Staff Council
Meeting Agenda

Wednesday, January 10, 2018
JSOM 1.517
9:00AM

“Staff Council is constituted by the President with the goal of continually improving University operations and the well-being of all UT Dallas employees.”
1) Call to Order
2) Roll Call
3) Guest Speaker: Frank Feagans
4) Colleen Dutton – AVP of Human Resources
5) Review of December 2017 Council Minutes
6) Committee Reports
   a. Executive Board (Naomi Emmett)
   b. Attendance Report (Melissa Wyder)
   c. Student Government (JW Van Der Schans and Alex Holcomb)
   d. Benefits Committee (Debbie Greszler)
   e. Communications Committee (Paul Bottoni)
   f. Fundraising Committee (David Richardson)
   g. Staff Development Committee (Lynn Butler)
   h. Secretary and Treasurer’s Report (Jamie Abrams)
   i. Faculty Senate (Dr. Murray Leaf)
   j. Retiree Association (Sandee Goertzen)
7) University Committees
   a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   b. Campus Facilities (Patrice Holt)
   c. University Safety and Security (Chad Thomas)
   d. Women’s Center (Jane Shipman, and Becky Wiser)
   e. Planning, and Policy (Dennis Guten.)
   f. Auxiliary Services Advisory (Elizabeth Young)
   g. HOP Committee (Naomi Emmett)
   h. Student Fee Advisory Committee (David Richardson and Jazzmyn Wilson)
   i. Committee for Support of Diversity and Equity (Carrilaine Schneckner, Daniel
      Hernandez, Letitia Andrews, Jane Shipman, Yu (Selina) Gu, Jazzmyn Wilson,
      Annette Rogers)
   j. Intellectual Property Advisory Committee (Jay Silber)
   k. Academic Calendar Committee (Megan Gray Hering and Sheila Rollerson)
   l. Information Security Advisory Committee (Chris Milazzo)
   m. University Sustainability Committee (Craig Lewis)
   n. Wellness Committee (Elena Morten. Pinky Reyes, and Georgetta Oliver)
8) Continuing Business
9) Proposals:
   a. 2014-004p: Executive Board is looking into an ombudsman for employees
   b. 2017-002p: Centralized room reservation process. (Staff Development)
   a. 2017-006p: Paper towel dispensers/Letter to facilities (Benefits)
   b. 2018-004p: Vegan-friendly food options (Communications)
10) Suggestions:
   a. **2018-007:** The crosswalks in front of the JSOM building are very unsafe especially ever since my boss Darren Crone was recently hit by a car while crossing the street. I feel like I need to voice my concerns to prevent future accidents from happening. I have been nearly hit by a car 3 times. One of the three times I was an inch from getting hit. I was at the 2nd crosswalk between JSOM 1 & 2 and saw a car turn to go down the street so I figured I was safe (especially since it was the 2nd crosswalk). I barely began to cross the street when I heard the car's engine rev and all of a sudden the person started to race straight towards me going extremely fast. I barely made it to the yellow lines right before they rushed right behind me nearly hitting me. I could feel the force of the car behind me. Had I not rushed to the yellow lines I am pretty sure he would have killed me. One of the other times I was nearly hit the person was also barely turning on the road and decided to speed up. Luckily, I was fast and was on the other side of the street before they went rushing by. The third time I was nearly hit a person was texting while driving and didn't even see me. These three times that I was nearly hit is not all I have experienced. There have been so many numerous times that I have been at the crosswalk waiting/watching cars, and they generally do not yield at all. They just speed by, and I can tell they do not care for pedestrians and/or they are texting while driving. There has to be something UTD can do to make the crosswalks safe again. I highly recommend installing security cameras and more speed bumps so students cannot race through the front of the JSOM building. I honestly feel like I am not safe to come into work. I am constantly paranoid that I will be sent to the hospital or worse every time I cross the street. No one should have to feel this way; therefore, it is imperative this issue is fixed asap.

   b. **2018-009:** The crosswalks in front of JSOM (particularly the second one between JSOM 1 & 2) are not safe to cross due to driver negligence. Our department boss, Darren Crone was recently hit by a car crossing the crosswalk on his way to work the commencement ceremonies. There has been several instances where I am nearly been hit by a driver while crossing the crosswalk in a weekly basis. UTD needs to provide more safety precautions (security cameras, speed bumps) for these crosswalks.

