March 11, 2015

1. **Roll Call**
   **Present:** Jamie Abrams, Letitia Andrews, Paula Austell, Caryn Berardi, Michele Brown, Lynn Butler, Daniel Calhoun, Lou Delcamp, Ramona Dorough, Lewis Epps, Eric Fackler, Nancy Finch, Janice Gebhard, Selina Gu, Jay Jascott, Kelly Kaar, Dee Lambert, Nick McCormick, Jayar Medlock, Katy Monath, David Richardson, Norma Richardson, Sheila Rollerson, Julie Rooney, Alice Salazar, Carrilaine Schneckner, Janie Shipman, Joanna Tang, Chad Thomas, Vicente Torres, Becky Wiser, Melissa Wyder

   **Absent:** Naomi Emmett, Mike Mogg, Theresa Diaz, DeAnn Hegi, Pia Jakobsson, Emily Lacy

   **Guest:** Jazzmyn Wilson and Jackie Long

2. **Guest Speakers:** Colleen Dutton, Dr. George Fair, Courtney Breecheen

3. **Call to Order:** Meeting called to order by President Paula Austell at 9:05 a.m.

4. **Guest Speaker: Colleen Dutton – Associate Vice President, SPHR**
   a. HR website has been updated. It went live on last Monday. Bugs are still being worked out, so please be patient. If you can’t find something, call HR for assistance.

   b. New compensation standards and practices documents for Faculty and Staff have been posted on the website. They cover things such as: Salary, Hiring Offers, Promotions, etc…

   c. Current Hiring Guidelines are online now as well

   d. Reminder that the Annual Performance Reviews are coming due!
      i. For 2014 Employees: Due April 7th
      ii. For New Employees hired since January: Due June 30th

   e. Richard Jordan left UTD in January. Christine Moldenhauer has taken over his vacated position.

   f. Lead Admin position will be posted this week. Handles things such as FLMA, Disability, Sick Leave pool, etc…

   g. Will also be hiring a new Benefits Analyst to work with the Lead Admin. Will be responsible for: Vacation/Sick Leave pool, Mgmt pool in PeopleSoft, etc…
h. In the meantime Marita Hawkins, Christine Moldenhauer, and Tina Sharp will be working on things.

i. Dr. Fair, the Dean of Interdisciplinary Studies and VP of Diversity and Community Engagement is here to discuss the recent re-org that has created Office of Institutional Equity and Compliance.

j. The Institutional Equity function previously reporting to HR was reorganized when Audit and Compliance were separated resulting in the Audit function reporting to UT System.

k. The Office of Institutional Equity and Compliance was created to help build a stronger approach to dealing with: Equity, Diversity, Title IX, and Compliance issues on campus. Will be reporting to Dr. Fair when the transitional process is complete.

5. Guest Speaker: Dr. George Fair – Dean of Interdisciplinary Studies & VP of Diversity/Community Mgmt.

a. The Office of Diversity and Community Engagement still exists, despite the reorganization. Under that, a new Assoc. Vice President for the Office of Institutional Equity and Compliance has just been hired.

   i. James Dockery, who has experience as a lawyer and working in HR, will begin work on April 6th and report to Dr. Fair.

b. The Compliance Office used to be under Internal Audit and Compliance. It had been decided that Audit and Compliance needed to be separate.
i. The Audit Office now reports to: UT System Office
ii. The Compliance Office now reports to: Office of Institutional Equity and Compliance.
iii. The Compliance Office works to make sure that the University stays within the State of Texas’ Rules and Regulations, and monitors 26 High Risk areas (such as: Travel, Purchasing, etc.).

*Screenshots taken from IE Compliance Office 2015 Presentation

c. **Compliance Training is 100% Mandatory!**

d. The Equity Office (now under HR), will be hiring a new Director of Institutional Equity.

e. The Equity Office is responsible for managing such things as: the Affirmative Action plan, EEOs’, and Compliance Policy Investigations (in regards to harassment, discrimination, etc...)

f. An ADA Coordinator will also be under the Equity Office, as well as an area that will review hiring and compensation decisions (outside of HR).

g. **Title IX – Violence Against Women Act.** Legislature protecting women against sexual harassment. Campus Police assist in upholding Title IX and reporting violations, via the CLERY Act. Officers will continue to report under the Police Dept. However, they collaborate efforts for reporting purposes.
   i. New policies under Title IX will be drafted to deal with new issues and to keep the University in compliance as a forward leading institution.
h. **Question:** Where will the new group be held?  
   i. Eventually they will be in the SPN building. Temporarily, they are working out of the Administration building in Dr. Fair’s office.

