1. Roll Call

   Absent: Paul Bottoni, Debbie Buckner, Angela Marin, David Richardson, Elise Smith, Chad Thomas

   Guests: Sandee Goertzen, Dr. Murray Leaf, Dr. Ravi Prakash, Dr. Richard Scotch, Colleen Dutton, Marco Mendoza, Illyce Murray, Carrie Chutes, Bethany Erwin, Steven Goodwin, Rani Chavez, Tyler Toledo

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

2. Guest Speakers:
   a. Carrie Chutes, Bethany Erwin, and Steven Goodwin – Aux Services
      i. Spoke on:
         1. Chartwells
            a. Phone Extension: x2269
Carrie’s Job Responsibilities

Responsible for all University contracted campus services including oversight of the book and technology stores, retail and residential food services, catering, and vending services.

Monitor the performance and efficacy of each contract to ensure that all stipulations are within acceptable bounds and are duly followed by both parties.

I am your ....

Colleague
Liaison
Partner
Idea-Bouncer-Offer
Biggest Fan
18 years of catering sales, food and beverage management experience

American Airlines Training and Conference Center
Radisson
Hyatt Regency
Blue Cross Blue Shield of Texas
Texas A&M

Bethany Erwin
catering director

Gene Christiano
Executive Chef

William Boyd
Retail Director
1. For Chick-fil-A orders: Custom order.
   a. Catering will contact for details.
   b. Minimum order is required, Comet Retail is considered catering.

2. Delivery Fee?
   a. $10.00

3. How late do these places stay open? Can they accommodate orders for 300+?
   a. Can accommodate even if the venue is closed (such as for the weekend) Contact catering, the more notice received, the better.
   b. Passes for guests and dining hall can also be bought on the Comet Retail website.
4. How much lead-time does Catering need?
   a. 48 hours

5. Told it was just for students and not Staff?
   a. There needs to be a business reason. Will discuss further with Procurement.

6. Are the food passes only for those restaurants?
   a. You can also get food passes for the dining hall.

7. Is there a minimum credit limit for the cards/food passes?
   a. At least enough to get a meal.

8. There have been issues with the food passes expiring in the Summer Hours, and finding out when trying to use them.
   a. There are different meal times in the Summer. Let catering know and they can accommodate with a heads up. Will also be putting expiration dates, visibly, on the cards.

9. Having an event on the 28th, who can I contact about catering?
   a. Bethany Erwin

10. Are the food trucks open, 7-10pm?
    a. Contact Casey Teng about food trucks.

1. Inspirations Catering
   a. Premier catering experiences
   b. Offers fully-customized menus

2. Custom menus are also available through comet retail and catering.
1. Box lunches
2. Basic breakfasts
3. Cheese/fruit trays
Monthly Promotions

Dining is a social experience and every host wants to serve the best meal possible.

Aimed at creating excitement and utilizing seasonal ingredients, monthly promotions allows our catering team to bring in new innovative ideas, along with seasonality and themes that will get your guests talking!

1. Pop-up event!
2. Can accommodate up to 12 people
3. Minimum electricity required for the space
4. Not listed on the website yet, contact Bethany Erwin via Custom Order
   a. Is this a Watching or a Doing, type of demo?
      i. Both
   b. Is there a flat fee?
      i. Per-person charge.

Teaching Kitchen

Host a....... Cooking Demo Teambuilding Intimate Event
1. Where is this being done?
   a. Dining Hall West
2. 90% scratch made
What is a catered event?

Any gathering where food, beverages, and/or liquor, is provided in which the vendor typically provides set-up (including the use of caterer-provided equipment, i.e., chafers, carafes, urns, etc.), food service/onsite preparation, and clean-up.

Caterers are required to comply with University policy including having proper certifications, licenses, and insurance.

Some examples include....

- Social Events
- Official Receptions
- Development Events
- Alumni Receptions

No matter the group size
What is a NON-CATERED event?

