1. **Roll Call**
   
   **Present:** Jamie Abrams, Paul Bottoni, Frankie Branham, Michele Brown, Matt Brown, Debbie Buckner, Lynn Butler, Naomi Emmett, Shahrukh Farooq, Anthony Galvan, Janice Gebhard, Debbie Greszler, Dennis Guten, Amanda Hodges, Kelly Kaar, Jennifer Klunk, Anna LeBlanc, Angela Marin, Charlotte Mason, Liz Martin, Evan Paret, Anh Pho, Alice Presti, Seanne Rackal-Childs, Beverly Reed, Michelle Rinehart, David Richardson, Brian Scott, Janie Shipman, Sylvia Smiley, Pam Stanley, Renee Stone, Chad Thomas, Shelly Turner, Adrienne Wilson, Melissa Wyder

   **Absent:** Stevesha Evans, Selina Gu, Andrew Helgeson, Pinky Reyes, Helen Roth, Deja Rollins, Cynthia Seton-Rogers, Carrilaine Schneckner, Elise Smith, Rebeka Stafford,

   **Guests:** Sandee Goertzen, Murray Leaf, Colleen Dutton, Marco Mendoza, Anette Rogers, David Liner, Serenity King, Ilyce Murray

2. **Call to Order:** Meeting called to order by President Naomi Emmett at 9:04 am

3. **Guest Speakers:**
   a. **Serenity King – Assistant Provost**
      i. **Spoke on:**
         1. SACSCOC
What is Reaffirmation?

• SACSCOC conducts 10-year comprehensive (Reaffirmation) and 5-year condensed (Fifth-Year Interim Report) reviews of all institutions; *unscheduled reviews
  1972 Original Accreditation
  2008 Last Reaffirmation
  2013-2015 Monitoring*
  2014 Fifth-Year Interim Report
  2018 Reaffirmation Project (Two Components)
    SACSCOC Offsite Review: November 7-10, 2017
    Quality Enhancement Plan (QEP): submitted January 24, 2018
    SACSCOC Onsite Visit Review: March 5-8, 2018
• UT Dallas SACSCOC page: https://sacscoc.utdallas.edu

Compliance Certification Report

The Principles of Accreditation: Foundations for Quality Enhancement
Total: 96 principles

Four Sections:
1. The Principle of Integrity
2. Core Requirements
3. Comprehensive Standards
4. Federal Requirements

Attest to our compliance with 101 principles
ii. 694 pages of narrative when printed; thousands of pages of supporting documentation.

Off-Site Report

12 Principles marked “non-compliant”

- Two are Core Requirements (2.8 Faculty and 2.11.1 Financial Resources)
  - Self-reported non-compliance: 2.11.1
- Remaining ten are Comprehensive Standards
  - One was error (3.5.4 Terminal Degrees of Faculty)
- None of the Federal Requirements were marked non-compliant...yet*

* Core Requirements carry more significant consequences

* These Federal Requirements will be reviewed by the On-Site Committee

THE UNIVERSITY OF TEXAS AT DALLAS

Non-Compliant Principles

- 2.8: Faculty
- 2.11.1: Financial Resources and Stability
- 3.2.5: Board Dismissal
- 3.2.9: Personnel Appointment
- 3.3.1.2: Institutional Effectiveness: Administrative Support Services
- 3.3.1.5: Institutional Effectiveness: Community/Public Service
- 3.4.7: Consortial Relationships /Contractual Agreements
- 3.4.11: Academic Program Coordination
- 3.5.1: General Education Competencies
- 3.5.4: Terminal Degrees of Faculty
- 3.7.1: Faculty Competence
- 3.7.4: Academic Freedom

