OFFICIAL AND APPROVED MINUTES

September 10, 2014  ECSS 2.102  9:00 a.m.


Absent: Hayley Berk


1) Call to Order
   Staff Council President Paula Austell called the meeting to order at 9:04 a.m.

2) Calvin Jamison – Vice President for Administration – Guest Speaker
   • Dr. Jamison gave Staff Council an update on what is and will be happening around campus.
   • The new creed for UT Dallas is One Campus. Our Campus.
   • Mission Statement – The mission of the Office of Administration is to manage University operations in a way that facilitates UT Dallas’ teaching, research and public service objectives.
   • Administration’s Core Values – The core values underlying all Administration operations are transparency, integrity, accountability and service that is customer-focused and results oriented.
     ➢ Legal Affairs - Received & Processed
     ➢ 209 contracts and agreements
     ➢ 205 public information requests
     ➢ 222 special events risk assessment forms (SERA)
     ➢ 7 attorney general opinions
     ➢ 11 subpoenas
   • Community Outreach
     ➢ Sponsor events such as Community Appreciation Day and Corporate Challenge.
     ➢ Collect and donate bikes, gifts, toiletries and supplies during holidays.
   • Golf Tournament
     ➢ Annual Scholarship Golf Tournament:
     ➢ Raised more than $200,000 for UTD scholarships in four years.
     ➢ Supports three endowments
Wellness Initiatives
- Live healthy Texas Challenge
- UT System Physical Activity Challenge
- Lunch & Learn Series

Auxiliary Services
- Food, vending, retail, parking, transportation, mail, print, copy and retail services.

Environmental Health and Safety
- Identifies and mitigates risk factors to ensure healthy and successful campus growth.

Facilities Management
- Develops and maintains physical infrastructure to support campus expansion.

University Police
- Provides campus safety and security to foster an environment where teaching, research, community life and public service flourish.

Residence Halls

Dining Hall West
- 30,212 sq. ft., seats 750. Open to students, faculty and staff. Features Papa John’s pizza and convenience store.

Recreation Center West
- 28,204 sq. ft. Open to students, faculty and staff. Two courts for basketball, volleyball or badminton. Cardio equipment and free weights. Group exercise room.

Parking structure III

JSOM addition
- 110,000 sq. ft. Expands Career Management Center. Adds trading and sales labs. Jason’s Deli to open mid-fall.

Synergy Park North
- 90,000 sq. ft. Houses Development & Alumni Relations, Audit & Compliance, UTDesign, labs, Web Services and HR training. Future Wellness Center for faculty and staff.

Interior Renovations

Expanded Services
- Expanded Bookstore and Tech Store offerings. Copy Center adds FedEx Shipping Kiosk. Dining Dollars give buyers 10% discount on food. Dining Hall to-go program. More dining variety, including healthy and late-night food options.

Dining Options
- Dining Hall West open to students, faculty and staff. Features Papa John’s pizza and food truck.
• **Tennis Courts**
  - 10 lighted tennis courts
  - 4 racquetball courts
  - 2 squash courts
  - 25-yard swimming pool

• **Soccer Fields**
  - 10 lighted soccer fields
  - 4 basketball courts
  - 2 fitness centers with group classes
  - Club sports

• **Parking and Transportation**
  - Comet Cabs carried 144,442 individuals from Sept., 1, 2013 to Aug. 31, 2014
  - Comet Cruisers transported 867,279 individuals from Sept. 1, 2013 to Aug. 31, 2014
  - More than 1,100 spaces added to parking lots
  - Bikers have 7 repair stations across campus and 172 bike racks offering 1,204 slots
  - To keep up with construction on campus, please visit: [http://www.utdallas.edu/pardonourprogress/](http://www.utdallas.edu/pardonourprogress/)

• **Bioengineering and Sciences Building**
  - 222,651 sq. ft.
  - BSB aka “NSERL2” will attach to NSERL
  - Adds instructional labs and offices to study brain, nervous system, the cell and genes

• **North Campus Enhancement Plan**
  - Transformation underway to create park-like setting for north campus

• **Callier Center Richardson**
  - 53,037 sq. ft.
  - Renovates 4,000 sq. ft. of existing facility
  - Breaks ground in spring 2015 and completes in summer 2016

