STAFF COUNCIL
APPROVED MEETING MINUTES

Feb 13, 2019     JSOM 1.508     9:00 AM – 11:00 AM

1. Roll Call

   Absent: Maggie Bradford, Richard Innis, Mara Jackson, Cynthia Seton-Rogers, Sylvia Smiley, Elise Smith

   Guests: Rochelle Pena, Sandee Goertzen, Dr. Richard Scotch, Colleen Dutton, Brennae Wright

1. Call to Order: Meeting called to order by President, Naomi Emmett at 9:02am
2. Guest Speaker, Brennae Wright - Assistant Director, Annual Giving
   a. Spoke on:
      i. Comets Giving Day
Information Sessions

2018
- 40 different UT Dallas groups participated
- Almost 400k raised in 18 hours (including matches)
- Over 2,000 gifts made in 18 hours
- Gifts made through an online platform
- 230 digital ambassadors signed up
  - 83 active
  - 709 gifts attributed to active ambassadors
  - Raised $71,039.66
- Multi-channel approach
- Events across campus (1 main location + school specific locations)
- https://givingday.utdallas.edu/giving-day/5124

2017
- 30 different UT Dallas groups participated
- Almost 200k raised in 18 hours (including matches)
- Over 1200 gifts made in 18 hours
- Gifts made through an online platform
- 67 digital ambassadors signed up
  - 29 active
  - 219 gifts attributed to active ambassadors
  - Raised $18,727
- Multi-channel approach
- Events across campus (5 locations)
Giving Breakdown

Donor Type

Before: It’s all about the buzz

- Digital Ambassadors
  - Online Platform for Volunteers
    - Who: You, your department’s pages, anyone that loves UTD and can share on behalf of your group
    - What: Sharing unique messaging to encourage networks to give to your specific area of support (your department/organization/cause)
    - When: The days leading up to and on April 21
    - Where: Online and in-person: facebook, linkedin, Instagram, twitter, any time you can when around alumni and UTD friends
    - Why: To #COMETTogetherUTD and have FUN helping raise money for the department, school, cause, etc. that you are most passionate about
    - How: By using unique messaging and incorporating our giving day resources (toolkit)
  - Training for volunteers available
  - Competition and Prizes given to top digital ambassadors (gifts & dollars - alumni & non-alumni)
- Arrange challenge funds and matching gifts
- Identify opportunity areas for your department
Nothing Bundt Cakes Fundraiser

- February 18 - February 22
- Mention UT Dallas or Comets Giving Day
- 20% of all UTD affiliated sales will be gifted back to UT Dallas
- Funds will be used for Door Decorating Contest

Back by popular demand: Comets Giving Day Door Decorating Contest

- Comets get creative and win bonus funds for your area!
- Any group at UT Dallas can participate (not just Giving Day groups)
- Comets Giving Day artwork and #COMETogetherUTD need to appear somewhere on the door
- A photo of door should be sent to giving@utdallas.edu by March 22 and voting will take place at UTDallasAlumni Facebook page
Goals: we need everyone!

- Setting the bar higher → **2025 gifts**
- WE WANT MORE!
  - More participating groups
  - More alumni participation
  - More digital & active ambassadors
  - More sharing, liking, posting
  - More unique messaging
  - More money for our groups / students!
- Who’s ready to have some FUN?

#COMETogetherUTD
Make a gift on 4.2.19

Questions?

- Brennae - Brennae.Benda@utdallas.edu
- Jill - Jill.Arredondo@utdallas.edu
- Fariha - Fariha.Hussain@utdallas.edu