Food/beverage delivery or drop-off only for less than 25 individuals

Delivery person does not provide on-site service

Examples include:
Grocery stores, Sam’s Club, Sandwich/Deli Shops

Outside catering request

Needed if:

a. Hiring an outside caterer, or
b. Feeding more than 25 people

- Two weeks prior to the event date
- Fill out COMPLETELY
- Attach a copy of caterer’s health permit
- Attach a copy General and Product Liability Insurance
- Attach a bona fide quote from the outside caterer
- Department approval required
- Try to sign digitally and email
To hire an outside caterer

**Step 1**

Outside Catering form is needed **2 WEEKS IN ADVANCE**

a. The person filling out the form is **NOT** the approver.

**Step 2**

A purchase order through eProcurement is required and MUST be done before the event.

Pizza is the only exception.
1. What if someone is having a meeting once a month, and people want to bring donuts? It’s easier to just grab it and bring it. Is that okay?
   a. Yes, but please put in a catering request anyway. Donuts are not listed on the menu, but are offered.
2. Is it “Less than 25 people” or “25, or less” for a catered event?
   a. Less than 25…so 24, or less.
3. **What about an event with 23 people? Do we still need to have the written justification with names?**
   a. Yes. Will get more clarification on that.

4. **What about a meeting with no more than 12? Sometimes we get Potbelly or some other place. Are we being out of compliance?**
   a. No.

5. **What about food limitations? Diabetic, gluten-free, etc…? Can we request dietary restriction menus?**
   a. Yes we can, please let us know.

6. **Students have requested Kosher and Halal, can you do that?**
   a. Yes, but we need to know in advance.

1. **Food Advisory Committee**
   a. Meets every month, on the last Thursday
   b. Open meetings
   c. 14.625 SSA, 12-1:00pm
   d. Lunch is provided for attendees

b. **Marco Mendoza and Illyce Murray – Human Resources**
   i. **Spoke on:**
      1. **Skillsoft**
         a. Available on the HR website under Development Offerings.
         b. More offerings are available now.
      2. **Accommodations Limit**
         a. Have been increased to $800
      3. **Appraisals**
         a. Due on: April 06, 2018
      4. **HR Forum**
         a. April 04, 2018
            1. 10:00 a.m. - 11:30 a.m.
            2. TI Auditorium (ECSS 2.102)
      5. **Employment Branding, focus group**
         a. March 29, 2018
         b. Open meeting
      6. **VISA Symposium**
         a. Information about Employment VISAs for managers
         b. At tourneys will be available to speak about residencies
         c. Training in the afternoon

7. **Questions?**
   a. **Faculty and Staff have different experiences, are there symposiums/focus groups for Staff as well as Faculty?**
      1. The only differences we made were in regards to Employee Resource Groups, but we can discuss having ones that are specifically for Faculty and one
specifically for Staff. Please email so that we make sure it is discussed.

b. Do you anticipate there will be another VISA Symposium?
   1. Will be held once a year. Training will also be available throughout the year. However, topics and speakers will change.

c. How do you register for the Symposium?
   1. On LEO

d. Is there a size limit?
   1. No. Can seat about 100, but would like managers to attend.

e. How do you get added to the HR Forum Listserv?
   1. E-mail Illyce or HR and they will add you.

3. Review of February 2018 Minutes
   i. Motion to accept made by: Melissa Wyder
      1. Motion 2nd by: Helen Roth
         a. Minutes accepted

4. Committee Reports
   a. Executive Board (Naomi Emmett)
      i. HOP Committee
         1. Met last week
         2. Discussed the Accessibility Committee
         3. Will have members from both Staff and Faculty
      ii. EAC
         1. Will be attending the EAC in Arlington in March.
         2. Discussing the ROEA and the New Chancellor.

