October 11, 2017  
JSOM 1.502  
9:00 AM – 11:00 AM

1. Roll Call

   Absent: Shahrukh Farooq, Anthony Galvan, Anna LeBlanc, Angela Marin, Jill McDermott, Christina Rhodes, Janie Shipman, Chad Thomas

   Guests: Sandee Goertzen, Murray Leaf, Colleen Dutton, Marco Mendoza,

1. Call to Order: Meeting called to order by President Naomi Emmett at 9:08 am

2. Guest Speakers:
   a. Colleen Dutton – Human Resources
      i. Spoke on:
         1. Benefits
            a. Check your October 1st paycheck to make sure everything is correct!
            b. Errors must be reported by October 31st for corrections.
• Review your benefits and deductions on your October 2 paychecks. Inform the Benefits Office of any discrepancies by October 31.

2. Flu Shots are available!

<table>
<thead>
<tr>
<th>UT Dallas FLU CLINIC LOCATION AND SCHEDULE</th>
<th></th>
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</tr>
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<tbody>
<tr>
<td>Facility</td>
<td>Date</td>
<td>Time</td>
<td>Address</td>
</tr>
<tr>
<td>Facilities Management - Conference Room</td>
<td>10/30/2017</td>
<td>9:00 a.m. - 4:00 p.m.</td>
<td>UT Dallas</td>
</tr>
<tr>
<td>Gallier Center - Dallas Campus - Room A</td>
<td>10/30/2017</td>
<td>9:00 a.m. - 12:00 p.m.</td>
<td>1401 N. Houston Road, Dallas, TX 75235</td>
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<tr>
<td>EC North-Atwood</td>
<td>10/30/2017</td>
<td>9:00 a.m. - 4:00 p.m.</td>
<td>UT Dallas</td>
</tr>
<tr>
<td>Research and Operations Center (ROC) 2-102</td>
<td>10/31/2017</td>
<td>12:30 p.m. - 2:30 p.m.</td>
<td>75127 Willow Parkway - Dallas, TX 75232</td>
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<tr>
<td>Center for Vital Longevity - Boren Room</td>
<td>10/31/2017</td>
<td>10:00 a.m. - 11:00 a.m.</td>
<td>1801 Victory Drive, Suite 800, Dallas, TX 75201</td>
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<tr>
<td>Center for BrainHealth - Classroom 2-004</td>
<td>10/31/2017</td>
<td>1:00 p.m. - 3:00 p.m.</td>
<td>UT Dallas</td>
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</tbody>
</table>

For retirees and students without insurance, flu shot is $20.
3. Fall 2017 Wellness Challenge

You'll be teaming up with colleagues to compete against other UT System institutions for the coveted traveling trophy. Keep up your healthy habits throughout the four-week challenge to earn your Living Well rewards: a portable phone charger and a resistance exercise band.

Registration Period
September 25 - October 16
Challenge Dates (4 weeks)
October 9 - November 5
REGISTER NOW! www.utlivingwell.com

4. Retirement Security Week

UT System Retirement vendors will be available to help employees with voluntary retirement questions and enrollment opportunities.

When: October 16, 17, 18 and 20
Where: Founders, 2nd Floor Atrium
Time: Tentative: 9-5 (awaiting schedule from vendors)

5. Manager Self-Service
   a. Coming soon!
i. Currently in pilot with Budget & Finance, OIT, and HR

ii. Shows managers their employees details and who reports to whom

iii. Question: Will Time Admins get the ‘Reports To’ access taken away?
   1. No, this is a separate managers-only module. Will have things like employee contact information, address, date of birth, job title, department, job code, etc...

iv. Question: Is it only visible to the ‘Reports To’ managers?
   1. Yes, the information goes up to bosses. So… your bosses boss can see your information and so on up the line, etc...