What’s the number on the giving breakdown stand for?
That is the number of Donors.
3. Guest Speaker, Human-Resources: Collen Dutton, Marco Mendoza
   i. Spoke on:
      1. HR move.
         a. HR has moved to the 3rd floor in the Administration building.
         b. Will have an Open House in March.
      2. Dean Searches
         a. BBS: Dr. Small will be here in mid-April
         b. EPPS: No updates
         c. ECS: Doing interviews
      3. Chief of Staff: Position has been reposted, will close on the 22nd.
      4. Chief Compliance Officer: Was unable to join UTD due to family obligations.
         a. Interim officer: Sanaz Okhovat
         b. Title IX Interim: Marco Mendoza
         c. Total comp reports: Will be announced later this week that they are available to download.
      5. HR Forum
         a. February 20, 2019
         b. TI Auditorium
         c. 10:00am
            1. Agenda to go out today or tomorrow.
      6. Appraisals
         a. Due: April 15, 2019
      7. New HR Staff:
         a. Aniesha McClinton – Employment Specialist, will be introduced at the HR Forum.
         b. Pearl Gutierrez – Benefits Administrator, focused on ACA and Benefits Admin.
      8. HR Website:
         a. Working with the Office of Communications and Staff Council Benefits Committee on updates.
      9. HR on vacation
         a. When people leave on vacation, they need to have at least one person (or more) listed as an alternate contact.
         b. If they don’t have anyone listed, contact: Colleen Dutton.
4. **Staff Council Scholarship Winners – Fall 2018**
   1. Lisa Adams
   2. Sarah Bengston
   3. Jessica Castillo
   4. Rebecca Cedillo
   5. Rachel Deen
   6. Naomi Emmett
   7. Eric Fackler
   8. Daniel Long
   9. Melanie O’Brien
   10. Sandy Runowski

5. **Roll call**

6. **Review of Jan 2019 Minutes**
   a. Amendments needed:
      i. Melissa Wyder: Sent a few minor edits via e-mail to Admin Assistant.
   b. Motion to accept, with amendments: Melissa Wyder
      i. Motion 2nd by: Lynne Perler
         1. Minutes Accepted

7. **Committee Reports**
   a. **Executive Board** (Naomi Emmett)
      i. Strategic Plan of the University
         1. Theme 6: Become an Economic Engine for the Region
            a. Supporting Initiatives:
               i. Expand entrepreneurship and commercialization programs.
               ii. Expand collaborations with North Texas firms for research and development, and training.
               iii. Extend the reach of UT Dallas’ training programs to new business, government and nonprofit markets.
               iv. Expand collaborations with UT Southwestern and other UT System institutions.
               v. Design and construct spaces and testbeds that facilitate innovation and partnerships with community and industry leaders.
         2. HOP Committee
            a. Did not meet.
   3. **Staff/Faculty Organizations**
a. Tabled till March for further discussion after more review.

b. Attendance Report (Melissa Wyder)
   i. Attendance is good

c. Student Government (Eric Chen)
   i. Office of Sustainability
      1. Proposed that UTD join 2 Fair Labor Organizations:
         a. Workers’ Rights Consortium
         b. Fair Labor Association
      2. Requested that Student Government explore writing a letter of support for UTD to join them. Student Government agreed and has been successful so far.
   ii. Student Government Requirement
      1. Any student on campus is now able to run.
   iii. Elections
      1. Campaigning starts next week, filing is open now and during elections.
      2. Requirements, policies, bylaws and forms are listed on the website: https://www.utdallas.edu/vote/run/
      3. Election club chair: Alex Holcomb
   iv. Student Fee Committee
      1. Dr. Fitch originally stated that they would not meet. This created concerns that was expressed. The decision was reconsidered and they will meet.
   v. Safety Town Hall
      1. February 18, 2018
      2. 3:00pm
      3. Galaxy Rooms
         a. 3 person panels, with 15 min of open dialogue.
   vi. UTD track for Hack-a-thon
      1. Hosted by ACM.
      2. Student Government is co-sponsoring a track with OIT.
      3. “Built for UTD”
         a. Theme: Supporting something to make UTD better, with also focus on Alexa uses.
         b. Cash prizes also available.
   vii. Question: Any student on campus can run for Student Government? A previous relationship with Student Government is not required?
      1. Yes. In the past, there was a requirement that stated that President/Vice Presidential candidates needed to have
served in Student Government at least 1 semester. As of last year, that requirement has been removed. The other requirements (GPA, attendance, campaign orientation meeting, etc.) still remain.

viii. **Question: Was it garnering interest in Student Government that drove it?**
1. Partially, yes. Was also a request from students for quite some time. The impression was that the same people were declaring candidacy for those positions, and students wanted to see it open up. So we proposed that change.

