July 08th, 2015       ECSS 2.102, TI Auditorium       9:00 AM – 11:00 AM

1. Roll Call

   Present: Jamie Abrams, Letitia Andrews, Paula Austell, Caryn Berardi, Lynn Butler, Michele Brown, Daniel Calhoun, Lou Delcamp, Theresa Diaz, Lewis Epps, Eric Fackler, Janice Gebhard, Selina Gu, Patrice Holt, Pia Jakobsson, Emily Lacy, Dee Lambert, Nick McCormick, Jayar Medlock, Mike Mogg, Sheila Rollerson, Julie Rooney, Carrilaine Schneck, Janie Shipman, Joanna Tang, Chad Thomas, Vicente Torres, Melissa Wyder

   Absent: Naomi Emmett, Nancy Finch, DeAnn Hegi, Jay Jascott, Kelly Kaar, David Richardson, Norma Richardson, Alice Salazar, Becky Wiser

   Guests: Marita Yancey, Marco Mendoza, Sandee Goertz, Jazzmyn Wilson, Caitlynn Fortner, Grant Branam, Ste’ve’sha Evans

2. Guest Speakers: Marita Yancey – Director of Human Resources

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

4. Guest Speaker: Marita Yancey – Director of Human Resources
   a. Spoke on:
      i. Annual Open Enrollment (July 15-31st)
      ii. Benefits Fair on July 13th from 9:00am - 4:00pm, in the Student Union Galaxy Rooms.
      iii. Benefits changes
         1. Out-of-Pocket limit changes
         2. UT Select Dental/Dental+ - No exclusion for missing tooth
         4. Long Term Care – being removed soon. Last chance to sign up!
            a. Rates are staying the same.
         5. Flex Care to increase $50.00
            a. Up to $2,250.00
      iv. Provant will no longer be a vendor for the wellness program
         1. UT System is running the wellness program now
      v. July 1st and going forward, Same-Sex spouses are now eligible for benefits coverages.
         1. Considered a ‘Status Change’ in July
vi. After July – changes during annual enrollment will be subject to proof of insurability if required by the plans.

vii. TRS contribution change increase
    1. 7.2% this year
    2. 7.7% next year

viii. New Hires between July 1st – August 31st will not be able to enroll online.
    1. Concurrence event
    2. Come see HR for assistance
    3. 3-4 week blackout will happen due to budget/fiscal year roll process.

ix. Full premium eligibility for ACA and 30hrs.
    1. Did not go to legislation for discussion
    2. Not required by law or funded by the state
    3. UT System is discussing options
       a. Will let people know

x. Retirees Benefits updates?
    1. An email was sent out this week and will go out via postal mail on Friday

xi. UTSW pilot program
    1. No definite program as of yet

5. Per Paula – Ramona Dorough has left UTD as of last week. To take over the vacant terms left by Ramona Dorough, and Katy Monath; 2 new members have joined the Staff Council: Jennifer Budd and Archie Nettles.

6. Review of June Minutes
   a. Motion to Accept made by: Pia
   b. 2nd by Melissa
   c. Motion Passed

7. Committee Reports
   k. Executive Board (Paula Austell)
      a. The Executive Committee met before Dr. Daniel left, and spoke with both Dr. Daniel and Dr. Wildenthal.
         i. Dr. Wildenthal seems certainly on board to help.
            1. Things that were being discussed with Dr. Daniel will carry over.
         ii. The Tuition waiver for employee dependents is still in process
            1. Cannot use State or Institution funds
            2. Can be covered by donations, or Fundraisers
               a. Possibly a Staff/Faculty campaign
                  i. Donate a portion of paycheck every month
      b. Daycare facilities
         i. Paula is on the Committee for the daycares on the Northside project
1. Will have more info soon
2. Unsure on cost or if they will be Staff-Only.
3. **Question: Will the Daycares offer Summer Care for kids out of school?**
   a. Will ask and find out
   c. Ombudsman project
      i. Still in process
      ii. Dr. Wildenthal has been involved with Ombudsman in the past
   d. Dr. Wildenthal will be doing a ‘Coffee with the President’ meeting before the next CARE Awards.
   e. In regards to the Staff/Faculty Wellness Center and the possible fees
      i. That is up to Dr. Jamison
      ii. He has been invited to the next Executive Committee meeting to discuss this topic.
   f. Dr. Daniel has been assigned by UT System to handle the Campus Carry issue.