THE UNIVERSITY OF TEXAS AT DALLAS
Frequently Cited Principles

Focused Response Report: Submitted: January 24, 2018

OLD
NEW

2.8: Faculty
R 6.1 Full-time faculty & R 6.2.b Program faculty
2.11.1: Financial resources and stability
R 13.1 Financial resources & R 13.2 Financial documents
3.2.5: Board dismissal
R 4.2.b Board dismissal
3.2.9: Personnel appointment
R 5.5 Personnel appointment and evaluation
3.3.1.2: Institutional Effectiveness: Administrative Support Services
R 7.3 Administrative effectiveness
3.3.1.5: Institutional Effectiveness: Community/Public Service
No corresponding requirement
3.4.7: Consortial relationships / Contractual agreements
R 10.9 Cooperative academic arrangements
3.4.11: Academic program coordination
R 6.2.c Program coordination
3.5.1: General education competencies
R 8.2.b Student outcomes: general education
3.5.4: Terminal degrees of faculty
No Corresponding Requirement
3.7.1: Faculty competence
R 6.2.a Faculty qualifications
3.7.4: Academic freedom
R 6.4 Academic freedom

62 pages in total plus hundreds of pages in supporting documentation.

THE UNIVERSITY OF TEXAS AT DALLAS
Principles To Be Reviewed by On-Site Review Team

<table>
<thead>
<tr>
<th>OLD</th>
<th>NEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.7.3: General Education</td>
<td>R.9.3: General education requirements</td>
</tr>
<tr>
<td>2.8: Faculty*</td>
<td>R.6.1: Full-time faculty</td>
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<td>2.10: Student Support Services</td>
<td>R.6.2: Program faculty</td>
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<tr>
<td>3: Qualitative administrative / academic</td>
<td>R.5.4 (in part): Qualified</td>
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<td>officers</td>
<td>administrative / academic officers</td>
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<tr>
<td>3.3.1: Institutional Effectiveness</td>
<td>R.8.2: Student outcomes: educational</td>
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<tr>
<td>Educational Programs</td>
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<tr>
<td>3.4: Admission policies</td>
<td>R.10.5 in part: Admissions policies and</td>
</tr>
<tr>
<td></td>
<td>practices</td>
</tr>
<tr>
<td>3.4.11: Academic program coordination*</td>
<td>R.6.2: Program coordination</td>
</tr>
<tr>
<td>3.10.2: Financial aid audits</td>
<td>R.13.6 in part: Federal and state</td>
</tr>
<tr>
<td></td>
<td>responsibilities</td>
</tr>
<tr>
<td>3.11.1: Physical facilities</td>
<td>R.13.7: Physical resources</td>
</tr>
<tr>
<td>3.3.1: Policy compliance</td>
<td>R.14.5: Policy compliance</td>
</tr>
<tr>
<td>4.1: Student achievement</td>
<td>R.8.1 (modified): Student achievement</td>
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<tr>
<td>4.2: Program curriculum</td>
<td>R.9.1: Program content</td>
</tr>
<tr>
<td>4.3. Publication of policies</td>
<td>R.10.2: Public information</td>
</tr>
<tr>
<td>4.4: Program length</td>
<td>R.9.2: Program length</td>
</tr>
<tr>
<td>4.5: Student complaints</td>
<td>R.12.4: Student complaints</td>
</tr>
<tr>
<td>4.6: Recruitment materials</td>
<td>R.10.5 in part: Admissions policies and</td>
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<tr>
<td></td>
<td>practices</td>
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<tr>
<td>4.7: Title IV program responsibilities</td>
<td>R.13.6: Federal and state responsibilities</td>
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<td>4.8.1: Distance learning: Verification</td>
<td>R.10.6.a: Distance and correspondence</td>
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<tr>
<td>4.8.2: Distance learning: Privacy</td>
<td>R.10.6.b: Distance and correspondence</td>
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<tr>
<td>4.8.3: Distance learning: Notification</td>
<td>R.10.6.c: Distance and correspondence</td>
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<td>education</td>
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<tr>
<td>4.9: Definition of credit hours</td>
<td>R.10.7 in part: Policies for awarding</td>
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<td>credit</td>
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</tbody>
</table>

* Found Non-Compliant by Off-Site Review Team

On-Site

- December 2017: Advisory Site Visit from SACSCOC VP Crystal Baird
- February 2018: Preliminary Visit from On-Site chair, Dr. Alan Boyette
- Site visit: March 5-8, 2018
Quality Enhancement Plan (QEP): Orbit

What is Orbit?

