1. **Roll Call**
   **Present:** Jamie Abrams, Letitia Andrews, Paula Austell, Caryn Berardi, Lynn Butler, Daniel Calhoun, Lou Delcamp, Theresa Diaz, Naomi Emmett, Eric Fackler, Nancy Finch, Janice Gebhard, Selina Gu, DeAnn Hegi, Patrice Holt, Pia Jakobsson, Kelly Kaar, Emily Lacy, Dee Lambert, Jayar Medlock, Mike Mogg, David Richardson, Sheila Rollerson, Julie Rooney, Alice Salazar, Carrilaine Schneckner, Janie Shipman, Joanna Tang, Vicente Torres, Becky Wiser, Melissa Wyder

   **Absent:** Michele Brown (Maternity Leave), Ramona Dorough, Lewis Epps, Jay Jascott, Nick McCormick, Katy Monath, Norma Richardson, Chad Thomas

   **Guests:** Colleen Dutton, Marco Mendoza, Sandee Goertzen, Heyd Fontenot, Orkun Toros

2. **Guest Speakers:** Colleen Dutton, Heyd Fontenot, Orkun Toros

3. **Call to Order:** Meeting called to order by President Paula Austell at 9:12 a.m.

4. **Guest Speaker: Colleen Dutton – Associate Vice President, SPHR**
   a. Just a few quick announcements:
      i. Would like to introduce a new member of the HR Staff, Celeste Burnett.
         1. She is taking up the Lead Administrator position (working with the disability leave, sick pool, etc.)
         2. Her phone extension is x2131
      ii. Also recently hired a new Benefits Analyst
         1. New analyst will work closely with the new management module.
         2. Starts work on April 27th.
         3. Her name is Kosima Ketcham
   
   b. Last month Dr. Fair spoke about Institutional Equity and Compliance and the new Assistant Vice President, James Dockery. He is officially here as of Monday (April 06, 2015). Though he was unable to attend this meeting, he will be attending the next one to at least introduce himself.
      i. He extends an invitation (via Colleen) that if anyone wants to come talk to him they are free to do so.
      ii. He is currently housed in the HR Office area in AD for the next few months until the offices in the SPN building are complete.
Pay ranges for FY16 will be increasing by 3% 
  i. For those looking at hiring proposals, pay raises, etc… you can start using them.
  ii. Should be posted up today, if not then they will be up tomorrow and Friday at the latest.
  iii. If they are not there, please work with your Employment Specialist: Nancy Joseph.

UT Wellness Challenge kickoff is Friday at 10:00AM. At the fountain/plinth area for a quick 10 minute walk.

Looking to get as many UTD participants as possible.
  i. Question: If we have problems with the sign up, who do we contact?
     1. Nora Pena

Intercom – Annual notice for the Drug-Free Workplace we are required to post. All around campus and also on the HR website under the Annual Notices Section.
  i. If you have any questions about the Drug-Free workplace, policy, or any information that is there; please contact Marco Mendoza.

UT Southwestern has requested a focus group from UTD for a new patient-centric clinic. From the focus group, they would like to know:
  i. What is the ideal location? (on campus or closer to home)
  ii. What clinic hours are preferred by patients?
  iii. Would patients like self-service check in, self-scheduling appointments (via app)?
  iv. Would they like to receive medically appropriate doctor’s visit via digital means? (Skype, FaceTime, secure email)
  v. Would they be willing to pay a nominal fee of $40 for an eVisit instead of a standard office visit + copay?
  vi. Any other suggestions the focus group might have

The focus group is scheduled on April 30th for 1 hour.

They need a total pf 10 people, a mixture of Faculty, Staff, and Students.
  i. Would like 2-3 from Staff Council

Lunch will be provided.

Lone Star conference room in the Administration building. (AD 3.104)

Please volunteer by next Friday at the latest.

Adult family members (also under Insurance) are welcome to attend as well.
  i. Question: What about retirees?
     1. She didn’t say anything about retirees, but if they are on the Insurance plan I don’t see why not.

  ii. Question: Don’t we already have a clinic across the street?
     1. Yes. This focus group is to see how that is going and what else is needed.

Several people have complained that appointments are necessary over there, no walk-ins accepted. It could take 2-3 days to get in.
This project is for Capstone, but it will eventually benefit UT System, UT Southwestern, and UT Dallas as well. They wanted specifically UT Dallas for this focus group.