i. **Question:** Does the Grievance Policy consider Harassment under Institutional Equity?  
   i. It depends on what the grievance is about. Things such as: Harassment, Discrimination, Retaliation, etc… fall under Institutional Equity. Other types of grievances will be reported to Employee Relations in HR.  
   ii. Interim Director of Institutional Equity: Marco Mendoza, Director of Employee Relations & Organizational Development

6. **Guest Speaker: Courtney Breecheen – Assoc. Dean of Undergraduate Education, Comet Cupboard**  
   a. Oversees Service Initiatives which engage students and provide volunteer opportunities. Also engage Faculty and Staff with Student Volunteers working together toward a common goal.

b. Social Media Tags: #hungerfreeUTD, #servicemattersatUTD

c. The Comet Cupboard provides:  
   i. Food / Personal Care items to all UT Dallas students in need, free of charge.  
   ii. Acts as a service learning component of Undergraduate academic experience.  
      1. Works into a specific sequence of classes in each School.  
      2. Starting at JSOM in the Fall  
   iii. Engages Campus Community in the common culture of Service.

d. 56% of college students (on average) are considered ‘Food Insecure’.
   i. Food insecurity leads to lower GPA averages VS food secure students  
   ii. More likely to fall in 2.0-2.49 GPA  
   iii. For students balancing both work and school. The risk of food insecurity is high.  
      1. Employed students are 2x more likely to be food insecure.

e. Per a local new story:  
   i. In 2013, the Average yearly income for an household of 4 was $20-39,000  
   ii. 20% of children in Collin County are Food Insecure  
   iii. 7000+ of Plano Elementary-age students are eligible for free/reduced cost lunch programs.

f. Comet Cupboard started due to a student on the Undergraduate Dean’s Council, proposing that such a thing would be useful in dealing with Food Insecurity hunger on campus.  
   i. Despite having a large Dining Hall, the cost of dining hall passes and Dining Hall hours of operation left many without food resources.  
   ii. Also made other student plights (ie – homelessness) more visible.
iii. University of Central Florida provided a model. Being a Charter Member of ‘Food Pantries and Universities’ – which is a National Organization.

g. Located in the Basement/Floor 1 of the McDermott Library.

h. 200 Volunteers each year support the Cupboard, not including Committees. Putting in 1,170 hours/year

i. 2014 served more than 1.100 last year.

j. Run entirely by Student Workers

k. Hours of Operation to hopefully be extended.

l. Students who use the Comet Cupboard, have a statistical increase in GPA, by +1.4 (on average).

m. New Initiative ‘Raising Cans’ – the email will go out this morning.
   i. Involves making a creative structure out of non-perishable canned goods.
   ii. Event is held in the Plinth/Visitor Center area
   iii. Contest will be judged.
   iv. Interested in participating? Email: cupboard@utdallas.edu, or email Courtney directly.

n. Crowdfunding:
   i. Office of Development and Alumni Relations is taking on this initiative.
   ii. Please reach out if you’re interested in making a donation/participating.

o. **Question:** How often are the shelves empty?
   i. Currently: They are overall pretty good. Mostly has things such as green beans, ramen, etc…
   ii. In need of more Vegetarian and Balanced Meal options
   iii. Food and monetary donations (via crowdfunding) are always welcome.

p. **Question:** What is the criteria for the ‘Raising Cans’ event judging?
   i. Either the most items (cans) or the most creative sculpture.
   ii. Keep in mind, there is not a 100% guarantee of a flat building surface.

q. **Question:** Can you bring in your own building surface?
   i. No outside items or props are allowed.
   ii. Cans for the sculpture only.

r. **Question:** How often can students use the Comet Cupboard? What items are needed?
   i. Personal Care items (toothbrushes, deodorant, toothpaste, paper products, feminine hygiene products, etc…) are always needed and welcome donations.
   ii. Students have the option to use the Cupboard once a day
iii. The highest Average so far has been seeing students use the Cupboard 3x per week.
iv. Due to a high inventory, items that students are allowed per visit will be increased from 3, to 4 or 5.

s. **Question:** Can you accept fresh fruit donations?
   i. Unfortunately not. They require different licensing and food handling processes/regulations.

t. **Question:** Freezers for frozen items?
   i. Not at the moment, due to limited available space on campus.

u. **Question:** Are there donation collection bins on campus?
   i. Permanent drop-off locations are located at: the Multicultural Center (in SSB), ROC, AD, and the Comet Cupboard Office (FO 2.7)
   ii. If you’d like a permanent drop-off location, feel free to make one or email the Cupboard to have one made.

v. In closing: if anyone has social media skills – please volunteer or email!