Any constitutional changes we proposed have to go through the Student Government Senate body (passing by 2/3 margin), and a general student body vote. All students get the opportunity to cast their votes.

ix. **Is voting open after Spring Break?**
1. Yes, it’s open the last week of March. Wednesday at 8am till Friday at 5pm.

x. **Question: Where do you get your continuity?**
1. Continuity has always been very important. It’s a requirement for the Executive Committee to participate in a transition process. Stipends can be withheld if the process is not participated in.

d. **Benefits Committee** (Debra Greszler)
   i. Have not met yet, meeting next week.
   ii. Tomorrow is the application deadline for the Spring 2019 Scholarships.

e. **Communications Committee** (Matt Brown)
   i. The Sun Newsletter
      1. Came out in January
      2. Next issue: June
         a. If you have article ideas? Please email Matt or the Communications Committee members.
   ii. The Solar Flare, monthly bulletin
      1. Will be out at the end of February.
   iii. Proposals
      1. 2018-27 Amazon Punch-Out:
         a. Heard back from Lori Matthews.
         b. If you are having issues, or have questions, email purchasing@utdallas.edu. They will respond very quickly.
c. Regarding Amazon purchases: They are reviewed on a case-by-case basis.

f. Fundraising Committee  
   i. Met yesterday.  
      1. UTD Paint Night  
      2. Sold out! 40 participants.  
      3. Funded 3 scholarships.

g. Staff Development Committee  
   i. Meeting after Staff Council  
      1. Professional Development event  
         a. If the retiree association would like to join, there will be a table available to them.  
         b. March 19-21st  
      2. Thank a Staff Member  
         a. Event is tomorrow  
         b. 9:00-12:00pm  
         i. Student Union across from the elevator

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

<table>
<thead>
<tr>
<th>Beginning Balance: New Cost Center</th>
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<tbody>
<tr>
<td>Revenue - Fiscal Year 2019</td>
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<tr>
<td>Expenses – Fiscal Year 2019</td>
<td>$ 7,259.69</td>
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<td>Transfers in</td>
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<td>Encumbrances – SC AA Payroll</td>
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<td><strong>Current Available Balance</strong></td>
<td>Jan 31, 2019</td>
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ii. Staff Council Fundraising Account

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<tbody>
<tr>
<td>Revenue – Fiscal Year 2019</td>
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<tr>
<td>P5 Revenue – Winter Holiday Plants $ 40</td>
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<td>Expenses – Fiscal Year 2019</td>
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<td>P6 – Winter Holiday plants $1,040.10</td>
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<td>Encumbrances</td>
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<td><strong>Current Available Balance</strong></td>
<td>Jan 31, 2019</td>
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iii. Staff Council Endowed Scholarship

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<tr>
<td>Revenue – Fiscal Year 2019</td>
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<tr>
<td>Expenses – Fiscal Year 2019</td>
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<tr>
<td>P5 – Staff Council Scholarships $750</td>
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iv. Jody Nelsen Scholarship

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<td><strong>Beginning Balance:</strong></td>
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<td><strong>Revenue – Fiscal Year 2019</strong></td>
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<td><strong>P5 - Staff Council Scholarships $750</strong></td>
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<td><strong>Encumbrances</strong></td>
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<td><strong>Current Available Balance Jan 31, 2019</strong></td>
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<td><strong>Endowment Market Value</strong>:</td>
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v. Staff Scholarship

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<td><strong>Revenue – Fiscal Year 2019</strong></td>
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<td><strong>Expenses – Fiscal Year 2019</strong></td>
<td>$ 1,000.00</td>
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<td><strong>P5 – Staff Council Scholarships $1,000</strong></td>
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<td><strong>Encumbrances</strong></td>
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<td><strong>Current Available Balance Jan 31, 2019</strong></td>
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i. Faculty Senate (Dr. Ravi Prakash)
   i. Faculty Advisory Council
      1. Met in Austin. Representatives from all the UT System Institutions Faculty Senates.
      2. Meet 3 times a year.
         a. Dr. Murray Leaf and Dr. Ravi Prakash in attendance.
   ii. Opened by the Chancellor.
      1. Discussed his vision for UT System.
      2. Looking at State demographics and population growth patterns. UT System institutions will play a big role in the future of the State.
   iii. University of Chicago proposal
      1. Chicago Statement on Freedom of Speech
         a. 60+ Universities have adopted this policy.
         b. UT System Faculty Advisory was asked to endorse.
            i. Endorsement was declined.
There is already a statement on Freedom of Speech that was prepared in May 2018, and submitted to the Then-Chancellor McRaven.