1. **Attendance Report (Norma Richardson)**
   a. Absent – No Report

m. **Student Government (Caitlynn Fortner)**
   a. Meeting new students at the Freshman Orientation
   b. Trying to increase safety awareness at the Mcallum area
      i. Will be holding a community awareness meeting on safety
   c. Art Showcase – Being planned for next year.
   d. Waterview Road repairs are on schedule and fixed
   e. Student access to the Alumni Center is in process.
   f. At the last meeting the requirements for Student Government were discussed.
      i. Either 6, or 9 hours of credit hours – not 12.
      1. Will look into further for clarification.

n. **Benefits Committee (Naomi Emmett)**
   a. Absent – No Report
   b. Per Paula – Staff Council scholarship awardees will be invited to attend the August meeting.
      i. 3 of 10 are Off-Campus

o. **Communications Committee (Daniel Calhoun)**
   a. The Sun newsletter will be out next week
      i. On either Monday or Tuesday
      ii. Article on the scholarship winners will be included
      iii. Elections for Staff Council – Voting is now open!
iv. New member to the Communications Committee: Archie Nettles
b. Communications Committee will be meeting right after Staff Council.

p. Fundraising Committee (Letitia Andrews)
a. Some polo shirts are left.
   i. Selling them for $20 each (either cash or check, no online ordering)
   ii. Email Letitia or Janice
b. Starting in September, new polo shirts will be sold $21-22 each
   i. New vendor – Local to Richardson (costs us only $8/shirt – more profit)
   ii. Online ordering available in September
   iii. Orange only
       1. Not ordering shirts in advance for an on-hand inventory like previous years. Will be ordering them on an as-ordered basis to fill order requests.
c. Fundraisers fund scholarships!
   i. Fundraising Committee wants to price polo shirts competitively compared to the UTD Store
   ii. The Holiday Plant fundraiser will begin in October.
       1. Cacti and Poinsettias
       2. They are very popular and sell FAST! Be sure to get your order in early!
   iii. Possible future fundraisers include:
       1. Chili cook-off
       2. Garage sale
          a. Ideas always welcome!
d. Letitia will not be renewing her term on Staff Council.

q. Staff Development Committee (Lynn Butler)
a. The last Staff Development meeting was rather short
   i. Discussed the Staff Appreciation event.
      1. How well it went
      2. Possible improvements for future Staff Appreciation events
   ii. Terry Cartwright did not attend the last meeting
      1. Still need to discuss with him the status of the bullying issue.
         a. Per Marco – Will be called ‘Dignity and Respect’, a draft is coming soon
   iii. The Staff Garden project is still in process
      1. Need to speak with Jay Jascott and Dr. Jamison
b. New member to the Staff Development Committee: Jennifer Budd
r. Secretary and Treasurers Report (Jamie Abrams)
   a. No changes, Nothing to report

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

t. Retiree Association (Sandee Goertzen)
   a. Went to Country Burger last Monday
   b. Not much will be happening until August.

University Committees

a. Parking and Transportation (Paula Austell and Kent Mecklenburg)
   i. Will be meeting this afternoon

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

c. University Safety and Security (Chad Thomas)
   i. Currently there are no meetings planned.
      1. If there are any issues, please send an email.
         a. Per Lou – At the crosswalks by the parking garages where
            there are no stop signs. Drivers don’t stop even though
            they should.
      2. Per Melissa – the detour by the Plinth, there are no signs posted
         directing pedestrians where to go.
         a. Per Paula – The signage is under Dr. Jamison and the
            Office of Administration. Will contact him about that.
      3. Per Lynn – Speed bumps in the parking garages at corners would
         be nice to slow down fast drivers.
         a. Per Janice – The lights are also out at times
         b. Also – PS3 elevators still don’t always work, and there are
            no signs.
   ii. Per Paula – Discussed the smoking issues outside HH and the library with
       Dr. Daniel and Dr. Wildenthal.
       1. Dr. Wildenthal is on board with fixing it
       2. Per Pia – Lots of students smoking outside the student services
          building
          a. It is allowed in that area
       3. HH will be removed September 1st
       4. Per Vicente – City of Richardson ordinance covers smoking
          outside any public building.
a. Campus rules may trump City Ordinance. Needs to be looked into by the Ad Hoc Committee.
b. Student Government is also looking into the smoking ordinances and rules.
   iii. A list of University Committees that will have changes will be posted online soon.