**Question: If you aren’t sick on the days the doctor is in, do you just have to wait?**

i. Yes, but now is the time to voice these concerns with the focus group. Let them know.

**Question: Is a flyer for this focus group available?**

i. No, just the email that was sent out.

**Question: Could you forward the email so we can get the word out?**

i. The focus group is limited to 10 people. So, hesitant to release the email in such a way.

**Question: What’s your extension?**

i. x2130 or can reach via email

**Question: When you know who the representatives are, will you let us know so we can forward our concerns to them to be brought up in the focus group?**

i. Sure, no problem.

**Question: Regarding the HR website – To find how to register for classes is challenging. Is this process being improved on/simplified?**

i. Yes. Per Marco, it is a work in progress we’ve brought it up to our developer that it is a bit cumbersome and we trying to organize and simplify it.

**Question: The title of the online tools is very misleading, can it be clarified?**

i. That has been asked to be taken down. Also working on instead of “HR Forums” and “HR Forms” will be changed to something less confusing. The forms in “HR Forms” currently list filenames and extensions; that will also be fixed.

**Question: Previously, all job and pay codes were in one searchable list. It was removed, will it be put back?**

i. It may or may not be. Will have to look into how the new tool is set up. They had been taken down to update the job descriptions. Trying to make it more user-friendly and intuitive. Please let us know of any adjustments that need to be made, everything is still in process.

**Question: The job listings on the Hiring pages are pulling up very few posts.**

i. The job listings are posted in 2 different places while things are in transition. If you can’t find something, please call us.

**Question: Are you in the process of updating the job descriptions?**

i. Yes. As jobs get posted, they are being revised. It’s still in process. Advice to managers: please review job descriptions every 3-5 years (3 years is preferable.) and keep them up-to-date.
5. Guest Speaker: Heyd Fontenot, Director of CentralTrak Artists in Residency Program

a. CentralTrak, through Arts & Humanities, has been around for about 10 years. It’s located at Fair Park about a block from Metro Station.

b. CentralTrak hosts artists from all over the world, allowing them to live and work together in the same building.

c. Attached to the art school, CentralTrak also hosts UTD graduate students.
   i. Graduate students often act as mentors and sit in on critiques with students and help make connections.

d. Dallas and Houston are currently both vying to become art capitols. Art and Culture centers tend to draw people to them. Making those cities more appealing for people to want to stay.

e. On the funding page of the website (CentralTrak.net) is a short video, produced In-House by resident students; highlighting CentralTrak and its impact for their residents.
   i. A summary of the information in the video is as follows:
      1. CentralTrak is an artist residency and exhibition space that awards temporary, cost-free housing and studio space to artists from around the world.
      2. Founded in 2003, CentralTrak operates under the auspice of UT Dallas and is located 3 miles from the Downtown Dallas Arts District.
      3. Artists apply to CentralTrak by proposing specific artistic endeavors in a wide range of media options.
      4. This program helps to foster a community-type environment and allows visibility to the artists that they would otherwise struggle to find.
      5. UTD Students seeking post-graduate degrees gain firsthand knowledge of the inner workings of CentralTrak, by working as temporary support staff as part of their Residency.
      6. In the last 6 years, CentralTrak has hosted more than 70 artists from 6 different countries.
      7. In bringing artists to CentralTrak from all over the world, an influx of dynamic and committed artists have been introduced to the Dallas area. Many of which, have relocated to the area; and several more who are frequently returning to display their art in local museums and galleries.

g. Question: What are the opportunities for site visits for groups of students?
   i. Absolutely! Any time, just let me know. We want to get the word out about CentralTrak to UTD.

f. Question: Do you put schedules of events in the newsletters?
   i. Some, but we move very fast. Major events are posted via UTD, but we also use and independent website and post more there. Would be happy to add people to the email list for weekly contacts, just let me know.
h. **Question: Where is that video accessible?**
   i. On the CentralTrak website on the funding page.  
      (http://www.centraltrak.net/support/

i. **Question: What DART stop is near CentralTrak?**
   i. Fair Park
   ii. Also, it is very busy during the time of the State Fair.

j. **Question: Renting space for events?**
   i. Unsure about that with the current leasing agreement.
   ii. The gallery space is about 2,000sqft but it is not a commercial space.