6. Service Awards
   a. Winners have been notified.
   b. Names are listed on the HR website.
   c. If there are changes that need to be made? The deadline is today at 5:00pm.
   i. Email changes to: serviceawards@utdallas.edu
d. Information is pulled from PeopleSoft, so the information listed may not have things like preferred names.
e. Working on a tracking module in PeopleSoft for Employee Service.

i. **Question: What the cutoff for Years of Service?**
   1. 08/31 is the cutoff point. If start date is 09/01 or later, employee will need to wait an additional year for award.

ii. **Question: What if you’re missing someone?**
    They didn’t get an award, and should have.
    1. Contact Marco directly.
7. New members of the HR team

**New Team Members**

- Silvia Perez, Immigration Specialist
  - Responds to visashr@utdallas.edu
  - J-1 scholar program manager
  - Initiates and manages employment-based visa applications
  - Coordinates with outside counsel to complete Permanent Residency applications
  - HR review for I-765 OPT
- Bian Philip, Sr. Compensation Analyst
  - Responds to compensation@utdallas.edu
  - Manages compensation program
  - Consult with school/department managers regarding compensation matters
  - Manages job descriptions and pay plan
  - Consult with school/department managers regarding restructures and reorganizations.

8. Changes in the Immigration Program

**Changes in Immigration Program**

- Federal guidelines and programs are changing daily.
  - Changes will be posted to the HR website as we are made aware.
- Internal changes
  - Increased security when distributing J-1 DS-2019
  - Communication from department regarding change in program dates
  - New visa management software
  - New forms and guidance coming soon.
9. Changes in the Talent Acquisition process

- Staff positions can be posted for a minimum of five (5) business days.
- The salary field will be removed from the applicants view of the posting.
- If you complete the eCAT prior to the ePAR, please notify HR so UTD-ID is not created.

Quick Updates

- New HR staff starting Oct 30:
  - Employee Relations Manager
  - Compensation Analyst I
- New staff annual appraisal form — Jan 2018
- New course — “Lead from Where you Are”
- Executive searches
- 2nd Annual Food Drive for Comet Cupboard
3. Review of September 2017 Minutes
   i. Motion to accept made by: Melissa Wyder
      1. 2nd by: Paul Bottoni
         a. Passed

4. Committee Reports
   a. Executive Board (Naomi Emmett)
      i. State of the University Address
         1. October 31, 2017
         2. ATEC Lecture Hall
         3. 2:00-3:00pm

      ii. Met with Dr. Benson
         1. Gave him various updates and discussed several things.
            a. Dr. Benson will be e-mailing Naomi in a few weeks

      iii. CARE Awards
         1. Currently set for January

   iv. Coffee with the President
      1. 3 meetings this year
      2. 10 seats open
      3. No longer just coffee! Breakfast is also served to attendees.
v. Staff Monetary Award
   1. Dr. Benson will look at it.

vi. EAC
   1. Regents Outstanding Award
      a. Adding Staff as eligible
      b. Will have the same procedure as nominees for Faculty and Students

vii. HOP
   1. UTD BP3031
      a. Has been approved
   2. UTD BP1001
      a. Went back into review for further clarification.
   3. Policies can be found on the website using the policy navigator.
      a. http://policy.utdallas.edu

4. SACCS Review will be coming in March 2018

b. Attendance Report (Melissa Wyder)
   i. Attendance is great, it’s a new year!

c. Student Government (JW Van Der Schans and Alex Holcomb)
   i. No report made
   1. Post-Meeting Amendment: Representative was absent due to illness, report emailed in by JW Van Der Schans. Please see the report below:
      a. We are continuing to work with the university committees on filling all positions within those different committees. As of now, there are several students that have dropped or been unable to fulfill their roles, so I am working actively to fill them. We've received feedback from several chairmen and student participants on the status and progress of the different committees, and I will be following up on all of this feedback soon. As of now, we should have the majority of the committees filled with students that are actively participating.