Orbit is a comprehensive plan to improve student learning by increasing levels of students’ engagement, sense of belonging, and persistence through first year programming for specific target populations:

- New undergraduate first-time-in-college (FTIC) students
- New undergraduate transfer students
- New international students
- New graduate students
NSEB

The New Student Engagement Board (NSEB) is a core part of Orbit and is made-up of individuals across campus responsible for new student engagement and programming. Its members will coordinate all campus-wide efforts that target all first-year-at-UT Dallas students.

NSEB was formed in 2017 and is meeting regularly. Its current co-chairs are Courtney Brecheen (FTIC), Yolandé Evans (transfer), Ben Porter (graduate), and Leticia Zamarripa (international).

As part of the NSEB charge, the board will work with OIT to create an online student engagement resource to be launched Fall 2019.

FTIC Students

Enhance Freshman Seminar Course

Orbit will insert common components into existing FTIC seminar courses in order to improve retention and student success. Such components include a required common reader, information about student services, cultural awareness training, student organization and leadership opportunities exploration, and a service learning component.

These improvements are being piloted now, and will be launched in FTIC seminar courses Fall 2018.
Transfer Students

Transfer Peer Mentoring Program
Designed to cultivate a stronger connection to UT Dallas for incoming transfer students by providing concentrated support that addresses the specific needs of today’s transfer student.
Pilot occurring in 2018, full launch will be in 2019.

Transfer Seminar Course
Will assist new transfer students with navigating the college experience and introduce them to information that provides a connection to engagement opportunities at UT Dallas. Programming will be similar to the new FTIC seminar course.
Pilot will be in 2019, and the launch will be in 2020.

Graduate Students

Graduate Student Mentoring
In collaboration with the Graduate Student Assembly, the Office of Graduate Studies will invite all new masters and doctoral students to a day-long student-to-student orientation held the first or second Saturday of the academic semester.
Student mentoring launching in 2018.

Improved Graduate Orientation Delivery
The Graduate Student Orientation will be moved online, allowing for greater student participation in an easily accessible format through eLearning. Topics covered will include academic resources, safety and security, student services, and graduate student engagement opportunities.
Improved orientation scheduled to launch in 2020.
International Students

International Student Peer Mentor Program
Expansion of the existing peer mentoring program iFriend, to allow for more international student participation and encourage more domestic students to become involved.

UTD Global Engagement Committee
A board will be assembled to maintain open channels of communication among international students, international student groups, and UT Dallas faculty, staff, and administrators.
Both of the initiatives above will be launching in 2018.

Optional International Student Seminar
Graduate level international students can opt into a seminar that will assist them with navigating United States cultures and customs, the UT Dallas experience, and engagement opportunities at UT Dallas.
The new seminar will launch in 2022.

Questions? Comments?
serenity.king@utdallas.edu
accreditation@utdallas.edu
x6749
i. **Questions?**
   
   i. Are there plans to send out a summary of QEP?
      
      i. Yes, a summary will go out via email.
   
   ii. If there is interest, how do we get involved to help?
      
      i. Orbit.utdallas.edu – will be looking for a Director later.
   
   iii. On the website, the timeline says the review team will visit on the 6th. Is it on the 5th or the 6th?
      
      i. It’s on the 6th for this campus. There are 2 Off-Site places that will be visited, Callier Center and the Collin Higher-Ed Center, and then they will visit our campus.

b. **Annette Rogers and David Liner – EHS/Risk Management**
   
   i. Spoke on:
      
      1. Risk Management
AGENDA

- What is Risk Management
- Some Examples of Risk
- Managing Risks
- Risk Strategies
- Insurance

Risk Management

is the identification, assessment, and prioritization of risk followed by coordinated, engineered, and economical application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events or to maximize the realization of opportunities.
Some Examples of Risk

i. Medical Emergency
ii. Vehicle Accidents
iii. Sporting Events
iv. Fires
v. Floods
vi. Severe Weather
vii. Laboratory Materials
Managing Risk

Risk Management Techniques

• **AVOID**
  • Opt not to engage in the activity

• **FINANCE** or **TRANSFER**
  • Insure or transfer losses
  • Self-insure or retain and pay losses
  • Contractually transfer risk with indemnity & hold harmless agreements
  • Waivers of Liability