11) Old Business
12) New Business
13) Reminders:
   a. **Staff Scholarships:** Now accepting applications for Spring 2018  
      i. Deadline: February 15th, 2018
   b. **CARE Awards:** Now accepting nominations for: Spring 2018.
   c. **OSV Can Opener Drive:** Manual (non-electric) can openers needed.  
      i. Accepting donations Jan 1-31st
      ii. Donation box locations:  
         1. OSV Office (SSA 14.431T)
2. AD 2nd floor lobby near the elevators
3. SU 1st floor lobby
4. RHN lobby
5. ECS Student Services Office (ECSS 2.502)

14) Adjournment

15) Next Meeting: 02/14/2018
   a. Upcoming Guest Speakers: N/A
University of Texas at Dallas  
Staff Council Meeting  
December 13, 2017

In attendance: Jennifer Klunk, Naomi Emmett, Ste've'sha Evans, Selina Gu, Amanda Hodges, Kelly Kaar, Sylvia Smiley, Michele Brown, Debbie Greszler, David Richardson, Helen Roth, Carrilaine Schneckner, Renee Stone, Melissa Wyder, Dennis Guten, Charlotte mason, Cynthia Seton-Rogers, Elise Smith, Frankie Branham, Matt Brown, Debbie Buckner, Angela Marin, Seanne Rackal-Childs, Brian Scott, Rebeka Stafford, Lynn Butler, Andrew Helgeson, Jay McAllister, Evan Paret, Deja Rollins, Chad Thomas, Anthony Galvan, Jan Gebhard, Anna LeBlanc, Anh Pho, Pam Stanley, Adrienne Wilson.

Absent: Jamie Abrams, Alice Presti, Pinky Reyes, Paul Bottoni, Janie Shipman, Shelly turner, Liz Martin, Beverly Reed, Shahrukh Farooq

1) Call to order 9:04.
2) Roll call.
3) Guest Speaker: Dr. Calvin Jamison.
   a. PowerPoint update on Campus Improvements.
      i. Bus Route circling campus is out for Bids.
      ii. Walking path from SPN to campus is in discussion.
      iii. Outdated signage is being updated with touchscreens – see one in AD.
      iv. The future of HH is in discussion.
      v. More landscaping upcoming.
      vi. Timeline for DART station is 2022.
      vii. Representative requested lock for the single stall restrooms on FO first floor adjacent to the Atrium.
      viii. Seeking additional banquet space.
      ix. New SLC to be completed in 2020.
      x. Representative seeking safe path to cross Waterview at WSTC.
         1. UTD working with City of Richardson to provide a light at loop road.
         xi. Adding cameras and lighting to all parking lots.

4) Marco Mendoza, Human Resources.
   a. Introduction of new HR staff.
   b. PowerPoint.
      i. Manager self-service demo.
         1. Is this available to managers support staff?
            a. Only the manager can view.
      ii. Service awards page.
      iii. New Performance Appraisal form being rolled out.
         1. Form is in excel.
a. Some revisions expected.

5) Review of November 2017 council Minutes.
   a. Motion to approve Jennifer Klunk/Frankie Branham – unanimously approved

6) Committee Reports.
   a. Coffee with the President had 9 attendees.
   b. Regents Outstanding Employee Award – created by the EAC and approved and funded by the Board of Regents.
      i. Chad Thomas mentioned Student Affairs is concerned nominations are being sent directly to the Regents.
         1. Naomi Emmett assured him all nominations received would be forwarded to Dr. Benson’s office.
         2. None had been received at this time.
      ii. Nominations due to UTD on January 26th, 2018.
      iii. Email to ROEAnominations@UTDallas.edu.
   c. CARE Award – Chad Thomas requested a meeting announcement similar to the general meeting email be created for the CARE award.
   d. Dr. Benson is working on a UTD Outstanding Staff Award.
   e. Planning and Policy (Dennis Guten).
      i. Change name to read IT Security Planning and Policy.
         1. Promoting software available.

7) Student Government (JW Van Der Schans and Alex Holcomb.)
   a. Currently working on 30 projects.
      i. Graduate and international affairs concerns.
      ii. Marketable skills and professional development needed.
      iii. Surveying for needs in advising accessibility.
      iv. Know your rights cards in 4 languages.
      v. Career and public service day.
      vi. Carpooling service for free or reduced fee in evening.
      vii. Sustainable advocacy – blue bins to encourage recycling.
      viii. Publicizing bike locks.
      ix. Change the SG website.
      x. Tech vending machines offering chargers, etc.
      xi. Public arts initiative.
         1. Photo ops.
         2. Art install capstone.
         3. Public piano – seeking piano for the plaza at founders, ECS, or SU.
      xii. Updating bylaws.
      xiii. New chairs.
      xiv. Working on relocating the Love jack to a more visible space.
      xv. UTD mobile app to communicate to students.
         1. Pushing to create a HUB on app for student media.