k. **Question: CentralTrak hours?**
   i. Gallery is open on Saturday, 12:00-5:00pm
   ii. Openings are usually 8:00-10:00pm

l. **Question: What are some examples of recent workshops that are open to the public?**
   i. Every other Wednesday there is a drawing group called “Children of Artemis”. It is an open collaboration and networking between artists.
   ii. Journal, lasthire.com, will be doing writing workshops.
   iii. We also offer lecture series.
      1. Next Topic – An academic discussion panel relating to art projects with relative subject matter; such as: Nuclear Power, Death Penalty, Social issues, etc…
      2. Tete-a-Tete – A more informal conversation between artists and mentors. Very friendly, open, and accessible.

m. If you are interested in CentralTrak or have any questions, please contact Heyd Fontenot.
   i. Per Paula – You may also contact her and she will forward the message on.

6. **Guest Speaker: Orkun Toros – Ask YODA Representative.**
   a. We started AskYODA about a year ago. It is an online, 24/7 Knowledge Base with the goal of being a ‘one-stop shop’ for the most frequently asked questions in regards to HR and the Office of Administration.
   b. Over 450 pages of FAQs have been added for Office of Administration and HR.
   c. In the last year, about 1,000 FAQs have been added.
   d. To access AskYODA: Go to the Office of Budget and Finance, there is a navigation in the bottom left. You can either search directly from there, or click it to get to the AskYODA page.
   i. It looks like this:

![AskYODA Interface](image)
AskYODA, in addition to an FAQ, is also a Glossary of Terms. For the questions users have about the Administration Office it is a functional use. For HR it is functional but also has an internal departmental use.

Please use the AskYODA feature as much as you can! If something is not there that answers your question, or you can’t find anything pertaining to your question, call us and we will assist you and add it to the database.

To ask a question in the AskYODA system, you login using your UTD ID. Under ‘contact’ there is a form to fill out.

The system will search previously answered questions and share related answers. If it doesn’t answer your question, please send an email. We try to respond within 24 hours.

AskYODA will be undergoing an upgrade next week. Will be somewhat intuitive in regards to what the user is asking/wants.

Question: Have you considered putting in a ‘Does this meet your expectation?’ feedback?

After receiving an answer, users can go back and comment on how well the system worked.

Question: During the upgrade next week, will Ask YODA be down at all?

Should not have any downtime. The upgrade should be backend updates only and should not affect the usability.

If you are interested or have any further questions about AskYODA, please contact: Orkun Toros.

7. Review of Revised February Minutes.
   a. Motion to Accept made by: Melissa Wyder
   b. 2nd by Jayar
   c. Motion Passed

8. Review of March Minutes
   a. Motion to Accept made by: Melissa Wyder
   b. 2nd by Julie
   c. Motion Passed
9. **Committee Reports**

a. **Executive Board** (Paula Austell)
   a. Not much to report, will discuss status of the Ombudsman project later in the meeting.

b. **Attendance Report** (Norma Richardson)
   a. Absent – No report made

c. **Student Government** (Brooke Knudtson)
   a. Absent – No report made

d. **Benefits Committee** (Naomi Emmett)
   a. Committee met on April 1st.
   b. 13 Scholarship applications were received for spring.
      i. Can award 10 of them at @ $250 each.
   c. Met with Dr. Jamison on the 24th to discuss the Lilypad rooms.
      i. Currently looking at options for the room in the Founders Building.
         1. Both a sink and fridge are needed for the Lilypad rooms and the proposed location in FO has no sink. It will cost money to install what is needed.
         2. Dr. Jamison is behind it, just trying to work out the costs.
      ii. There will be 4 Lilypad locations throughout campus.
         1. SPN
         2. SSB
         3. ROC
         4. FO

e. **Communications Committee** (Daniel Calhoun)
   a. Communications Committee met last month.
   b. 2 Sun newsletters are left for the year: May and August
   c. The May edition will has about 6-7 articles so far, covering topics such as:
      i. Upcoming Staff Appreciation event
      ii. Recycling
      iii. Upcoming Staff Council Nominations
      iv. CARE Award winners for Spring 2015
      v. Physical Activity benefit
         1. Per Dee – Spoke with Dr. Jamison and Tysh who had a discussion with Tim Shaw. The Activity Benefit (30min x 3days/week) is permissive, however it is not mandatory. UTD has no official stance to allow it.