• **CONTROL**
  • Claims management & loss reduction
  • Loss prevention
Risk Management and EH&S Everyday

- Research Safety
- Walking surfaces
- Medical First Aid
- Suppression Systems
- Notification Systems
- Auto Insurance
- Facilities Inventory
- Risk Reserving
- Blood Borne Pathogens
- Means of egress
- Facility Civil Engineering Review
- Detection Systems
- Fire Arts
- EOC Management
- Record Destruction
- Fall Protection
- Emergency Response
- Record Retention
- Space Management
- Workers’ Compensation
- Inspections
- Golf Cart
- Confined Space
- Electrical Safety
- Ergonomics
- Indoor Air Quality
- Asbestos
- Machine Safety
- Forklifts
- Foot Protection
- Water Master Plan
- Slips and Falls
- Emergency Exercises
- Ground Water Issues
- Trenching and Shoring
- Man Lifts
- Sanitization
- Fire Extinguishers
- Property Insurance
- Table Tops Exercises
- Environmental Reporting
- Ventilation
- Air Emissions
- Confinement Systems
- Cyber Insurance
- SPCC (OIL) Management Plan
- Portable Hand Tools
- Ladders
- Compressed Gases
- Tanks Inspections
- Insurance Contract review
- Builders Risk Insurance
- Lease Agreements
- Volunteers
- PPE
- Respirators
- Campus River Management
- Insurance Coverage Reviews
- TULIP
- Training
- Cert Team
- Property Inspection
- Regulatory Reporting
- SACS Accreditation
- AED Management
- Accident Investigation
- Seek Shelter Drills
- Tabletop
- Emissions Calculations
- SPCC (OIL) Management review
- Occupational Health
- International Travel
- Plan Reviews
- Special Events Management
- UST issues
- Minors on Campus

Texas Tort Claims Act

The UT System is a State entity and thus has tort immunity protections given to it under Chapter 101 of the Civil Practice and Remedies Code.

Granting governmental units sovereign immunity serves several purposes. It protects governmental time and resources from diminishment from private litigation and encourages forthright action by public officials.

It also protects the government from fraudulent or frivolous suits that otherwise may arise because of the perceived “deep pockets” of government entities.
University Insurance

- Athletics Auto Insurance
- Auto, Property and Liability Plan
- Commercial Crime Insurance
- Comprehensive Property Protection Plan (CPPP)
  - CPPP Fire and All Other Perils
  - CPPP Named Windstorm & Flood (including NFIP and TWIA)
- Cyber Liability Plan
- Camps, Clinics, Non-Owned Camps, Athletic Camps
- Directors and Officers/Employment Practices Liability Plan
- Equipment Insurance
- Fine Arts Insurance
- Foreign Package/International Travel
- Professional Medical Liability Plan (PLI) - Annual Institution premium and
- Student Allied Health Liability
- Workers’ Compensation

University Insurance Cont.:

- TULIP Policy
- Data Breach
- International Travel
- Summer Camps/Conference
- Amateur Sports
- Broadcasters
- Buffer/General Liability
- Educators Legal Liability
- Media Professional
- Non-Owned Aircraft
- Athletics
- Pollution Legal Liability
- Special Crime/KNR
- Licensed Professional Liability
- Excess Liability
- 2nd Assess Liability
- 3rd Access Liability
- 4th Excess Liability
- Crime
- Cyber Liability
- Fiduciary
- Excess Fiduciary
- Buffer Excess Fiduciary
- Foreign Package
- Student Organization Insurance
- Medical Malpractice
Contract Management

- Contract Administration is the process of managing contracts from inception to execution and completion while assessing the business needs, risk tolerance and legal implications of a University.

- Indemnification refers to a contractual right whereby one party (the “indemnifying” party) agrees to cover the losses experienced by another party (the “indemnified” party) under specific circumstances. Common examples where one party agrees to indemnify another include (i) a breach of representations and warranties in a contract, (ii) a breach of a covenant in a contract and (iii) losses arising from third-party lawsuits, for example an intellectual property infringement claim.
Special Event Insurance

Special Event or TULIP Insurance is available for individuals or entities permitted to use campus facilities, who may not otherwise have required insurance. This coverage is inexpensive and easy to obtain.