d. **Women’s Center** (Melissa Wyder, 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** (Letitia Andrews, 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, Michele Brown, and Theresa Diaz)
   i. Nothing to report
8. **Continuing Business**
   a. **Suggestions**
      i. **2014-003s**: Cigarette butts in front of JSOM building- (Ad Hoc Committee lead by Jayar Medlock)
         1. In Process
      ii. **2014-004s**: Executive Board is looking into an ombudsman for employees.
          1. In Process
      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. In Process
      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**: Clearly color-coding the parking in PS3
          1. In process
      vi. **2015-004s**: Smoking issue outside HH, has been looped in under 2014-003s as they are parallel issues. Jayar is handling this.
      vii. **2015-005s**: Lot S parking use.
          1. No updates – odds are it will not be readdressed
     viii. **2015-006s**: Staff/Faculty Fitness Center - When finished, free to use?
         1. In process. Current memberships will carry over to the new fitness center. They are currently looking for fitness professionals and nutritionists before opening the center.
            a. Per Daniel – Would it be beneficial for a Staff Council motion for a free pass?
               i. Per Melissa – Student fee money was used to help build the facility and the Athletics department will be using it as well. Dr. Jamison seems on board with a minimal fee. What would be considered ‘minimal’?
               ii. Per Rochelle - When the building was originally leased, and asked Dr. Daniel about a fitness center for Staff/Faculty, his intent was not to charge for use. Athlete access was not the original intent.
iii. Per Caitlynn – There will possibly be a gym for athletes and staff in the SSB extension, and moving some of the equipment there.

b. Per Paula – In order for Staff Council to make a motion and statement, we all need to be on board with it. More due diligence is needed to come up with a statement from the Staff Council that we all agree on. Student fee money was used, some cost recovery has to happen.

i. Per Theresa – Can discuss this at the next Benefits Committee to draft a statement for Staff Council approval.
   1. Pia motioned to ask the Benefits Committee to discuss and formulate a statement.
   2. 2nd by Daniel
   3. Passed

c. Per Paula – If you have any other thoughts/facts/suggestions to back the argument for the ‘no-cost’ Wellness Center – please email Naomi

b. New Proposals

i. New HR policy that only allows promotions/equity/pay adjustments twice a year - March and September. The change was not communicated to the University as a whole and many missed the Spring 2015 deadline and are now forced to wait 6 more months to receive adjustments. There needs to be more leniency and more communication regarding policy changes that effect the entire campus.

   1. Policy was announced at the Spring HR Forum and Budget meeting but not communicated down further. Should be emailed to all, possibly in the newsletters.

   a. **Question: Did this go to the Hop?**

      i. Per Paula – Was never brought up or discussed.

   b. Per Marco – Intercom is used by HR to get information out. HR is very restricted on how they can send information out to the University. Make sure you read it, the bulk of the HR info is in there. The procedure is for departments to get an overall look and to plan. Also, to have a system in place to make changes.

   c. **Question: Looking at the suggestion, it raises a good point. When you do have an employee that takes on more responsibility and has to wait to be compensated – what were your thoughts? What was the position of HR?**

      i. Per Marco – I was not involved in that. Ilyce Murray and her team, along with Colleen and Dr. Daniel are the ones who defined the procedure. In some cases, if there are significant changes then the manager needs to bring them to the compensation
team. If additional responsibilities are going to be added, Supervisors need to make sure to come to HR first.

d. **Question: The actual cutoff dates were not listed beyond March and September. What are the actual cutoff dates in order to have the rate effective September?**
   **They are not posted**
   i. Per Jackie – HR is restricted by how they can communicate these kinds of things. The restrictions and policies need to be addressed (by Staff Council).
   ii. Per Daniel – If the policy change was because of requests for change in numbers that’s overworking our staff, then we need more staff.
   iii. Per Marco – Not understaffed, this procedure is to look at the departmental needs looking forward.