1. He liked the proposal and it was more in-line with the Board of Regents rules.
2. Chicago and Princeton are Private institutions and have different rules.

iv. Growth of STEM
1. Discussion held by Steve Hicks, from the Board of Regents.
2. Concerned that there is an unbalanced interest. Would prefer that UT System pay more attention to the Liberal Arts as well as Science and Math.

v. UT System
2. Archer Fellowship + 10 other people, as well as positions not filled have been eliminated.
   a. The idea behind the reduction:
      i. UT System should be more of a coordinating body among the Institutions; ideas should flow from the councils, up to UT System.
   b. UT Austin Medical Campus
      i. Dr. Ray Greenburg will be leaving.

vi. Fields of Study
1. Approval process
   a. Being worked on by the coordinating board. Removal of certain requirements discussed.
   b. Students transferring in from Community Colleges are unprepared for our requirements.
   c. Classes are required at UTD (such as Calculus II) that are not required at other campuses.
      i. Faculty Advisory pushed back on this and hope things improve.

vii. Dallas Morning News
1. Discussed at length.
2. Agreed that the first article was factually correct.
   a. Will be meeting with an editor from the Mercury today.
3. Every effort was made to disclose all facts.

viii. OSA Memo
1. Also discussed at length.
a. The memo that was sent out significantly changed the way exams are to be conducted for those who need extra time or special accommodations.
b. Faculty were not consulted on this process, at all. This created several problems that could have been avoided if Faculty had been consulted.

ix. Student Fee Advisory Committee
1. A concern had been raised.
2. As per the policy: the Committee is to meet at least one in the Fall semester to elect the President/VP of the Committee.
3. Meeting had not been called at all in the Fall.
4. This will be looked into.

x. UT System Taskforce
1. Affordable Learning Acceleration.
   a. Chaired by: Vice- Chancellor from UT System, Provost from a UT System campus, and a Dean from another.
      i. 2 representatives from the Faculty Advisory Council.
         1. Dr. Ravi Prakash
         2. A representative from UT Medical
      ii. Every campus can send up to 2 more representatives.
         1. Sent from UTD:
            a. Joe Izen, Physics
            b. Darren Crone, Distance Learning
      iii. Meeting possibly in April.
   b. Goal: To produce a report by August 2020 on how to use online resources to reduce expenses on textbooks/course material by students.

xi. Baylor to UTD transfer student
1. Admissions policy is being reviewed by an Ad Hoc Committee.
   a. Per Pinky Reyes: The student had applied to UTD prior to Baylor saying anything,
      i. Per Dr. Ravi Prakash: Currently under discussion, is how much information should Universities place on transcripts, when students are transferring to other institutions.
xii. Texas Council of Faculty Senates
   1. Meeting in Austin
   2. Forum for all Faculty Senate reps of the public Universities
      on Texas, not just UT System.
   3. Dr. Ravi Prakash and Bill Hefley will be attending.

xiii. Per Colleen Dutton: The 4 employees from the Archer Foundation
      were offered jobs. 3 accepted and will be coming to UT Dallas.
      1. Per Melissa Wyder: The Archer Foundation is still
         functioning?
         a. Per Colleen Dutton: Yes, those employees are now
            on the UTD Payroll, not UT System.

xiv. Per Melissa Wyder: Regarding the discussion of OSA
      accommodations? We have 25,000 students, and I feel this is a
      growth issue. Did the Senate have any suggestions on how to
      handle the problem?
      1. Per Dr. Prakash: We could have offered suggestions if they
         had consulted Faculty earlier. The eForms Committee of the
         Senate, and the Accessibility Committee are now working
         with OSA to come up with appropriate, practical solutions.
         Some of that may go to the Testing Center.
         a. Per Melissa Wyder: I understand that the Testing
            Center needs a lot of lead-time. Weeks, if not months
            to get exams in there.
            i. Per Dr. Prakash: Discussions have been going
               on about that. Working with Darren Crone to
               try and get that down to 48 hours.