- Premium costs are typically paid by the 3rd party or by the University department or organization hosting the third party on campus.

- Premium costs are based on the nature of the event, the duration of the event, the number of participants, and any special requirements such as liquor liability, etc.

![ACORD Certificate of Liability Insurance](image-url)
University Insurance

- Policies ENDORSED:
- University is ADDITIONAL PRIMARY INSURED and coverage is PRIMARY as respects university coverage which is NON CONTRIBUTORY [General and Automobile]
- Policy ENDORSED: Insurer WAIVES RIGHTS OF SUBROGATION against university [Workers’ Comp and Employer’s Liability]
- EACH POLICY ENDORSED, 30 DAYS written notice to university if policy is cancelled

A Certificate of Insurance alone is not sufficient!

Questions
c. **Colleen Dutton** – Human Resources  
i. **Spoke on:**  
   1. Dean of ECS Search  
      a. Concluding soon, hopefully at the end of the month.  
   2. Dean of BBS Search  
      a. Working on getting a committee together for March  
   3. Director of Equity and Compliance  
      a. Working with Dr. Benson to find someone.  
      b. Institutional Equity, Title IX, and Compliance are now 3 separate entities, reporting to Dr. Wildenthal (Exec. Vice President.)  
         1. Went into effect February 01, 2018  
   4. Annual Appraisals  
      a. Due by April 6th.

d. **Ilyce Murray** - Human Resources  
i. **Spoke on:**  
   1. Employment Brand Project  
      a. Collaboration between Marketing and Human Resources to develop strategy, resources, and tools to attract and retain top talent in the Dallas market.  
   2. Telling the UTD Story  
      a. Would like to engage Staff and have them join focus groups to share their experiences at UTD.  
      b. Looking to enhance the employee experience.  
      c. Information for focus groups (dates/times) will be sent out later. Please participate.  
   3. Instagram  
      a. Working on developing a hashtag for use when posting photos of UTD life.  
   4. UTD Ambassadors  
      a. Would like individuals with good experiences at UTD, to network and to share that with others.  
   5. Questions  
      a. **Is there an estimated ETA of getting the info out?**  
         1. Hopefully within the next week or so. Will be on the website and send out via the distribution list for the HR Forums. Please feel free to share the info.

3. **Review of January 2018 Minutes**  
i. Motion to accept made by: Melissa Wyder  
   1. Motion 2nd by: Sylvia Smiley  
      a. Minutes accepted
4. Committee Reports
   a. Executive Board (Naomi Emmett)
      i. ROEA
         1. 22 Nominations were submitted.
         2. Some updates have been made to the information for next time.
      ii. Board of Regents Chancellor
         1. Currently taking suggestions.
         2. Per Chad Thomas – Would like to submit Dr. David Daniel for consideration.
      iii. Staff Council Vacancy
         1. Selina Gu will be leaving Staff Council
   
   b. Attendance Report (Melissa Wyder)
      i. Attendance is great!
   
   c. Student Government (JW Van Der Schans and Alex Holcomb)
      i. Public Piano
         1. Was implemented and has become very popular among the students.
         2. Located under the SU pavilion.
      ii. Art Curating Board
         1. For student art
         2. Moving forward
      iii. Committee Chairs
         1. Have been emailed, some spaces still need filled
      iv. UTD Sign
         1. Capstone project by Travis Fowler
         2. Large UTD on the South wall of JSOM, by Loop Road.
      v. Student Fee Advisory
         1. Meeting on Friday.
      vi. Student Gov’t Election
         1. Would like to have one student per school on the Election Board.
         2. New SG President and VP will be voted in, during April. Would like them to be brought to SC for introductions.
      vii. Green Initiative
         1. Headed up by: Joey Campaign
         2. Taking suggestions for Green Initiative Projects
      viii. Take One/Leave One
         1. Book exchange, similar to a Little Free Library
      ix. Amazon Lockers
         1. For shipping Amazon orders to lockers in the Student Union on campus.
x. Know Your Rights cards
   1. Currently getting the translations done.