   iii. CARE Awards – Spring 2018
      1. May 24, 2018
      2. 9:00am
      3. Nominations due: March 31, 2018

   iv. Coffee with the President
      1. March 29, 2018
      2. 9:00am

   b. Attendance Report (Melissa Wyder)
      i. Attendance is great!
c. **Student Government** (JW Van Der Schans and Alex Holcomb)
   i. UTD Mural
      1. Will be installed at the end of break.
      2. JSOM, loop road side
   ii. Curating Board for Student Art
      1. Currently has art submissions
   iii. Academic Affairs
      1. Working on a Take One/Leave One library
   iv. Sick Plates
      1. Project for forms that an ill student can fill out. Allowing for someone else to pick up food for them from the dining hall. Reducing exposure of illnesses.
   v. Know Your Rights cards
      1. Working on translations for: English, Farsi, Spanish, and Mandarin
   vi. Voter Education
      1. Working on a place where students can learn about their Representatives.
   vii. Bus Route Survey
      1. Looking to expand the route up to Patel Bros.
   viii. Green Initiative
      1. Currently have 16-17 sustainability project suggestions.
   ix. Student Government Elections
      1. Filing ends in March
      2. More info: [www.utdallas.edu/vote/run](http://www.utdallas.edu/vote/run)

d. **Benefits Committee** (Debbie Greszler)
   i. Scholarships
      1. 14 Applicants
      2. Working on online forms
   ii. Coursebook
      1. In progress
   iii. ADA Access at SPN
      1. Reaching out to various people for information.
   iv. **Question: Will you online accept scholarship forms online?**
      1. No, we will accept both (email and online) during the transition period.

e. **Communications Committee** (Paul Bottoni)
   i. Solar Flare will go out next week.
   ii. The Sun Newsletter will be out in May
   iii. Still taking submissions for the cookbook.
f. **Fundraising Committee** (David Richardson)
   i. Report given by: Ana LeBlanc
      1. Comets Giving Day
         a. April 03, 2018
         b. E-mail was sent out with info
      2. Need volunteers to help with booth at the Mall.
         a. Will send an email with details

g. **Staff Development Committee** (Lynn Butler)
   i. Staff Appreciation –Main Campus
      1. Will be on May 17, 2018
         a. Ice Cream Social
         b. Will have: karaoke
         c. Also looking at having games and giveaways
   ii. Volunteering Time
      1. University of Kentucky
         a. They have forms to fill out for Staff to volunteer time in different areas. Nothing for volunteering off-campus, but seems to work for on-campus volunteering.
   iii. **Question: For the karaoke at the Staff Appreciation? How will that work?**
      1. Looking at getting some TV monitors for the lyrics.

h. **Secretary and Treasurer’s Report** (Jamie Abrams)

   i. Staff Council Operating Account
      1. Will have a different number, starting FY19; September 01.

<table>
<thead>
<tr>
<th>No Activity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending Balance February 28, 2018</td>
<td>$ 2,735.31</td>
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</table>

   ii. Staff Council Fundraising Account

<table>
<thead>
<tr>
<th>Fundraiser Revenue</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Ending Balance</td>
<td>$ 46.00</td>
</tr>
<tr>
<td>February 28, 2018</td>
<td>$ 7,573.57</td>
</tr>
</tbody>
</table>

   iii. Staff Council Endowed Scholarship

   | Quarterly Distribution | $ 591.95 |
   | Scholarships           | -1250.00 |
   | Ending Balance         | $ 936.63 |
   | February 28, 2018      |         |
   | Endowment Market Value: | $ TBD   |

   iv. Jody Nelsen Scholarship

<p>| Quarterly Distribution | $ 467.95 |
| Scholarships           | $ -500.00 |</p>
<table>
<thead>
<tr>
<th>Ending Balance</th>
<th>February 28, 2018</th>
<th>$ 740.09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endowment Market Value</td>
<td>$ TBD</td>
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<tr>
<td>v. Staff Scholarship</td>
<td></td>
<td></td>
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<tr>
<td>Donation</td>
<td>$ 25.00</td>
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<tr>
<td>Scholarships</td>
<td>$ -1500.00</td>
<td></td>
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<tr>
<td>Ending Balance</td>
<td>February 28, 2018</td>
<td>$ 1,752.97</td>
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<td></td>
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<td></td>
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<tr>
<td>i. Faculty Senate</td>
<td>(Dr. Murray Leaf)</td>
<td></td>
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<tr>
<td>i. Senate Elections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Dr. Ravi Prakash – Vice Speaker of the Faculty Senate</td>
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<tr>
<td>2. 51 Nominees</td>
<td></td>
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<tr>
<td>3. 25% New names</td>
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<tr>
<td>4. New Senate will elect a new speaker</td>
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<tr>
<td>ii. SACSCOC</td>
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<tr>
<td>1. Visited last week</td>
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<tr>
<td>a. Results came in last week</td>
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<tr>
<td>b. Transfer of credit criteria needed and some QEP</td>
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<td></td>
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<td>c. UTD did very well!</td>
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<tr>
<td>j. Retiree Association</td>
<td>(Sandee Goertzen)</td>
<td></td>
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<tr>
<td>i. TI Association</td>
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<td>1. Meeting at the Davidson Gundy Alumni Center with retirees tomorrow.</td>
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<td>2. Cassini Nazir to speak.</td>
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**University Committees**