xv. Per Andy Helgeson: Question regarding the Freedom of Speech
      policy. Has UT System adopted a new one? Is a new policy in the
      works right now? Currently the space that my staff is in charge of is
      a main spot where people choose to express themselves. We don’t
      really have resources or something that says “This is what you
      can/cannot do”.
      1. Per Dr. Prakash: It is my understanding that campus is
         owned by the State. This is not a public space. There are
         policies to decide time/place for scholarly discussions. This
         is not a place for ‘soapbox’ discussions.

xvi. Per Melissa Wyder: Why did the Dallas Morning News release the
      story now?
      1. Short-staffed and recently downsized.
xvii. Per Eric Chen: Regarding the Freedom of Speech policy, Student input was asked for on the Chicago Statement.
b. Per Laura Payne: Regarding the Testing Center? Will there be resources and offers for students with mobility issues?
   i. Per Dr. Prakash: Discussing that with Provost Musselman. She may be discussing things with Dr. Jamison.

j. Retiree Association (Sandee Goertzen)
   i. Meeting tomorrow.
   ii. Dr. Kratz was to speak, but he had to cancel.

**University Committees**
a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   i. No report made
b. Campus Facilities (Janice Gebhard)
   i. No report made
c. University Safety and Security (Chad Thomas)
   i. No report made
d. eForms (Michele Brown, Debbie Buckner, DeAnn Hegi, Kelly Hanford)
   i. No report made
e. IT Planning, and Policy (Dennis Guten)
   i. Discussions on:
      1. How Technology negatively impacts work at UTD, and what might be done to address it.
      2. How various campus Tech Shops (IT, InfoSec, etc..) interact and have gaps.
   ii. Onboarding experiences/Questions
      1. How is your area’s experience with Onboarding?
      2. What suggestions do you have to improve the experience?
      3. How are the institutional technologies in place today limiting your ability to effectively teach/do research?
         a. Where are the cellular deadzones that impact you on campus (and carrier)?
            i. Per Dr. Prakash: This is a very important issue! In an emergency, texts cannot be received. Especially in areas like labs.
               1. Per Dennis Guten: That is the concern that started us in that direction. It became a very lively discussion. IT would like to get the cellular companies involved in helping resolve this problem.
4. What would you like to see taught in a campus technology training curriculum?
   iii. Topic suggestions?
      1. Please email Dennis Guten
      2. Dennis.guten@utdallas.edu
f. Auxiliary Services Advisory (Matt Brown)
   i. No report made
g. HOP Committee (Naomi Emmett)
   i. Reported on earlier
h. Student Fee Advisory Committee (David Richardson and Debbie Greszler)
   i. No report made
i. Committee for Support of Diversity and Equity (Carrilaine Schneckner, Daniel Hernandez, Alice Presti, Daniel Cordova, Lynn Butler)
   i. Report made by: Alice Presti
      1. Met recently
         a. 3 project Committees
            i. Researching Family-Friendly University policies
            ii. Research Parental Leave policy for Staff
            iii. 2020 Survey of University.
j. Intellectual Property Advisory Committee (Jay Silber)
   i. No report made
k. Academic Calendar Committee (Megan Gray and Sheila Rollerson)
   i. No report made
l. Information Security Advisory Committee (Daniel Calhoun)
   i. No report made
m. University Sustainability Committee (Craig Lewis)
   i. Report given by: Evan Paret
      1. Texas Regional Alliance
         a. February 17-19, 2019
      2. Recycle Mania!
         a. National Contest
         b. January – April 1, 2019
      3. Mount Trashmoore
         a. Raising litter awareness
         b. Chess Plaza
         c. March 13th, 2019
      4. Sustainability Ambassador Workshop
         a. April 18, 2019
         b. 50 people maximum
      5. Earth Week
a. April 22-26, 2019
b. Plinth mall

n. Wellness Committee (Pinky Reyes, Elena Galli, Janice Gebhard)
i. Heart Walk
   1. Was last Friday
ii. Oatmeal Bar – Urec and Student Wellness
   1. Visitors Center atrium
   2. February 19, 2019
   3. 9:00-11:00am
iii. Life and Learn – Heart Health
   1. February 21, 2019
   2. Galaxy Rooms
   3. 12:00-1:00pm
iv. Take One/Leave One Bookshelf
   1. Needs books!
   2. Per Colleen Dutton: One for Staff, located on 3rd floor of the Admin building, by the elevator.
      a. Per Eric Chen: Student Government Academic Affairs will be having a Book Drive
         i. March 1st.

