STAFF COUNCIL

STAFF COUNCIL MEETING MINUTES

APPROVED MINUTES

January 14, 2015

ECSS 2.102

9:00 a.m.

PRESENT: LETITIA ANDREWS, PAULA AUSTELL, CARYN BERARDI, MICHELE BROWN, LYNN BUTLER, DANIEL CALHOUN, THERESA DIAZ, RAMONA DOROUGH, NAOMI EMMETT, DAVID EPPS, NANCY FINCH, JANICE GEBHARD, SELINA GU, DEANN HEGI, PIA JAKOBSOSSON, JAY JASCOTT, RICHARD JORDAN, KELLY KARR, EMILY LACY, DEE LAMBERT, NICK McCORMICK, JAYAR HOWARD MEDLOCK, MIKE MOGG, DAVID RICHARDSON, SHEILA ROLLERSON, JULIE ROONEY, ALICE SALAZAR, CARRILAIN SCHNECKNER, JANIE SHIPMAN JOANNA TANG, CHAD THOMAS, MELISSA WYDER

ABSENT: ERIC FACKLER, KATY MONATH, VICENTE TORRES, BECKY WISER, NORMA RICHARDSON

GUESTS: JON-Paul McGOWAN, SANDEE GOERTZEN, COLLEEN DUTTON

1) CALL TO ORDER – STAFF COUNCIL PRESIDENT, PAULA AUSTELL CALLED THE MEETING TO ORDER AT 9:03 AM

2) ROLL CALL

3) RICHARD JORDAN -WELLNESS FAIR JAN. 29, 2015 – GUEST SPEAKER

   a. WELLNESS FAIR WILL BE HELD ON JAN 29TH WITH A FOCUS ON OVERALL WELLNESS, WEALTH MANAGEMENT, AND FITNESS.
   b. WILL BE HELD IN THE GALAXY ROOMS OF THE STUDENT UNION
   c. FROM 9AM – 4PM, MEETINGS WILL BE HELD REGARDING RETIREMENT GOALS AND INVESTING
   d. BLUE CROSS BLUE SHIELD AND RED CROSS WILL BE AVAILABLE, OFFERING WELLNESS SERVICES.
   e. VENDORS AND OPPORTUNITIES TO HAVE QUESTIONS ANSWERED WILL BE PRESENT
   f. RAFFLE DRAWINGS WILL BE HELD
   g. UNSURE OF WHERE TO GO? SIGNS WILL BE POSTED!
   h. POSSIBLE VOLEUNTEERS NEEDED FOR THIS EVENT

4) COLLEEN DUTTON – SPHR, ASSOC. VICE PRESIDENT

   a. ANNUAL REVIEWS APPROACHING
   b. REMINDER THAT EVERIFY IS NOW MANDATORY
   c. EVERIFY PROCESS IS STILL IN PROCESS TO BE ROUTED THROUGH HR, ANY QUESTIONS – PLEASE SEE ILYCE MURRAY
   d. CLASS TEMPS PROCESS IS NOW ALSO ROUTED THROUGH HR – STILL IN PROCESS
e. Along with the prev. process, all new hires/staff/faculty/ra’s and ta’s must be routed through hr
f. Student hires will be handled by the Comet Career Center
g. All others? hr

5) Jon-Paul McGowan – Information Security Office
a. Jan 29, 2015 InfoSec will be collecting old hard disk drives, cell phones, and external storage for shredding and disposal.
b. Will be held in the Gemini Room of the Student Union from 11:00am – 2:00pm
c. Personal electronics for shredding only, and only hard drives of said devices. Laptops and Desktop towers will not be accepted.
d. PDF of event flyer is available.
e. ISAC series training changes: 90min. 2x/semester. Wed 10-11:30 and 6-7:30
f. Staff/faculty/students welcome.
g. WebEx class offered as well (not on demand)
h. 7 mandatory classes for coin
i. To sign up from the InfoSec website: Awareness Training > click the registration link or view calendar.
j. New revised Policy class – will be posted on the website at a later date (Jan/Feb ETA)
k. Ask Yoda. The Go-to FAQ. If questions are still unanswered, ask! Input is welcomed.

6) Committee Reports
a. Executive Board (Paula Austell)
   i. Daycare proposal – in process of discussion
   ii. Smoke Free Campus – Discussed w/in the month
   iii. Executive Board meeting with the Chancellor on the 27th.

b. Attendance Report (Paula Austell)

c. Benefits Committee (Naomi Emmett)
   i. Minutes are still needed
   ii. Benefits Committee meetings are very important to attend
   iii. Scholarships/grades check – still in process
   iv. Silver parking permits – still in process, Dr. Jamison will look into it. Either allow them still in use or a discounted green permit. Will get back to Paula later.
   v. Lilypad – room available across from the Synergy Bldg. Can house up to 4 moms @ a time, fridge, and privacy cubes.
d. **COMMUNICATIONS COMMITTEE** (Daniel Calhoun)
   i. Met on the 10th
   ii. Newsletter will be out the 1st week of Feb
   iii. Info on Valentine's Fundraiser, Construction Updates (SSB + surrounding roads), Lot Construction (A + B)
   iv. Need more social media visibility for UTD, more Facebook traffic