xi. Tech Vending Machines
   1. For small, easily lost things, such as chargers, cables, headphones, etc…

xii. Question: Student bills will be coming out, with students receiving scholarships/housing changing – is that information coming through Student Government? Instead of paying housing monthly, they will have to pay it up front.
   1. The information has been coming from a few different channels. From our understanding, there are options available. Either you pay up front entirely, or through a 3-payment option. The policy was brought up by the campus housing advisory meeting. Have asked about additional payment options, and currently waiting on that.

d. Benefits Committee (Debbie Greszler)
   i. Scholarships
      1. 3 additional scholarships are being awarded, for a total of 13.
         a. Nicole Harrington
         b. Alissa Qualheim
         c. Fatima Raad
      2. Met with Simon Kane of the Provost Office.
         a. Discussed the concerns regarding Coursebook. He was very receptive of concerns and requested continual feedback.
         b. Performance issues are being looked at and having some things done on the back-end to improve that.
         c. They are also collaborating with OIT and UT System to continue improving.
         d. If assistance is needed, everyone is encouraged to call or email his office. They are happy to help, and to build custom reports. Please contact them via the Provost Technical Group.
            i. Per Jennifer Klunk – If you are looking at the Main List view, and it doesn’t look right? You need to click the more Detailed View. It has a timestamp on it that will tell how recently it was pulled from the system.
         e. New release will also be coming out soon.
         f. Simon is happy to come and speak to Staff Council about Coursebook.
i. Naomi will reach out to him.

e. **Communications Committee** (Paul Bottoni)
   i. Solar Flare will go out next week.
   ii. **Cookbook**
       1. Submissions have been very heavy on the dessert side.
       2. Please submit more appetizers and main course dishes.

f. **Fundraising Committee** (David Richardson)
   i. Report given by: Ana LeBlanc
      1. **Comets Give Day**
         a. April 3rd, 2018
         b. Would like to raise $500 for 2 scholarships
         c. Need volunteers for a booth on The Mall to take donations.
            i. If interested, please reach out to Ana.
   ii. Point of Interest: Per Melissa Wyder – Training for Digital Ambassadors is available.

g. **Staff Development Committee** (Lynn Butler)
   i. Staff Appreciation – Callier
      1. Was last month.
         a. Everyone had a fantastic time.
         b. Baked potatoes were huge, and very filling but tasty.
         c. Great turnout for the event.
            i. Building is wonderful, would like Staff Council to take a tour.
         d. Will be discussing the Staff Appreciation for the main campus after the Staff Council meeting.

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Proforma – Callier SA</td>
<td>$-217.45</td>
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<tr>
<td>Fundraiser Revenue Transfer</td>
<td>$-18.00</td>
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<tr>
<td>Ending Balance January 31, 2018</td>
<td>$2,735.31</td>
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   ii. **Staff Council Fundraising Account**

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<td>Ending Balance January 31, 2018</td>
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   iii. **Staff Council Endowed Scholarship**

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v. Jody Nelsen Scholarship

No Activity

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<tr>
<th>Ending Balance</th>
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<td>Endowment Market Value: $ TBD</td>
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v. Staff Scholarship

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<th>Donation</th>
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<tbody>
<tr>
<td>Ending Balance</td>
<td>$ 3,227.97</td>
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</tbody>
</table>

- Faculty Senate (Dr. Murray Leaf)
  - Nothing to report

- Retiree Association (Sandee Goertzen)
  - Nothing to report

University Committees

a. Parking and Transportation (Dee Lambert and Melissa Wyder)
  - No report made

b. Campus Facilities (Patrice Holt)
  - No report made

b. University Safety and Security (Chad Thomas)
  - Met a few weeks ago.
    i. Pedestrian safety issue
      a. Trying to revitalize work on it, there have been several incidents at JSOM regarding pedestrian areas.
      b. Suggestion was also brought up about a traffic assessment for roadways and parking lots.

ii. Program Services Clinic
   a. Mandatory testing is available by the UT Southwestern Clinic.