7. Per Paula – Crowdfunding is in her office. They will be meeting this afternoon.

8. Introduction of Patrice Holt to the position in Staff Council (by unanimous vote). She has taken the position vacated by Richard Jordan.

9. Paula motioned to Approve the Minutes from the March 11th, 2015 Staff Council Meeting.
   a. Minutes are in need of some edits.
   b. Request made that edits be highlighted.
   c. Daniel motioned to stay the approval of the minutes until edits are made.
      Approved them during the next Staff Council meeting.
      i. Jayar 2nd the motion. Motion to stay the approval of the March 11th minutes passed.

10. **Committee Reports**
    a. **Executive Board** (Paula Austell)
       a. Executive Board moved to push out the meeting with Colleen for the Ombudsman.

    b. **Attendance Report** (Norma Richardson)
       a. Attendance reports need to be turned in within 72 hours by secretaries after meetings.
       b. Reach out to members absent from committee meetings and press for full participation.

    c. **Student Government** (Brooke Knudtson)
       a. Absent – No report made
d. **Benefits Committee** (Naomi Emmett)
   b. CARE Award Nomination deadline: March 31st
   c. Currently collecting scholarship applications.
   d. Meeting with Dr. Jamison about the Lilypad rooms has been rescheduled. No updates or additional information yet.

e. **Communications Committee** (Daniel Calhoun)
   a. Communications Committee did not meet last month.
   b. Will be meeting today to work on the newsletters for April and May.
   c. Wanting to put out 2 more newsletters before August.
      i. Will be meeting to discuss the schedule.
   d. Dee is doing a great job with posting updates to the Facebook page.

f. Paula requested that info about the Comet Cupboard and the CARE Awards be posted on the FB page.

g. **Fundraising Committee** (Letitia Andrews)
   a. Valentines sales went well. An earnings report will be made on that soon.
   b. Currently selling polo shirts to clear old inventory.
   c. Upcoming sale will be for Graduation Bears for $8.00
      i. Sale will be active at the end of April till May 7th or 8th.

h. **Staff Development Committee** (Lynn Butler)
   a. Met last month after Staff Council to discuss the upcoming Staff Appreciation event.
   b. The date has been changed to May 20th to be held during intercession.
      i. Lack of students on campus as well as nice weather during that time.
   c. Dr. Jamison is happy to speak on the growth of UTD.
   d. Also discussed event plans with him. He is very supportive of the event and will assist in making it happen.
   e. Dr. Jamison suggested that the time be moved to earlier in the day to provide attendees with lunch, as well as the use of the hot dog cart and the food truck.
   f. Event time is still TBD.
   g. Want a big event to show the staff they are really appreciated.
   h. Asked about using the mall area, but reserved the entire plinth area (outside McDermott) for the event.
      i. Will be discussed further at a later time.
      ii. Will most likely be held on a Wed.

i. Paula suggested that Lynn reach out to Bob Fishbein for the $5 meal deals, for the food truck. If possible.
i. Secretary and Treasurer’s Report (Jamie Abrams)
   a. Fall 2014 Staff Council Scholarships are not reflected in the report, but have been submitted.

j. Faculty Senate (Dr. Tim Redman)
   a. Nothing to report

k. Retiree Association (Sandee Goertzen)
   a. Continuing with the lunches.
      i. 1st Monday in March, lunch at: Marcus Café
      ii. 1st Monday in April, lunch at: Café Brazil
   b. New Retiree reception will be held on April 14th
      i. Dr. Daniel will be speaking
   c. Since April 30th of last year, there have been 38 new retirees.

l. Rochelle spoke on some issues that are currently affecting our campus.
   a. Current legislature regarding concealed carry of guns on campus is trying to pass.
      i. Right now, legally owned guns are only allowed in parking lots.
      ii. Chancellor is against the new campus carry proposal.
   b. A 2nd Bill regarding Open Carry will also be brought up to vote.
   c. Please contact our Representative to voice whether you are for or against the new carry policy trying to pass.
   d. There seem to be diverse opinions on the issue, both for and against.
   e. There is a good possibility that the Campus Carry will pass.
      i. Should know within 2 weeks if it is up for legislature.
   f. Will University Campuses be able to override the bill?
      i. Campuses could have the option, depending on the wording, but there is a strong opposition to that.
   g. If Campus Carry fails, Open Carry may gain support.
   h. No basic changes to Benefits, or TRS
      i. Won't know for sure until July during Open Enrollment.
   i. Regarding: the Affordable Care Act and hourly employees.
      i. Hours are being tracked.
      ii. System asked for a premium drop. Full premium at 30+ hours.
         1. Currently in process
iii. Currently, it is only offered for 50 hours or less. Will need further discussion on the matter.

