissa – Reluctant to have any employee discussed in meetings without them being able to speak. Does not want to accept as a suggestion, or encourage the use of Staff Council in this manner.
   b. Per Marco Mendoza – Are you required to bring everything to the floor?
      i. Per Naomi Emmet – Has been handled that way in the past for transparency
      ii. Per Sandee Goertzen – Initially set up that the Executive Board had some sway on what is brought to the Council, but normally everything is brought to the Council.
      iii. Per Katie Terry – Will add on the Flare that for comments, send to the Staff Council e-mail, not the suggestions. So the sender may be referred to HR or a certain department as necessary.
   c. Per Pinky Reyes - We need a platform to find out more information to address these things/forward them. We do not know the particulars of the situation.
      i. Per Marco Mendoza – Happy to address these issues, but if they are accepted it becomes an avenue for complaints.
      ii. Per Naomi Emmett – Ad Hoc needed to discuss handling of comments

1. Per Jamie Abrams – As a member of the Ad Hoc, comments come into the suggestion box because they feel it’s a staff issue. That the Council can get the ball rolling/point things out. Will be having more discussion, but are considering setting up a separate
‘Comments’ box for comments only and separate section on the Agenda.

2. Per Melissa Wyder – Would rather not have the sender decide what is a comment or suggestion.
   a. Per Jamie Abrams – Executive Board will have final say on Comment VS Suggestion that comes in.

iii. Per Rebecca Ballard – Believes HR matters should not be handled in a public forum. Staff Council is a public forum. We need to add a disclaimer that says ‘If comments are HR-related, it will be referred to HR and not discussed in a public forum’

   1. Per Dominic Kollasch – Agree and thinking along those line. However, limit it to issues regarding individuals; not that all things will be funneled to HR.

2. Per Bill Lacava – Can we add something on the website that tells what is a comment VS proposal?
   a. Per Jamie Abrams - Currently everything that comes in is being treated like a proposal, but we will be adding an FAQ page for common issues. Asking that people check there first before asking.

   b. Per Dennis Guten – Also may need to change wording as it is currently ‘suggestions’. May consider changing it to ‘proposals’.

   c. Per Naomi Emmett – Everything is a suggestion first and a proposal if adopted.

   d. Per Sandee Goertzen – It’s a numerical system for both for archival and organization purpose. Also suggests editing out the title on Minutes/recording for anonymity.

   i. Per Katie Terry – For now we should change the text on the website to say ‘please do not use names or titles’ when submitting. Please refer personnel concerns to HR.
i. Per Dominic Kollasch – We are here to support, but personnel is a good distinction.

iv. **2017-19s:** Members of Staff want to start a Cat Coalition on campus to support TNR (trap-neuter-return) of feral cats that live at UTD. The organization used to exist, but it was student-led. It eventually ended because there were no students willing to keep it going. What would the process be to create a Cat Coalition on campus that is staff-led?

1. Per Katie Terry – This came from someone in our department, and the policy that is in place? The form doesn’t work.
   a. Per Naomi Emmett - There is a policy, UTD Policy 106, but it was for students.
   b. Per Shelly Turner – There has been a meeting but more information is needed.
   c. Per Marco Mendoza – Can this be done through an affinity group?
      i. Per Shelly Turner – Through ERGs (Employee Resource Groups)
         1. Per Marco Mendoza – Check ERGs for processes.
   d. Per Melissa Wyder – Suggests forwarding this to Shelly. Motions to reject adopting.
      i. Per Katie Terry – Forward the resources to the person who suggested this and have Shelly update.

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

6. **New Business**
   a. Regarding HR positions
      i. Per Marco Mendoza – Posting requirements for positions are now 5 days

7. **Reminders**
   a. Staff Council Scholarships
      i. Deadline: September 15, 2017
   b. CARE Awards
      i. Next Deadline: October 31, 2017

8. **Misc**

9. **Upcoming Guest Speakers:**
   b. **July:** TBD

10. **Adjournment**
    a. Motion to Adjourn
    b. Meeting Adjourned at: 10:50am
Respectfully submitted,
Jamie Abrams
Staff Council Secretary/Treasurer
## STAFF COUNCIL OPERATING ACCOUNT – 10037002

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<tr>
<td>Chartwells catering – Staff Appreciation</td>
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<td>Recognition USA – Name badges</td>
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<td>Transfer from fund balance</td>
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## STAFF COUNCIL FUNDRAISING – 10035003

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<td>Revenue – Chipotle Fundraiser</td>
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<td>Revenue – Graduation Bears</td>
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## STAFF COUNCIL ENDOWED SCHOLARSHIP – 10051017

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## JODY NELSEN SCHOLARSHIP – 10051018

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## STAFF SCHOLARSHIP – 10050010

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