e. Per Vicente – Have seen where some employees have gotten raises, but haven’t received them. They are also different amounts, some are being hired in at a higher salary than existing employees. Existing employees will be raised up, but not until the next year. They have to wait for their raise.
   i. Per Melissa – Agreed. When you do bring in a new employee, and that is done for the existing employees is to raise them up and match the pay rate; it sends a bad message to the employees. That they are not valued.

f. Per Paula – Taking this issue as a formal suggestion and assigning a committee?
   i. **Question: Which suggestion? The inadequate communication or the pay policy?**
      1. Per Vicente – Take both as separate issues.
      2. Clarification is needed.
   ii. **Question: It is a procedure, not a policy – could we look at it and read is over for clarity?**
      1. Per Marco – It is a procedure, not a policy. It’s listed under the HR website under: compensation/employment services.

   iii. Per Rochelle – There should be a policy stating when raises can be given, that states September and March.
      1. Per Marco – Will look into it, things are very broad. The policy navigator was recently changed, currently attempting to streamline the search results but will look
into it

iv. Per Daniel – Motion to send this to the Benefits Committee and ask them to look at a couple things:
   1. Specifically what is the policy, and what has changed?
   2. What are the actual cutoff dates in September and March?
   3. How was this communicated, and why was it not brought up by Colleen at Staff Council or taken to the Hop?
      a. Motion 2nd; Melissa
      b. Motion passed

9. Old Business
   a. September – join the committees!
   b. How did the EAC go?
      i. Per Paula – 32 members came to the EAC
      ii. 25/32 stayed on-campus in the Residence Hall, and they loved it!
      iii. Several comments on how the customer service was fantastic
      iv. The Dining Hall was enjoyed very much
      v. Parking and Transportation provided 4 comet cabs and tour guides for the campus tour
   c. Per Rochelle – The UT Fitness group discussed wellness and the 30min, three times per week, for health.
      i. UT System is the only one that does it. Not mandatory, so it probably will not happen.
   d. The bullying resolution is going to the Board of Regions.
      i. Each campus is to emphasize awareness, and designate one week a year as an Awareness Week.
      ii. Passed by the EAC on June 12th.
   e. Career Development Resolution in recommending that UT System get a comprehensive contract for Self-Improvement. (such as: LINDA) To allow employees and supervisors to improve their skills.
      i. Being sent to the Board of Regions.
      ii. Estimates of cost are being looked at.
      iii. McDermott Library would also like to offer this to students.
      iv. Looking at a Campus-wide contract, even if UT System won’t get it.
         1. However, if it is acquired – it needs to be used!
   f. The Vice Chancellor has said that this year was a very conservative legislature. Funds proposed to be used for focus on research and University construction.
   g. Regarding proposals for the Hazelwood Act (Veterans getting higher education for free) – People tried to stop it, and that failed.
   h. Governor Abbott is appointing 3 new members to the Board of Regents.
   i. Retirement requests for the police departments – requested changes to retirement process.
      i. Failed – but will be looked at again.
j. Per Paula – Rochelle will be the EAC Historian next year!

10. New Business
   a. Vote in the Staff Council elections!
   b. Benefits Fair – July 13th
   c. CARE Fall Awards – Deadline is October 31st
      i. Sandee Goertzen Award
      ii. Spring 2015 Staff Council Scholarship winners
   d. Per Selena – The SSB is sponsoring a new program, testing various types of
      exercises for Wellness.
      i. Nutritionist will be available for consultations
      ii. Free resistance bands!
      iii. Looking into hiring a nutritionist for Staff
   e. Per Paula – Lot K will be removed in the next 2 weeks! Plan parking accordingly.

11. Reminders
   a. $5 Fridays/Spirit Days in Dining Hall.
      i. Dining Hall is currently closed for construction!
      ii. IHOP construction has begun in PS3
   b. Faculty and Staff Dining Hall is closed as well
   c. CARE Award Nominations are being accepted for Fall 2015!
      i. Deadline is Oct 31st, by 5pm.

12. Misc

13. Upcoming Guest Speakers:
   a. August: N/A

14. Adjournment
   a. Motion to Adjourn made by Melissa
      i. 2nd by Chad
      ii. Passed
      iii. Meeting Adjourned at: 11:07am

Respectfully submitted,

Jamie Abrams
Staff Council Secretary/Treasurer