• **Loop Road Phase II**
  - In partnership with city of Richardson
  - Road segment will extend through Lots A, B, C and D, ending on Waterview Pkwy
  - Begins Jan, 2015 with fall 2015 completion

• **Student Services Building Addition**
  - 61,808 sq. ft.
  - Adds office space for student services
  - Features 500-seat multi-use lecture hall
  - Breaks ground in summer 2015 and opens fall 2016

• **Center for BrainHealth/Brain Performance Institute**
  - 67,600 sq. ft.
  - Currently in BrainHealth, it gets its own building
  - Set to open in 2017

• **Davidson-Gundy Alumni Center**
30,000 sq. ft.
Set to break ground late 2015 and open in fall 2016
Features ballroom for 600 guests, conference rooms and other meeting spaces for students and alumni

- **Comet Town**
  - Developer selected
  - Board of Regents approved lease
  - Apartments, townhomes and a mix of campus-oriented and mainstream retail, restaurant and entertainment services
  - Set to break ground in 2015 with completion in fall 2016

### 3) Bob Fishbein – Vice President for Administration – Guest Speaker

- Bob talked about green sustainable boxes available for takeout meals in either of the dining halls. The program cost is $5.00. This gets you a green to go box that you use to fill up and take your food out of the dining hall. When you want to fill it up again at another meal, you simple bring your rinsed out box back to the dining hall and they will replace it with a clean box.
- Auxiliary services put 4,000 boxes in the rental apartments, with a free meal coupon.
- Bob also gave each staff council representative at the meeting, a to-go box and free meal coupon.
  - **Breakfast** - Dining Hall West serves 800-900 meals daily
  - **Lunch** - Dining Hall serves 550-600 meals daily
  - **Lunch** - Dining Hall West serves over 900 meals daily
  - **Dinner** - Dining Hall West serves over 2100 meals daily

- Convenience store at RHW features:
  - Papa John’s open until 1 a.m., can do catering
  - Slurpee and milk shake machine
  - Health and beauty aids

- **Comet Café**
  - Re-did old “grab & go” – added new food choices
  - Create Your Own Salad Bar, will also feature baked potatoes and soups

- **Einstein Bagels**
  - Can do catering
  - Not in Catertrax
  - Open daily in Parking Structure III
  - Coming soon! Parking for to-go orders
  - Monday – Thursday 7:00 a.m. – 6 p.m.
  - Friday 7:00 a.m. – 3 p.m.

- **IHOP Express**
  - Opening mid-March in Parking Structure III

- **JSOM – Jason’s Deli**
  - Opening in October
  - Not designated to do catering
  - Will serve breakfast and lunch
4) Roll Call
A quorum was met.

5) Colleen Dutton – Assistant Vice President of Human Resources – Monthly Update
- Colleen made two introductions for new HR staff.
  ➢ Betty Burns, Compensation Analyst and Ellen Ammons, HR Group Manager.
- Flu shots will be given at the end of October.
- Please check your October 1st paychecks for to verify that your benefits selections and salary is correct.

6) Election of Officers
- Arturo nominated Paula Austell for President, Richard 2nd the nomination. Paula accepted the nomination and since Paula was the only nomination on the floor, a hand vote was taken. By unanimous consent, Paula Austell was voted in as President of Staff Council for the next year.
- Nominations were taken for Vice President. Lynn Butler nominated Arturo Elizondo, Jr. and Arturo accepted. Naomi Emmett nominated Norma Richardson, Norma accepted. Staff representatives posted a ballot and Norma Richardson was elected Vice President by a majority vote.

7) Sandee Goertz Award
- Paula awarded the FY14 Sandee Goertzen Award to Melissa Wyder. Melissa took a picture with Sandee Goertzen and Paula Austell.

8) Minutes
Jayar Medlock made a motion to approve the August minutes; Chad Thomas 2nd the motion. Paula called for all members present to take a vote, all members present said “aye”. The August minutes were approved.