v. Funding for Lunch and Learn
   1. Approvals for May, June, July.

o. Accessibility Committee (Dr. Richard Scotch and Pax Abrams)
i. No report given

6. Continuing Business
a. Proposals
i. 2014-004p: Executive Board is looking into an ombudsman for employees.
   1. In process
ii. 2018-027p: Rules regarding Punch-Out and Amazon. Unable to choose the most cost-effective distributor of products, and restricted to contracted vendors. (Communications)
   1. Discussed earlier by Matt Brown.
iii. 2019-006p: HR Organization chart transparency. (Benefits)
   1. Tabled until March for further review of information.

b. Suggestions
i. 2019-13s: Tampon and Pad dispensers on campus should be free for individuals rather than paying a quarter; this is a natural bodily function for women, so like providing toilet paper for free in
restrooms for all to use, tampons and pads should be freely available when necessary. (ANON.)

1. Per Melissa Wyder: This is a personal issue. There are many places these are available, including the Comet Cupboard. Move to not accept.
   a. Motion 2\textsuperscript{nd} by: Helen Roth
      i. Rejected

ii. \textbf{2019-14s}: I've been asked about UTD benefits for Retirees - such as Access to the Library, Rec Center, other activities on campus and parking. I've asked HR and there seems to be no policy or written information provided for the Retirees. Are there such benefits available and if so, where does one get the information? If not, perhaps it would be something to make available. It is currently required to turn in your Comet Card. Could there be a Retiree Card issued?
   1. Per Melissa Wyder: This seems to be a communication issue, these things are available.
      a. Per Colleen Dutton: It will be more prominently displayed on our website.
      b. Per Lynn Perler: Retirees can get a comet card?
         i. Yes
      c. Per Sandy Goertzen: All this information, things that are available to retirees, are on our website and our brochure.
         i. Retiree Association website: https://www.utdallas.edu/ra/
      d. Per Colleen Dutton: Retirees are also given the information for the association by HR.
         i. Per Melissa Wyder: Motion to reject.
         ii. Motion 2\textsuperscript{nd} by: Melani Sherbet
            1. Rejected

iii. \textbf{2019-15s}: To recognize and support the professional and personal development of staff as LIFELONG LEARNERS - I am suggesting that "Faculty and staff in full-time equivalent (FTE) positions be eligible for free tuition for one class per semester." Employees may take one three credit hour course (four hours in the case of a lab course) per academic term, and are limited to four three credit hour courses (four hours in the case of a lab course) per academic year
or the equivalent. Participants taking additional courses will pay the regular tuition rate in effect at the time of enrollment. This would allow staff and faculty alike to apply knowledge to our jobs, find meaning and appreciation outside of our tasks and create a more connected community of learning and belonging.

1. Per Laura Payne: We can take more than one class at $250. We have a better deal.
   a. Per Melissa Wyder: I interpret the regular rate to be the $250 rate, but you’re probably right. This is a communication issue.

2. Per Colleen Dutton: Per State regulations, we cannot waive tuition.
   a. Per Lynne Perler: Is this for degree seeking courses?

3. Per Anthony Galvan: This is a communication issue. If the class is for your job, can your Supervisor let you take it with a discount?
   a. Per Marco Mendoza: Undergraduates owe: $50/credit hour and Graduates are $100/credit hour.
   b. Per Pinky Reyes: Can your Department pay for classes if it’s for your job?
      i. Per Colleen Dutton: Will have to look at that.
      ii. Per Gaurav Shekhar: Can departments have a separate cost center for this?
      iii. Per Laura Payne: The number of audit courses is extremely limited.
         1. Per Melissa Wyder: Does anyone have a motion to accept or reject?
         2. Per Andy Helgeson: Motion to reject
         3. Motion 2nd by: Melani Sherbet
            a. Rejected

iv. 2019-16s: What is the current status of an ombudsman for staff? UT-Austin has faculty, staff, and student ombudsman. Why hasn’t the UT-System required all schools to have this resource? What is UTD leadership’s reasoning for this not being a resource on our campus? (ANON.)