   b. The movement of the Love Jack is currently being discussed with various entities on campus. We are working to get everyone on the same page about the importance of having the Love Jack moved to a location with more foot traffic, since it is a tradition piece that our university is not fully utilizing as of this moment.
c. Progress has been made on the mobile application for the university. Wayne Peterson and his team in OIT has done a lot of work in the past few months on finishing up the beta of the app, and the beta testing period is closing soon. We will be looking to market the release of the application on the Apple and Android app stores as soon as we have confirmation on a release date. It has been a project that is nearly four years in the making (project composition, proposal, and conversation with OIT, planning of app layout and features, creation, and testing) over several SG administrations, and I'm glad that we are going to be the group to finish the process up.

d. I believe that communication overall has greatly improved between Student Government and departments/offices on campus. We’ve been able to meet with Dr. Benson on a 6-week basis, which has helped us improve connections we have with him. In addition, I want to thank all of the groups that have taken the additional time out of their days to reach out to SG and involve us in their day-to-day activities. Alex and I are working on having some groups on campus come and present their departments at the SG meetings, so if you would like to present, please let me know.

e. There are roughly 15 projects and events that we have planned thus far, and I should have more information on some major projects for the next Staff Council meeting.

d. Benefits Committee (Debbie Greszler)
   i. Had the first meeting
      1. Reached out to HR and Marita Yancey will be attending Benefits Meetings
      2. Discussed the Staff Monetary Award
      3. Received the Scholarship applications for Fall 2017
      4. Discussed how to increase Staff Council visibility
         a. Suggested office plaques/signs for Staff Council Representatives
         b. Also discussed having ‘Meet Your Reps’ biographies.

e. Communications Committee (Paul Bottoni)
   i. The Sun
1. Working on it right now. Should be out before winter break
2. Would like to have a recipe section from Staff, or a cookbook fundraiser made from Staff submissions.

ii. Solar Flare
1. Will be out on Wednesday
2. Working on a more mobile-friendly layout for the Flare.

f. Fundraising Committee (David Richardson)
   i. Spoke to the vendors for the cactus’ and poinsettias
   ii. Lots of bears are left over, will be selling them as well.
   iii. Legends Car Wash
       1. Will have a fundraiser on the 14th and a Grill Day on the 11th

g. Staff Development Committee (Lynn Butler)
   i. Met on the 21st
      1. Discussed the Callier Staff Appreciation
         a. Thinking January for a tentative date.
      2. Would like more Professional Development things for Staff
      3. Working more with the Wellness Committee for more events/visibility
         a. Per Kelly Kaar – SPN has Training, free for Staff on Tuesdays and Thursdays. There is a 45min lunch workout from 12:00-12:45. Check the Wellness Calendar for details.
            i. Trainer: Sam
            ii. Email: sx1170000@utdallas.edu
         b. Per Sylvia Smiley – Wellness Center just sent out the calendar. They also have Yoga on: Monday, Wednesday, and Fridays at 12:00-12:45. The calendar goes to all Staff.

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

<table>
<thead>
<tr>
<th>No Activity</th>
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<tr>
<td>Ending Balance      September 30, 2017</td>
<td>$ 3,515.81</td>
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ii. Staff Council Fundraising Account

<table>
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<tr>
<td>Ending Balance      September 30, 2017</td>
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iii. Staff Council Endowed Scholarship

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<tbody>
<tr>
<td>Ending Balance      September 30, 2017</td>
<td>$ 1,004.98</td>
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Endowment Market Value (08/31/2017): $50,648.72

iv. Jody Nelsen Scholarship

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<tr>
<td>Endowment Market Value (08/31/2017): $41,008.64</td>
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v. Staff Scholarship

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<tbody>
<tr>
<td><strong>Ending Balance</strong> September 30, 2017</td>
<td>$2,927.97</td>
</tr>
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</table>

i. Faculty Senate (Dr. Murray Leaf)
   i. No reports made

j. Retiree Association (Sandee Goertzen)
   i. Nothing much to report, had lunches as usual

University Committees

a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   i. Per Naomi Emmett – Regarding the Financial backing of parking costs, still no email response.
   ii. Revenue from Parking (permits, metered parking, citations, etc…) go to parking garage costs. Will reach out for further details.
      i. **Question: Is debt servicing, like a mortgage?**
         a. Yes. Parking garages are expensive and the debt is currently at $2-3 million.
   iii. If parking costs are too expensive, consider discussing with your Supervisors for compensation, or take the DART.
   iv. Concerns of car covers: Are allowed as long as the parking permit, and license are visible.
   v. Booster Fuel – People are “helping” by closing open gas covers. Booster is looking at a different solution, such as a hanging tag.
   vi. V-Bikes: Available to rent for $1.00/day
   vii. Electric Vehicles are allowed to charge for a MAXIMUM of 4 hours.
      i. **Question: Are there signs for the electric parking spots?**
         a. Yes, there are.