9) Committee Reports
a. Executive Board (Paula Austell)
  o The executive board did not meet in September but they did meet with President Daniel. Items discussed were:
  ▪ Tuition benefits for dependents
  ▪ President Daniel is in favor of this benefit
  ▪ Working on mechanics for benefit
  ▪ President’s cabinet has given their approval
  ▪ Dependent must be on parents tax return
  o Comet Town
  ▪ President Daniel would like Staff Council to remind him about a day care facility in Comet Town that would be available to UTD staff, faculty and students.
o Ombudsman
  ▪ President Daniel is in favor of this
  ▪ He will be having a meeting with Colleen Dutton to discuss the matter.
  ▪ Who would pay for ombudsman?
  ▪ Cannot be a UTD employee, but possibly a retired employee.
  ▪ Ad hoc, part-time, full-time.

o Alumni Center
  ▪ Space will be available for a 600 sit down dinner for guests in ballroom.

b. Attendance Report (Jayar Medlock)
  o New year for attendance and a fresh start.
  o Please attend as many meetings as possible.
  o Meetings are the same time and day every month.
  o Jayar announced that Jinger Rosa-Booth has resigned and Mike Mogg is the next alternate on the list. Jayar made a motion to replace Jinger’s vacancy with Mike. Janie Shipman 2nd the motion. Paula took a roll call vote, motion approved.

c. Student Government (Brooke Knudtson)
  o The expanded library hours have been approved. Hours will increase by 30%.
  o Student government met with Auxiliary Services on August 18th to discuss more trash cans and the recycling program.
  o There will now be a trash can at Drive A and Rutford by the bus stop. Also, a trash can at Rutford and E Drive.
  o Student Government and Chase York are working on moving ash trays and getting staff and students to be aware of the locations and to use them. This is due to the Education Awareness Campaign.
  o Working on a flyer kiosk, which is an outdoor bulletin board. Kiosk’s will be located outside JSOM & ATEC, at Hoblitzelle Hall & Berkner, as well as at Rutford & E Drive.
  o Trash cans and recycling bins will also be at every kiosk.
  o The Comet Creed will be replacing the Honor Code.

d. Benefits Committee (Norma Richardson)
  o The committee has completed the wheelchair and scholarship policy.
  o Four suggestions have been completed in FY14.

e. Communications Committee (Chad Thomas)
  o There was no formal meeting last month.
  o Staff Council has 190 Facebook likes.

f. Fundraising Committee (Jay Jascott)
  o 99 fundraising tickets were sold for the dining card and parking sticker fundraiser.
  o $336 profit to Staff Council scholarships from raffle sales.
o $20 anonymous donation to scholarships.
  o The winners for the dining card are: Stephanie Taylor and Ashfia Salemin. The purple parking pass winner is Julie Rooney.

g. **Staff Development Committee** (Arturo Elizondo, Jr.)
  o Arturo thanked all of his committee members and said that the committee wrapped up all of the work set out for them.

h. **Treasurers Report** (Deborah Buckner)
  o Motion to approve the last treasurer’s report of the year by Pia Jakobsson, Theresa Diaz 2nd the motion. All members present said “aye”, motion approved.

i. **Faculty Senate** (Tim Redman)
  o Not present

j. **Retiree Association** (Sandee Goertzen)
  o The retirees held their monthly lunch at Rockfish.
  o Their next meeting will be October 15th.

10) **University Committees**
  i. Theresa and Paula attended the Wellness Committee’s meeting.

  *Paula asked for a motion from floor to extend meeting by 10 minutes. Norma accepted the motion, Jayar 2nd the motion. Paula took a roll call vote, majority vote agreement, meeting extended.*

11) **Continuing Business**
  a. **Proposals**
    - Allow retirees to use their silver parking pass when they go back to work for 10-20 hours a week.
    - Chad made a motion to accept this proposal, Jay 2nd the motion. The suggestion will be sent to the Benefits Committee.
    - Per Richard Jordan, the executive board needs to first meet with human resources to better understand the issue and the best solutions available.

12) **Adjournment**
  Jayar Medlock motioned to adjourn; the motion was 2nd by Julie Rooney. Paula called for all members present to take a vote, all members present said “aye”. The meeting was adjourned at 11:13 a.m.

  *Respectfully Submitted,*
  *By Deborah Buckner*
  *Staff Council Secretary/Treasurer*