iii. Controversial Speakers
    a. How would UTD handle the situation?
      i. Working on being prepared should something happen. Possibly making a working group. Sent a letter to Dr. Benson and a few others.

iv. Question: Regarding safety? The landscaping on loop road (by PS3) is blocking the view of people crossing.
   a. Will look into that.
v. Per Dr. Murray Leaf – Discussion was also had about having someone from Communications be put on the Safety Council, and the Director of Communications/Media agrees. A change will be made to the charge.

vi. **Question:** Do ADA concerns run through your Committee?
   a. No, but some related issues do get brought up on occasion.
      i. Per Dr. Murray Leaf – Currently working on a charge for an ADA Committee that will bring people together to address ADA concerns; where Federal ADA Compliance is still not enough.

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

d. **Planning, and Policy** (Dennis Guten)
   i. No report made

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

f. **HOP Committee** (Naomi Emmett)
   i. Did not meet

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

l. **University Sustainability Committee** (Craig Lewis)
   i. No report made

m. **Wellness Committee** (Pinky Reyes, Georgetta Oliver, Taylor Tran)
   i. No report made

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
   b. Suggestions
      i. **2018-010s:** Faculty appointments stress teaching, research, and service. There should be a similar service component to staff positions. The University and its staff have tremendous talent and resources that we owe it to the community to share. Staff should be able to volunteer either through direct action or board membership for a limited number of hours without having to use vacation. It should be part of the University's duty. Some examples: UCLA and UMSTL organize service projects for staff and faculty that occur on at least one day per year and bus their staff and faculty to community locations to perform community service. *(Anon.)*

   1. Melissa Wyder – Reached out to Student Affairs, Office of Student Volunteerism. Would love to have volunteers for RUOs (Responsible University Officer) during events. Currently lacking in volunteers.
      a. Colleen Dutton – If a Non-exempt employee is acting as an RUO: Will need to be considered OT pay, or get Comp-time.
         i. Sylvia Smiley – Would like to accept this, but each department has different rules. Departments will often refuse volunteer time even for On-Campus events.
         ii. Dr. Murray Leaf – The wording suggests that everyone should have a service obligation. A separate resolution is needed.
         iii. Colleen Dutton – We should encourage people to volunteer within the UTD community, however volunteer hours outside of UTD is something we are not able to do via State Law.
         iv. Alice Presti – The suggestion mentions that other Universities have one day/year allowed for volunteering. Supervisors and Staff might want to discuss having one day/year for Ambassadors to volunteer, not everyone at once.

   1. Chad Thomas – Motions to adopt this and send it to the Staff Development to look at other schools and develop further action on this.
      a. Dr. Murray Leaf – Staff Council can recommend Policy.
         i. Motion 2nd by: Sylvia Smiley
ii. **2018-011s:** Can UTD implement a policy similar to UT System where employees can get 90 minutes a week for wellness time? Their policy states, As a result of the 2007, 80th Legislature, the State Employee Health and Fitness Act of 1983 was amended by House Bill 1297 to allow more flexibility to state agencies for administering their wellness program, including to allow employees 30 minutes during normal working hours for exercise three times each week. [https://www.utsystem.edu/board-of-regents/policy-library/policies/int185-leave-policy](https://www.utsystem.edu/board-of-regents/policy-library/policies/int185-leave-policy)

1. Colleen Dutton – Not officially offered, though a lot of people just do it. Some campuses do have it.
   a. Melissa Wyder – Also varies within the Departments.
2. Jennifer Klunk – Perhaps something for the Wellness Committee to look into. Didn’t even know this was an option.
   a. Colleen Dutton – Again, not officially offered here.
3. Evan Paret – Motions to not adopt, but to forward to the Wellness Committee
   a. Motion 2nd by: Frankie Branham
      i. Rejected

ii. Motion made to extend meeting time, by: Chad Thomas

1. Motion 2nd by: Melissa Wyder.

iii. **2018-012s:** Staff Council needs to take up the issue of green card status for employees. HR has stated that it is UT policy not to sponsor international employees. However, we do sponsor faculty. We (the university) send out emails that we believe in diversity and international students are welcome...but when it comes to our staff we are very content to have them leave after they reach their H1 visa expiration with us. We are losing valuable employees and information every time this happens. I would like Staff Council to look into if it is really policy of UT system to not sponsor employees. I would also ask that Dr. Benson be informed of this policy we currently have. Third, are we not sponsoring any staff?