e. **FUNDRAISING COMMITTEE** (Letitia Andrews)
   i. Valentine's Fundraiser Sales Start Wed (24th).
   ii. Sales of: Long stem roses (1 for $3 or 12 for $30), and a Stuffed Bear ($7)
   iii. Can also combo: 6 roses + Bear: $20
   iv. Raffle: One Night at Richardson Double Tree (Champagne + Breakfast) Tickets: 1 for $10, or 2 for $15
   v. Orders close: Feb 9th
   vi. Pickup/Delivery: Feb 13th
   vii. Pre-order online! Not sold in person. Pre-sale only.
   viii. Links/info on FB, The Sun and UTD Website
   ix. Mar/Apr Raffle: 2 Dallas Mavs Game Tickets
   x. Late Summer Raffle: Parking Passes / Dining Hall Cards
   xi. Always fundraisers going on

f. **STAFF DEVELOPMENT** (Lynn Butler)
   i. Scholarship waiver for dependents = employee dependents only (no extended)
   ii. In process

g. **SECRETARY AND TREASURER’S REPORT** (Paula Austell)
   i. $4,400 Profit
   ii. Motion to move $1000 to Student Scholarships, and $2000 to Staff Scholarships
   iii. Letitia raised concern over amount left for the fundraiser.
   iv. Motion to stay transfer to Scholarship Funds, until March.
   v. Motion 2nd by JR and Richard. Motion carried.

h. **FACULTY SENATE** (Dr. Tim Redman)
   i. Absent – No Report

i. **STUDENT GOVERNMENT** (Brooke Knudtson)
   i. Hours for the library have been extended.
   ii. Promotional event for new Flyer kiosks = Mid Feb
iii. Kiosks to be located at: JSOM, ATEC, Engineering, and Ruthford/Drive E
iv. Visitors may post flyers on kiosks – with UTD Permission
v. Extended WiFi program has added routers at the Student Union and Plinth Hall
vi. Possible Toll Tag Discount to be discussed with Parking & Transportation.
vii. Student Government Meetings need more attendees
viii. Discussion for changing names of residence halls and surrounding campus roads (Comet names being considered) – still in process.

j. Retiree Association (Sandee Goertzen)
i. Next event planned for February 11th, 2015

k. University Committees
i. Nothing to report at this time

7) Old Business/Suggestions
a. 2014-003s: Cigarette butts in front of JSOM (Ad Hoc Committee)
i. Nothing to report
b. 2014-004s: Executive Board is looking into an Ombudsman for employees.
i. The Executive Board is surveying other universities inside the UT System and will report back to Dr. Daniel.
c. 2015-001s: Allow retirees to use their silver parking pass when they go back to work 10-20 hours per week (Benefits)
i. In Progress
d. 2015-002s: Workplace bullying/Harassment (Staff Development)
i. Bullying – Currently in process/Discussion with HR and Staff Development.

8) Proposal: Comet Ambassadors – To meet people at airports, give tours, etc.
a. Per Jayar – Alumni have been asked, speak to Aaron Doherty for guidelines
b. Paula asked if retirees would be interested in doing such a thing.
c. Possibly – with training, also – parking and rides to locations may be needed as well as restrictions regarding activities performed (due to retirees abilities/limitations)
d. Per Paula – Tours are already organized, but would be useful for volunteers and events. Will speak with Aaron Doherty about it later. Requested a poll of campus offices for specific needs/instructions. Who they would report to.
e. Per Jayar – Entrepreneurship already has a program that has students give tours.
f. **PER JAYAR - Volunteers are already needed at registration for events, check-in badges, organizations, etc. Suggestion is too vague and needs to be reworded/more specific.**

g. **PER PAULA – Suggestion to keep retirees engaged, and will discuss at more length later. Motion to table suggestion.**

h. **Motion 2nd by JAYAR MEDLOCK and carried**

i. **PAULA asked retiree SANDEE GOERTZEN opinion on tours, etc. to see if there is interest in even doing such a thing.**

j. **There has been interest, but the process is too vague. Needs to be brought up for further discussion.**

k. **Motion to accept suggestion regarding retirees? Not seconded. Motion failed.**

l. **Noted: There are retirees who do still wish to volunteer. Point of Contact: Sandy**

9) **New Business**

a. **Motion called by PAULA AUSTELL to approve standing rule updates. Item 13. 6 Districts and Buildings to be affected. If approved, Entire district will be updated (via email) on when someone moves to a new district.**

b. **Motion 2nd by TRACY DIAZ. Motion carried.**

c. **Bylaws/Rules to be revisited again in a year. If any changes have been/need to be made, a meeting will be held for discussion.**

10) **Other Business**

a. **Reminder of Wellness Initiative. 10-week Challenge. Jan 26th in the Galaxy Rooms (A+B). Lunch will be provided.**

b. **Feb 12th – American Heart Association Laugh and Learn, details in progress.**

c. **Policy for who should be getting staff council emails? Currently no set policy. However, Staff Council only, should be CC’ed on pertinent emails. Meet one-on-one if needed.**

d. **JAYAR requested that the Exec. Board follow up with the Alumni Center. Severe need for conference space on campus.**

e. **PER PAULA – Temporary buildings are going up soon. Need for classrooms is higher vs events currently – but will be discussed.**

**Adjournment**

**Motion to Close**

2nd by DANIEL CALHOUN

**Motion carried.**

**Staff Council meeting closed at: 11:30AM**
RESPECTFULLY SUBMITTED,

JAMIE ABRAMS
STAFF COUNCIL SECRETARY/TREASURER