d. Any ideas for the newsletter? Send them to us!
f. **Fundraising Committee** (Letitia Andrews)
   a. Polo shirts are still for sale!
      i. If you would like one, please visit the Staff Council website to order.
   b. Bear sales will run from the end of April until May 11th.
      i. $8 each
      ii. Choice of bear color (white/gold/chocolate) and ribbon color (orange/green/combo)
   c. Next fundraiser: Around Christmas time

   g. **Staff Development Committee** (Lynn Butler)
   a. Committee met last month to discuss the upcoming Staff Appreciation event.
   b. Chartwells is happy to help with the food and assure us that there will be enough to feed everyone.
   c. Will be held during intersession on May 20th, 2015
      i. Where: Plinth/Misting pool area
      ii. When: 1:30-3:00PM
   d. Dr. Jamison will be speaking around 2:00PM regarding the current and future growth of UTD.
   e. Giveaways will happen!
      i. Dr. Jamison suggested an iPad, while the committee proposed FitBits. Can give away several FitBits for the price of an iPad.
         1. Will be discussing it further with Dr. Jamison and talking to the Tech Store.
   f. **Question: Is there a flyer for the event?**
      i. Yes! It’s currently being put together by Jamie.

h. **Retirees are welcome to join the celebration.**
   i. **Volunteers are needed to help run the event.**
   j. **There will be a ticket system for food served at the event.**
      i. 1 Ticket = 1 hamburger OR 1 hot dog
   k. **Tables and chairs might be free.**
      i. Currently looking into it
   l. **Chartwells will be supplying music for the event.**
      i. Country genre
   m. **Spoke with Jay Jascott about the Staff Garden**
      i. He needs to talk to Facilities to discuss what can be done, and who will be responsible to maintain it.
      ii. Possibly an English-Style garden, located over by the Green Center
         1. Still in discussion
      iii. Considering seating options, such as benches
m. Terry Cartwright is working on a Bullying module titled “Creating a Culture of Dignity and Respect”.
   i. Will have 4 different services within the module
      1. Possibly ready around Fall
n. Also working on an Admin certification series
   i. Modules = around 90 minutes each

o. **Question: What is the Theme for the Staff Appreciation event?**
   i. Grow With Us!

p. Northside “Comet Town” Groundbreaking ceremony!
   i. April 16th, 2015; 3:00-4:00PM
   ii. Please attend!

h. **Secretary and Treasurer’s Report** (Jamie Abrams)
   a. Still waiting on the invoice from the Parks Bros. purchase.
   b. After the invoice has been received/paid, there should be about $5,000 available for Fundraising.

i. **Faculty Senate** (Dr. Tim Redman)
   a. Absent - Nothing to report

j. **Retiree Association** (Sandee Goertzen)
   a. Suggestions had been received about going to Rockfish for a Luncheon
      i. First Monday in May, Rockfish
   b. Next Tuesday a reception will be held for the 39 new Retirees.

**University Committees**

a. **Parking and Transportation** (Paula Austell and Kent Mecklenburg)
   i. There will be a meeting today.
   ii. Emails regarding PS3 and Callier had been sent to Chris, but had not received a response. Will be following up on those today.
      1. **Point of Interest: Going up the ramps to park in PS3 in the morning, the sun is blinding at that angle. This creates a safety hazard, shades could be added to avoid this.**
         a. Per Paula – Will add it to the discussion

iii. **Question: What do you do if you have questions for the Committees, like University Safety and Security?**
    1. Email Chad your concerns and ask that they be brought up for discussion
iv. **Question: In regards to Rockfish** (see Retiree Assoc.), **are we getting any money or discounts?**
   1. Haven’t in a while. The fundraising committee may be working on other restaurant initiatives to get something more consistent.

v. **UTD Wellness Challenge**: please sign up if you haven’t already!