   (Anon.)

1. Silvia Perez will be speaking to the Exec. Committee,
   a. Melissa Wyder – Motions to table this suggestion till after that meeting.
      i. Motion 2nd by: Charlotte Mason
         1. Suggestion Tabled
2. Ilyce Murray – There is a lack understanding with the process and what VISAs are available. A symposium for employment VISAs will be hosted on March 28th, and 3 external legal counsels to be available. As well as seminars for Managers, and discussion regarding DACA.
iv. **2018-013s:** The 'Mid-Year Merit Salary Adjustments and One-Time Merit Payments' memo sent from the President to his direct reports should be communicated to the staff. Many employees will not receive the increases they were promised due to this late and ill-informed memo. Staff Council needs to ensure all staff are aware of these new policies. This issue needs to be taken directly to the President as well. Staff already feel undervalued and this memo proves that is the case. (Anon.)

1. Colleen Dutton – Several years ago, the President had increases coming in year-round and was not equitable so changes were made. Things need to be limited and justified. The recent memo went out to help clarify and make things more equitable.
   a. **Question:** How does this play into keeping talent at UTD? People were promised promotions on this deadline.
      i. It’s an unfortunate and a leadership issue. Leadership should not be promising promotions or pay increases until the process has been fully vetted.
   b. **Question:** Is information being ignored or not sent down?
      i. A bit of both, equity issues create a ripple-effect.
      1. Ilyce Murray – We are working on ways to better align jobs with the work market.
   c. **Point of Interest:** Supervisors are using merit increases as motivational tools.
      i. Colleen Dutton – March was never meant to be a second merit increase. Only for exceptional cases.
   d. **Question:** Would HR be willing to come to Departments and to clarify?
      i. Colleen Dutton – More than happy to do so! Info is all posted online.
   e. **Point of Interest:** The memo that went out is being misunderstood. No new policies have been introduced. Clarification is needed.
      i. Melissa Wyder – Motions to reject.
      1. David Richardson – Could we forward this to HR for discussion?
      2. Ilyce Murray – Just a reminder that HR Forums are Open and these sorts of things are discussed. They are held on the 1st Wednesday of every month.
      a. Matt Brown – 2nd to Reject and Fwd to HR for discussion at HR Forum

v. **2018-14s:** The ISO recently moved to the SPN2 building. The front doors to the building do NOT provide access for mobility-challenged individuals. As well, the first set of doors flap in the wind all day. There is
no large button to press for entry and I believe this in violation of ADA requirements.

1. Melissa Wyder – Not required by ADA. There are different requirements for buttons depending on the tension of the door.
   a. There is a ramp and door on the back of the building.
      i. Marco Mendoza – The building is leased. It would need to be taken up with the owner.
      ii. Melissa Wyder – Can we add a sign that there is handicap access in the back?
      iii. Dr. Murray Leaf – This is why we need an ADA Committee.
          1. Melissa Wyder – Until the committee is formed, we can add a note.
          2. Michele Brown – Both of the SPN buildings have issues with ADA accessibility. Not only with the ramps, but with getting into the doors. Pushback has been received both from Facilities and the building Owners because it is a leased building.
             a. Melissa Wyder – Motions to adopt.
             b. Seanne Rackal-Childs: 2nd the Motion
                i. Accepted and assigned to Benefits.

9. Reminders
   a. Staff Council Scholarships
      i. Deadline: September 15, 2018
   b. CARE Awards
      i. Next Deadline: October 31, 2018
   c. Community Appreciation Day
      i. UT Dallas Activity Center (AB)
      ii. February 17th
   d. Engineering Day
      i. This Saturday

10. Misc

11. Upcoming Guest Speakers:
    a. Carrie Chutes – Director of Auxillary Services

12. Adjournment
    c. Motion to Adjourn
    d. Meeting Adjourned at: 11:24am

Respectfully submitted,
Jamie Abrams
Staff Council Secretary/Treasurer