1. Per Naomi Emmett: The EAC is meeting next month and this will be discussed. Will have an update next month.
   a. Per Melissa Wyder: Motion to reject.
      i. Motion 2nd by: Deja Rollins
v. **2019-17s:** Many UTD offices have high turnover for a variety of reasons. Why are there inconsistencies with HR/departments regarding exit interviews (some people are interviewed, others are not)? What is the administration doing to look into concerns raised by employees leaving the university or switching departments? What steps are the administration & HR doing to look into reported incidents with those in leadership roles and take action?
Departments such as ECS, have the mindset that staff will only stay 2-3 years at best. This mindset not only hinders the employee (personally & professionally), but the overall department and campus. This mindset is an excuse for the inability to retain high quality employees, empower them for growth/promotion, and support them. Constant turnover means bad customer service for our students, lack of training and shared knowledge for new employees, disrespect for employees, and a bad reputation for the entire university. It completely discredits what we are here to do—serve students to the best of our abilities. We are setting any new faculty and staff up for failure to serve our students by not addressing campus-wide leadership issues. (ANON.)

1. Per Naomi Emmett: This was an anonymous suggestion, and regarding high turnover. ECS was mentioned. A lot of people hop around the University to gain more experience. We are working on finding a Professional Development program that can really help our institution. Alice is working on that, and Serenity King and I have met several times to discuss that.
2. Per Colleen Dutton: Exit interviews are done, yes. Links are sent but only 1/3 respond.
3. Per Naomi Emmett: Are you sending them to every single person that exits the University?
   a. Per Colleen Dutton: Yes
   b. Naomi Emmet: To their email?
   c. Colleen Dutton: To their e-mail. However, it only goes out once we get notified. Often, departments don’t send the form till after the person has left. We send them to whatever provided e-mails we have.
      i. Per Melissa Wyder: How many leave the University each year?
ii. Per Colleen Dutton: 400 or so. Some areas are higher turnovers than others. A lot of people don’t want to stay in the same job for years.

1. Per Naomi Emmett: In regards to the exit interviews, can we put that in the Flare?

2. Per Matt Brown: Yes, we can.
   a. Per Melissa Wyder: Is this (exit interviews) listed on the HR website?
      i. Per Marco Mendoza: Yes, it is.
      ii. Per Laura Payne: I think it is important to get metrics and identify areas of high turnover.
      iii. Per Colleen Dutton: There is a standard process, but if a department doesn’t initiate it? Things (like emails) remain active. The process needs to be followed.

4. Motion to extend the meeting made by: Melissa Wyder
   a. Motion 2nd by: Richy Innis
      a. 2019_17s: discussion cont’d.
         i. Per Pinky Reyes: How much of the 10% turnover stays in UTD?
         ii. Per Colleen Dutton: That 10% are the ones that left UTD.

   b. Per Michelle Brown: Incidents with high level leadership, how is that handled?
      i. Per Colleen Dutton: Depends if it is a Dean or VP, it is brought to the President or Provost.
Department heads would go to the Dean or VP.

c. Per Laura Payne: What are the parameters to bring something to HR?
   i. Per Colleen Dutton: Try to work it out with them first. Senior Leadership needs to be willing to handle things.

d. Per Amanda Hodges: Even if a department does the process, some people may not check their e-mail or go to the HR website. Perhaps an auto-call survey? Ex: Did you leave the University? Did you stay and move departments? It would be a good way to gather info.
   i. Per Colleen Dutton: We do not do 'stay interviews' (someone moving from one department to the other), but we do solicit interviews for those that leave.
   ii. Per Melissa Wyder: I believe stay interviews would be very insightful.
   iii. Per Colleen Dutton: Absolutely!

e. Per Melissa Wyder: Motions to reject.
   i. Motion 2nd by: Richy Innis

f. Per Laura Payne: We should keep this for more information on how to do better exit interviews.
   i. Per Melissa Wyder: We just did that, and Marco took notes.
7. Unfinished Business
8. New Business
9. Misc
10. Reminders
   a. Staff Council Scholarships
      i. Deadline: September 15, 2019
   b. CARE Awards
      i. Next Deadline: March 31, 2019
11. Upcoming Guest Speakers:
    a. March: Dr. Kimberly Burdine
12. Adjournment
    a. Motion to Adjourn
    b. Meeting Adjourned at: 11:05

Respectfully submitted,
Pax (Jamie) Abrams
Staff Council Secretary/Treasurer