   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. Absent - Injury

   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

10. Continuing Business
   a. Regarding the smoking issues outside of HH – Jayar has taken it under the similar situation in regards to JSOM.
      i. Per Jayar – Recommends Staff/Faculty be more vocal and advise smokers they cannot smoke in certain areas. Report the issue to Campus Police if necessary.
      ii. Per Lynn – The patio area of the McDermott library is awful because people smoke there all the time. Can we put signs up?
         1. Per Jayar – Email me and I will look into it
   b. Question: Can we post a map of the acceptable smoking locations online? Give them another option of ‘you can smoke here’ instead of ‘that isn’t allowed here’?
      i. Per Jayar – Will follow up with Brooke and Jay
   c. Question: Are we considering the Veterans in regards to the smoking issue? It helps some of them, they would need somewhere close to the Veteran’s Center.
      i. Per Jayar – Will look into that
   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. Giving HR and the Office of Employee Relations time to work. The ombudsman project is not ‘off the table’.
            a. Will invite HR to Staff Appreciation an open forum/mix n’ mingle.
            b. Point of Interest: A chart of who to contact for what situations would be helpful.
         2. Question: Does HR do a Meet N Greet? Not just for Staff Council, but a way for individuals to reach out in a non-problematic setting for a Q and A?
            a. Per Marco – Once a month, HR forums are held. Core teams have been put together for this. They have meetings with Departments to discuss any issues. Please attend!
         3. Per Daniel - Regardless of the Quality of HR, the ombudsman is a neutral and objective 3rd party and still useful.
            a. Per Paula – Dr. Daniel is still in favor of the ombudsman, its still in process.
4. Per Carrilaine – Going to HR with problems creates Retaliation fear.
   a. Per Paula – There are laws that protect against Retaliation.
5. Per Melissa – The ombudsman would cure Retaliation fear.
   a. Per Paula – The ombudsman project has not been tabled. It’s still in process.

6. Per Paula – If anyone has any additional concerns, please let me know. Can bring them to the Executive Board for discussion.

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. Paula will follow up with Chris at the meeting

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

v. **2015-003s**: Additions of garbage cans @ ECS and PS3
   1. In process

vi. **2015-004s**: Clearly color-coding the parking in PS3
   1. In process

vii. **2015-005s**: Smoking issue outside HH, has been looped in under 2014-003s as they are parallel issues. Jayar is handling this.

e. **New Proposals**
   i. Smoking issue outside of HH.
      1. Paula motions to add it under the Ad Hoc committee and the similar issue at JSOM
      2. Jayar 2nd
      3. Motion Passed

   ii. Spring Break scheduling issues/UTD not aligning with public schools.
      1. Per Melissa – Some kind of ‘heads up’ is needed on schedule changes.
         a. Per Paula – There is an Academic Calendar Committee who decides the schedule. Will forward the concern to them.
      2. Per Dee – Cannot be solved. It will always be “off” for someone.
         a. Per Paula – Agreed
3. Motion made to forward the issue to the Calendar Committee and to ask for an advanced notice.
   a. 2nd by Jayar and Melissa
   b. Motion Passed

4. Per Lou – Suggests to add the calendar to The Sun newsletter
   a. Per Paula – Will pass that suggestion along.

11. Old Business
    a. Regarding last month and the noise complaints outside of the library. That issue needs to be addressed to Delores King.
       i. Per Paula – Will send an email
    b. Question: Is there an update on the Staff Wellness Center in SPN?
       i. Per Daniel – Construction is in progress for it. Equipment will be delivered next week.
       ii. Per Paula – Will email Dr. Jamison for an update

12. New Business
    a. Staff Council Nominations are coming up! Please resubmit to continue to be on the Staff Council.
       i. Voting for new Staff Council happens in June

13. Reminders
    a. $5 Fridays/Spirit Days in Student Union Dining Hall.
    b. Fall 2015 CARE Award winners were decided on Monday. Will email the Reps the winners’ names when they can be released.
    c. CARE Award Nominations are being accepted for Fall 2015!
       i. Deadline is Oct 31st, by 5pm.

14. Misc
    a. Per Vicente – The Campus Carry bill is up to the House and looks like it will pass. Another bill of the same sort has passed the Committee.
    b. Per Paula – Arturo had been in an accident and was in the ICU. He is now in a regular room and recovering from his injuries.
       i. If you would like to send him a card, email Paula for the address.

15. Upcoming Guest Speakers:
    a. May: Angela Dees and Mariah Armitage – Environmental Health and Safety to speak on Disaster Preparedness

16. Adjournment
    a. Motion to Adjourn made by Pia
       i. Motion 2nd by Jayar. Motion Passed.
       ii. Meeting adjourned at: 11:30AM
Respectfully submitted,

Jamie Abrams
Staff Council Secretary/Treasurer