8) Staff Council Committee Reports.
   a. Benefits Committee (Debbie Greszler).
i. Completed ranking the scholarships – recommendations submitted.

b. Communications Committee (Paul Bottoni).
   i. Sun is out.
   ii. Flare will go out Friday.
      1. Accepting recipes.
   iii. Taking procurement proposal to Terry Pancratz.

c. Fundraising (David Richardson).
   i. Car wash made $89.8.
      1. $108.60 in veteran’s Day.
      2. Volunteers received a cactus from our holiday sale.
   ii. Holiday flower sale made a profit of $1350.
      1. 6 cacti remain for sale.

d. Staff Development (Lynn Butler).
   i. Staff appreciation at Center for Brain Health on January 11th from 11-2pm.
      1. Sonny Bryan’s is catering.
      2. Dr. Jamison is funding food and giveaway.
      3. Lunch will be served from noon to 1:30 pm.
      5. Taking games.
      6. Bus is arranged to pick up at the JSOM circle at 11 am and return at 2pm.
         a. Bus will pick-up at other campuses and deliver staff to CBH.
   ii. No update on updating room reservation system.

 e. Treasurers report – no update.
   i. transferring some of the $6000 to scholarships.

f. Faculty Senate (Murray Leaf).
   i. No updates.

g. Retiree (Sandee Goertzen).
   i. Luncheon @ crossroads diner and Campbell & Preston.
   ii. Thank you to the fundraising committee for the beautiful poinsettias.

9) Continuing Business.

10) Proposals:
   a. 2014-004p: Executive board is looking into an ombudsman for employees.
   b. 2017-002p: Centralized room reservation process (Staff development).

11) Suggestions:
   a. 2018-005s: Hey all! I would like to know if you can request to publish the report that supports the statistic “65% of UT Dallas Dining’s offerings are vegan.” I am a vegan staff member and I find it very difficult to sustain a vegan diet on campus. If I eat on campus, I will order a vegetarian option and do my best to eliminate the non-vegan elements that may come with it. I want to better educate myself as well as the students I engage. I think we would love to see an official report! I have navigated the dining website and I cannot find a list of vegan exclusive items. Our campus has a high ranking for began
offerings, yet there doesn’t seem to be one place where this information is housed (see vegetarian food link here: https://new.dineoncampus.com/files/section_documents/748e3fb0-b505-493d-9bf2-8b3f64595832.pdf). Additional, if a campus vegan menu were to be published, several dining locations would have to be completely eliminated (even the vegetarian salads have cheese or egg in them). Thanks in advance for your help. I want to make sure I am not overlooking any of our campus resources. I am not sure if this is the best place to direct my concern, please advise. It would be a huge win to discover I have overlooked the myriad of ways our campus provides for the vegan needs of students. I am eager to learn more!

i. Cynthia Seton-Rogers moves to not adopt. “respond if possible.”
   1. Wyder seconds the motion
   2. Discussion: issue is combined with previous comment
      a. Carrie Chutes and Chartwells are preparing a response and
         planning an update to their website.
      b. Food service Advisory committee is opening a “dine on campus”
         website.
   3. Motion passes

b. **2018-006s:** While a great many areas at UTD have improved their systems, processes and procedures, Coursebook remains a problem. It frequently does not work, is rarely accurate to current class listings (and can take several days to update, per a recent correspondence), and breaks down more often than Orion. Given that we have high expectations for the systems our students can access, why has this system not been overhauled?
   i. Sylvia Smiley moves to adopt.
      1. Matt Brown Seconds the motion.
      2. Motion passes and is assigned to the benefits committee.

12) Old Business.
13) New Business.
14) Reminders.
   a. **Staff Scholarships:** Now accepting applications for Spring 2018.
      i. **Deadline:** February 15th, 2018.
      ii. **CARE Awards:** Now accepting nominations for: Spring 2018.