a. **Parking and Transportation** (Dee Lambert and Melissa Wyder)
   i. No report made
b. **Campus Facilities** (Patrice Holt)
   i. No report made
b. **University Safety and Security** (Chad Thomas)
   i. No report made
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. Meeting in May
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. Email was sent out for Wellness Committee activities.
      i. Flyer will link to the Intercom.
      ii. Social Security Lunch and Learn is coming up
      iii. Lunch and Learn for Suicide and Depression Awareness in May.
          a. Department training is available.

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**
   a. **Suggestions**
      i. **2018-015s**: I'd love to have a presentation via HR re: the employee compensation plan at a future upcoming Staff Council General Assembly. When verbalized in our last monthly meeting, Colleen seemed graciously open to the idea of such. We, in the Office of Financial Aid, seem to be in the dark about the whole "employee annual raises process." I inquired about this with our Dept's Admin Asst who is our go-to on all things HR-related (she's a rock star BTW), and she also expressed a willingness to learn more about it. I know the schedule is probably packed with all kinds
of wonderful presentations, so if there's an open month down the road, that would be awesome! Thx! :)

1. Naomi will discuss with Colleen
   a. Motion to Reject: Melissa Wyder
      i. 2nd by: Cynthia Seton-Rogers

ii. **2018-16s:** I recommend that Staff Council organize and host/facilitate meetings (annual/bi-annual or as needed) of staff among the different schools who have the same roles or responsibilities. Example: the ASOs of the different schools/departments who handle HR paperwork. This meeting is to facilitate a discussion of university procedures/processes that work or don't work. This would include brainstorming or sharing of experiences. Each meeting can be about a specific administrative department (HR, Procurement/Travel, etc.) or issues that affect the group. From the meeting, a document of recommendations, commendations and/or questions should be presented to the Administration department discussed. The reason for this suggestion is that the University is growing and new procedures are put in place by areas without considering the users or the people who will have to follow the procedures.

   1. Per Melissa Wyder – This is a good idea to have, but not for Staff Council to host.
      a. Per Pinky Reyes – There are 7 different schools with people that have different roles. Would like to have Staff Council involved to bring back details on discussions.

2. Per Melissa Wyder: Motion to extend the meeting
   a. Per Matt Brown: 2nd motion
      i. Per Naomi Emmett: Executives to Deans meet monthly.
      ii. Per Marco Mendoza: Reach out to Organizational Development, they may be able to help.
      iii. Per Sylvia Smiley: Organizational Development will be hosting meetings monthly for Admins in each department.
      iv. Per Cynthia Seton-Rogers: For school specific? Reach out to Dean Shultz and have a rotation for hosting/topics.
      v. Per Pinky Reyes – This is more for specific things, not a general meeting or discussion group. A small committee.
vi. Per Lynn Butler – Not just for the schools on campus then, but other places as well.

1. Per Melissa Wyder: Motion to table this suggestion and discuss more at next month’s meeting.
   a. Motion 2nd By: Jennifer Klunk
   b. Suggestion Tabled.

9. Misc
10. Reminders
    a. Staff Council Scholarships
       i. Deadline: September 15, 2018
    b. CARE Awards
       i. Next Deadline: October 31, 2018

11. Upcoming Guest Speakers:
    a. N/A

12. Adjournment
    c. Motion to Adjourn
    d. Meeting Adjourned at: 11:05am

Respectfully submitted,
Jamie Abrams
Staff Council Secretary/Treasurer