iv. Board of Regents is working to build a toolbox for staff improvement utilizing LINDA.com and SkillSoft.
   1. Allows user to schedule what they want to learn and will show the classes offered.
   2. If it is seen as beneficial, they will request a purchase of the system use by the entire Academic and Health Services.
   3. All staff will have equal opportunity to access this program.

v. **Question:** Can previous unused licenses be used for a test run?
   1. If possible

vi. Also, the possibility of Skyping PeopleSoft for other institutions to watch.
   1. Particularly useful if someone can’t leave their desk for a class.

vii. UT Fit Health and Wellness.
   1. Has been approved that we can take 30min (in addition to lunch), 3x per week for health.
      a. Such as walks, working out, etc…
   2. Working on talking with the Board of Regents to make sure institutions are aware of it.
      a. Until now, was not previously allowed for Higher Education to participate.
      b. At UTD – Supervisor Approval is still needed to participate. Supervisors can deny the request, with a valid reason. (Required attendance for a meeting, etc…)

viii. Working to have an Official announcement made so people are aware of it.

j. **Question:** Updates on Staff Fitness Center?
   i. The equipment has been ordered, but the meeting was postponed.
   ii. Dr. Jamison is aware of the new legislature regarding the 30min for health, being passed.
k. **Question:** There seems to be, a disconnection in regards to the hours for the Fitness Center between the Athletic Department and Staff information?
   i. Staff use can overlap with the Athletic Department’s use of the Fitness Center. Share the space.

l. **Question:** Is the Fitness Center free of charge for Staff?
   i. So far, yes it is.

m. **Question:** Can retirees use the Fitness Center?
   i. Should be able to. Will look into that for further discussion.

m. Per Paula – One System, One Voice
   a. Employee Advisory and Staff Council websites are linked.
   b. All websites/Councils have a voice on the employee advisory council.
      i. Meet 3-4 times per year.
   c. Look at the websites, and make consistent suggestions
   d. Very important to have a passionate representative who will bring information to everyone.

n. Per Paula – The Office of Diversity and Community Engagement.
   a. An email was sent out for Nominations regarding the Staff Diversity Award.
      i. Currently only one Nomination
   b. Has been held at the Clark Center in the past
   c. Will announce the official Time/Place on the Office of Diversity and Community Engagement’s website.
   d. EVERYONE IS INVITED!

**University Committees**

a. **Parking and Transportation** (Paula Austell and Kent Mecklenburg)
   i. Nothing to report

b. **Campus Facilities** (Jay Jascott)
   i. Nothing to report

c. **University Safety and Security** (Chad Thomas)
   i. Nothing to report

d. **Women’s Center** (Melissa Wyder, Theresa Diaz, Janie Shipman, and Becky Wiser)
   i. Nothing to report

e. **IR Security, Planning, and Policy** (Arturo Elizondo, Jr.)
   i. Nothing to report
f. Auxiliary Services (Paula Austell)
   i. Nothing to report

g. HOP Committee (Paula Austell)
   i. Nothing to report

h. Student Fee Advisory Committee (Melissa Wyder and Lynn Butler)
   i. Nothing to report

i. Committee for Support of Diversity and Equity (Yolanda Evans, Misty Hawley, Janie Shipman, Carrilaine Schneckner, Daniel Hernandez, and Selina Gu)
   i. Nothing to report

j. Intellectual Property Advisory Committee (Jay Silber)
   i. Nothing to report

k. Academic Calendar Committee (Megan Gray and Sheila Rollerson)
   i. Nothing to report

l. Information Security Advisory Committee (Daniel Calhoun)
   i. Nothing to report

m. University Sustainability Committee (Craig Lewis)
   i. Nothing to report

n. Wellness Committee (Paula Austell and Michele Brown)
   i. Nothing to report

11. Continuing Business

   a. Wellness event is this afternoon from 12:00p-1:00p in the Galaxy Room
      i. Body sculpting/workouts, etc…

   b. March 24th is the next Lunch and Learn event in the Galaxy Room.
      i. Provant Health will be there to present on the LivingWell system and the Health and Wellness Challenge.
      ii. The deadline for registrations is March 20th