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

b. University Safety and Security (Chad Thomas)
   i. Lots of discussion and feedback.

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. Report given by Pam Stanley
      i. Looked at the stats of the retail food services.
         a. Chik-fil-A surpassed Panda Express
         b. The Pub has had major retail grown with the new menu.
         c. Zatar is a new addition in the Student Union - serves Mediterranean fare
         d. Starbucks
            i. Will have a fully licensed Starbuck location coming to the Student Union in November
      ii. Most vending machines accept credit cards now
   iii. Shop UTD App
      a. Can order food for pickup, comet cab locations, parking availability, bus locations, etc…
   iv. Northside Festival
      a. October 28
      b. $15 for General Admission
      c. $30 for VIP Tasting and access to American Taproom
      d. Beer and Chili
      e. Volunteers needed
         i. Question: Is there a food truck schedule/location on the Shop UTD app?
            1. No, it’s on the dining website. Usually 3 trucks/day. Will take it as a suggestion for the app.
         ii. Question: Does the Shop UTD App allow ordering for The Pub/IHOP/etc at some point?
            1. Definitely something we’d like to grow toward. Want to be ready for the influx of activity associated with that function.
         iii. Question: For people with mobility issues and who can’t walk to food locations on campus, have you considered an On-Campus deliver service?
            1. Definitely has been discussed. Infrastructure for that needs to be built-up.
               Delivery service is available to dorm lobbies currently.
iv. **Question:** Gift cards… food on campus (Chick-fil-A) do not accept them. At some point, will that be amended so gift cards will be accepted?
   1. Yes and no. Starbucks will possibly be able to, but some of the others are limited due to licensing and are not able to do so.

v. **Question:** What about the Starbucks loyalty program?
   1. Will find out about that

vi. **Question:** What about the Starbucks app ordering? Will that be available for the location in the student Union?
   1. Could be an infrastructure issue, but will look into that.

vii. **Question:** Is there a centralized location where we can see upcoming events at Northside?
   1. UTDallas Events and Festivals at Northside, Facebook page and also have a website up.

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

h. **Student Fee Advisory Committee** (David Richardson and Annette Rogers)
   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. No report made

i. **Intellectual Property Advisory Committee** (Jay Silber)
   i. No report made

j. **Academic Calendar Committee** (Megan Gray and Sheila Rollerson)
   i. No report 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. Committee met
      i. Several departments on board. Trying to work with them and work with lots of areas.
         a. Would like to have 2 Lunch and Learns for July and October. Set for approval right now
b. Wellness Awareness and Awareness Month
   i. Check the comet calendar for updates!
   ii. If you have any ideas for things, please contact Pinky!

ii. Lunch Shuttle to SPN
   i. Was not being used, so it was shut down
   ii. If things are available, please make use of them!
   iii. Students are attending the meetings.

6. 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. Revised letter will be sent to Staff Council before sending to President Benson

7. Old Business
8. New Business
9. Reminders
   a. Staff Council Scholarships
      i. Deadline: September 15, 2017
   b. CARE Awards
      i. Next Deadline: October 31, 2017

10. Misc
11. Upcoming Guest Speakers:
   a. October: N/A

12. Adjournment
   a. Motion to Adjourn
   b. Meeting Adjourned at: 10:35am

Respectfully submitted,
Jamie Abrams
Staff Council Secretary/Treasurer
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<td>Toner Recycling revenue: $139.93</td>
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<td>$3,177.97</td>
<td>Donation revenue: $250.00</td>
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