15) Adjournment: 10:50 am
16) Next meeting: 01/10/2018.
   a. **Upcoming Guest Speakers.**

Minutes recorded and submitted by:

Melissa Wyder, Staff Council Vice President
### STAFF COUNCIL OPERATING ACCOUNT – 10037002

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance November 30, 2017</td>
<td>$3,486.61</td>
</tr>
<tr>
<td>Clocks for CARE Awards</td>
<td>$-502.69</td>
</tr>
<tr>
<td>Envelopes for CARE Invitations</td>
<td>$-13.16</td>
</tr>
<tr>
<td><strong>Ending Balance December 31, 2017</strong></td>
<td><strong>$2,970.76</strong></td>
</tr>
</tbody>
</table>

### STAFF COUNCIL FUNDRAISING – 10035003

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance November 30, 2017</td>
<td>$6,363.08</td>
</tr>
<tr>
<td>Fundraiser Revenue</td>
<td>$1,305.22</td>
</tr>
<tr>
<td>Poinsettia Purchase</td>
<td>$-140.73</td>
</tr>
<tr>
<td><strong>Ending Balance December 31, 2017</strong></td>
<td><strong>$7,527.57</strong></td>
</tr>
</tbody>
</table>

### STAFF COUNCIL ENDOWED SCHOLARSHIP – 10051017

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance November 30, 2017</td>
<td>$1,594.68</td>
</tr>
<tr>
<td>No Activity</td>
<td></td>
</tr>
<tr>
<td><strong>Ending Balance December 31, 2017</strong></td>
<td><strong>$1,594.68</strong></td>
</tr>
</tbody>
</table>

### JODY NELSEN SCHOLARSHIP – 10051018

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance November 30, 2017</td>
<td>$772.14</td>
</tr>
<tr>
<td>No Activity</td>
<td></td>
</tr>
<tr>
<td><strong>Ending Balance December 31, 2017</strong></td>
<td><strong>$772.14</strong></td>
</tr>
</tbody>
</table>

### STAFF SCHOLARSHIP – 10050010

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance November 30, 2017</td>
<td>$3,177.97</td>
</tr>
<tr>
<td>Donation</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>Ending Balance December 31, 2017</strong></td>
<td><strong>$3,202.97</strong></td>
</tr>
</tbody>
</table>
Fundraising

Called to order at 10:05am
Members present: David Richardson, Anna LeBlanc, Elise Smith, Adrienne Wilson

- Christmas bears, cactus and poinsettias sales: $1727, with a net profit of $1382.45 – approximately 5.5 scholarships
- Only doing Valentine’s Day bears, and no roses this year
- We need to decide, as a group, when we want to do our 1 car wash before the end of the year
- We will be doing orange and off-white graduation bear sales in April
- Anna LeBlanc will be spearheading a new initiative to get the Fundraising Committee involved with Comets Give Day
  - Target amount to raise: $500; 2 scholarships
  - Will make an announcement at next 2 Staff Council meetings
December 13, 2017

Staff Council Staff Development Committee Report

Meeting Start time: 10:54 AM

Attendees: Lynn Butler, Jay McAllester, Anh Pho, Frankie Branham, Marco Mendoza, Michele Brown, Seanne Childs, Andy Helgeson, Selina Gu, Rebeka Stafford, and Kelly Kaar

Today Lynn offered us an update and opened the meeting to discussion regarding the upcoming Staff Appreciation Day for our staff who work outside the main UT Dallas campus.

Discussion:

Staff Appreciation will be Jan 11, 2018 at the Center for Brain Health (CBH).

Transportation: UTD bus will depart at the traffic circle outside of JSOM at 11:00 and return to JSOM at 2:00pm taking staff to CBH. After dropping off passengers at CBH, the bus will then head over to Callier (Dallas) to pick up staff from the center.

Lynn will check to see if there are any staff members at Center for Vital Longevity (CVL) who need to picked up to attend the Staff Appreciation luncheon. If needed, she will work on the logistics on bus transportation for that service.

Lunch: Lunch to be catered by Sonny Bryant’s BBQ from 12-1:30 – Full Potato Bar to include ice tea and cookie. Staff will serve.

Giveaway: A Pop Sockets for cell phones.

Further discussion:

Lynn will look into how we can provide something for the staff at Callier (Dallas) for those who cannot attend due to time constrain with students. An option was discussed of possibly taking pizza over to them.

Possible games to take to CBH on that day. Andy Helgeson and Lynn have some ideas if we decide to take games.

Frankie offered up an option - maybe do away with the giveaway and increase the food order to ensure that there is plenty for all. All committee members were in favor as well. Lynn will reach out to Wendy at CBH for her feel on the numbers expected in attendance.

Email: Further inquiries between Lynn and Wendy at CBH indicated that we might stay with the original plan of providing the set number of plates AND offer the giveaways. Wendy is confident that our quantity of food and giveaways will be sufficient for the expected number of attendees

Meeting adjourned at 11:26 AM