   c. Sandee asked Can we get this info to Retirees?
      i. Paula will email

   d. Suggestions
      i. 2014-003s: Cigarette butts in front of JSOM building- (Ad Hoc Committee lead by Jayar Medlock)
         1. No updates
      ii. 2014-004s: Executive Board is looking into an ombudsman for employees.
         1. Meeting with Colleen was postponed due to scheduling conflicts. Will try for next week.
      iii. 2015-001s: Allow retirees to use their silver parking pass when they go back to work 10-20 hours per week (Benefits Committee)
         1. No updates
iv. **2015-002s:** Workplace bullying/harassment and other situations where faculty, administrators, and instructors are abusive to the staff. (Staff Development Committee)
   1. In process

e. New Proposals
   i. Excessive noise from the plinth disrupting the library.
      1. Per Melissa – Possibly take it to the SU to look at noise policy.
      2. Per Paula – Unsure if we can regulate noise for events.
      3. Per Letitia - Consider talking to the library staff about it?
         a. Per Paula – Discussed it with the Deans in the Library. The complaint is not unanimous.
      4. Per Kelly – there should be room for events in Comet Town (when it opens)
         a. Per Dee – Students won’t go to non-convenient areas.
      5. Per Daniel – Letter should be drafted and issue should be investigated.
      6. Per Paula – Concern should be brought from the Library, not Staff Council.
         a. Per Jackie – Students should make the suggestion. They are holding the events.
         b. Per Melissa – It is the library staff being disrupted, not students.
    7. Per Paula – Vote to Accept?
       a. Majority denied
          i. Will suggest for the individual to handle it
          b. Per Chad – Suggestion that a reason should be offered for the Staff Council’s rejection.
             i. Per Julie – Also: Are the proper channels being followed? Self-Advocacy for handling a situation, or going through proper channels before coming to Staff Council.
             c. Per Paula – Will bring that up to the individual.

   ii. Making ‘Catch Comet Pride!’ mandatory training for Faculty and Staff.
      1. Per Melissa – Facilitators of Catch Comet Pride say ‘no’. If people are not willing to attend, they won’t take the info in. Motion to bring it up with Terry.
         a. Per Paula – Will let Terry and David know.
      2. Jayar 2nd Motion not to accept this as a Staff Council issue/suggestion.
         a. Motion Carried
iii. Use of Lot S Parking Spaces – Near Facilities.
   1. Per Jay – Parking allotments are strictly determined by Dr. Jamison and Parking and Transportation. Until the Biological Sciences building and the Loop Rd. project is complete – it will get worse before it gets better.
   2. Per Daniel – Residential Parking (Red) in PS3 is not being used as much. At some point, it will be changing which will free up more spaces for use.
   3. Per Vicente – The reason for the suggestion is that the parking spaces at Callier are not always in use. However, despite having a parking pass, people are still not allowed to park in those spaces.
      a. Per Jay – The spaces are being used for Disabled/Hearing Impaired for out of campus users who need that building. (Callier is a Service Building) More parking is coming.
         i. Per Lou – Possibility of making those spaces ‘Pay-to-Park’ in the meantime?
            1. Per Paula – Will take the suggestion to the Director of Parking and Transportation for discussion/feedback.
      b. Melissa motioned to table the suggestion until more discussion has been made with Parking and Transportation.
         i. Eric 2nd the motion to stay the suggestion
         ii. Motion Passed.

iv. Regarding the (lack of clearly seen) Color Coding in PS3, per level
   1. Per Daniel – PS3 is painted like the surface lots, not per level. However, there are no signs in clear view – which make it difficult to tell.
      a. Jayar motioned to say it’s ‘in progress’ and forward the issue on to Chris and Parking and Transportation; from Staff Council for feedback. Also that the elevators are out-of-order quite often. One letter – 2 issues.
      b. Vote unanimously passed. Motion carried.

12. New Business
   a. None

13. Reminders
   a. Lunch & Learn today in the Galaxy rooms
   b. $5 Fridays/Spirit Days in Student Union Dining Hall.
   c. CARE Award Nominations due on March 31st!
      i. If you want a sign, email Paula.
14. Upcoming Guest Speakers:
   a. **April**: Hayed Fontenot – Director of CentralTrak - to speak on Artists Residency and the Gallery

15. Adjournment
   a. Motion to Adjourn by Eric
      i. Motion 2nd by Chad. Motion Passed.
      ii. Meeting adjourned at: 10:55AM

Respectfully submitted,

Jamie Abrams
Staff Council Secretary/Treasurer