STAFF COUNCIL
APPROVED MEETING MINUTES

August 12th, 2015
ECSS 2.102, TI Auditorium
9:00 AM – 11:00 AM

1. Roll Call
   Present: Jamie Abrams, Letitia Andrews, Paula Austell, Caryn Berardi, Jennifer Budd, Lynn Butler, Michele Brown, Daniel Calhoun, Lou Delcamp, Naomi Emmett, Nancy Finch, Caitlynn Fortner, Janice Gebhard, Selina Gu, DeAnn Hegi, Pia Jakobsson, Kelly Kaar, Emily Lacy, Dee Lambert, Jayar Medlock, Mike Mogg, Archie Nettles, David Richardson, Julie Rooney, Alice Salazar, Carrilaine Schneckner, Janie Shipman, Joanna Tang, Chad Thomas, Vicente Torres, Melissa Wyder

   Absent: Grant Branam, Theresa Diaz, Lewis Epps, Eric Fackler, Patrice Holt, Jay Jascott, Nick McCormick, Tim Redman, Norma Richardson, Sheila Rollerson, Becky Wiser

   Guests: Colleen Dutton, Marco Mendoza, Sandee Goertzen, Jazzmyn Wilson, Ste’ve’sha Evans, Diana Kao, Andrea Turcatti, Olivia Dao, Tara Lewis

2. Staff Council Scholarship Awards – Awarded to: Diana Kao, Andrea Tucatti, Olivia Dao, Tara Lewis, Chad Thomas, Rebecca Cedillo, Hayley Berk, Rebecca Newcomb, Rena Piper, and Joseph Minich

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

4. Guest Speaker: Colleen Dutton – AVP of Human Resources
   a. Spoke on:
      i. Benefits Employment Express for the new faculty and employees
         1. August 5th and 20th in the McDermott Suite
         2. 9:00a.m.-12:00p.m.
      ii. 24 people attended on the 5th
      iii. Retirement vendors will be attending on the 20th to answer questions
           1. No appointment is necessary
      iv. Employment Express focuses more on the academic areas.
          1. Starts today, tomorrow and Friday.
          2. 400 total new RAs and TAs will be brought in – currently verifying paperwork.
      v. A change has happened in HR
         1. Jennifer Miller has left
            a. Will be working for the City of Plano as a Director
         2. The position has been posted online to be filled
            a. Will be reporting directly to Marco Mendoza
      vi. Regarding the Compensation Standards & Practices:
1. It was created to promote equity across the campus.
   a. Currently there is some inconsistency.
   b. It was created to set standards and practices.
   c. Posted online for viewing

2. Information was shared. Relayed via email then discussed in meetings and the HR Forums. Was also emailed to Deans and announced on March 11th at Staff Council.

vii. Question: Why are paperwork deadlines not posted on the website?
   1. The deadlines are sent to managers. They need to bring it to others. Will probably not be posted on the website. Dr. Wildenthal now looks over everything.

viii. Question: Any raises over 5% must be approved by Dr. Wildenthal?
   1. Yes, per the merit process

ix. Question: Is there an exception for the people suddenly reorganized and given more responsibility?
   1. Yes

x. These things are discussed frequently at the HR Forums. Please attend them!
   1. There will not be a Forum held in September, but one will be held in October in the TI Auditorium.

5. Review of July Minutes
   a. Motion to Accept made by: Pia
   b. 2nd by Jayar
   c. Motion Passed

6. Committee Reports
   k. Executive Board (Paula Austell)
      a. Coffee with the President meetings will be continued by Dr. Wildenthal
         i. Next 3 meetings have been scheduled.
      b. Fall CARE Awards winners will be announced in November/December.

   l. Attendance Report (Norma Richardson)
      a. Absent – No Report

   m. Student Government (Caitlynn Fortner)
      a. Summer has not yet ended!
      b. Currently focusing on the upcoming school year and preparing for the next meeting.
         i. Working on an ice cream social
         ii. Taking coloring book donations
      c. The first meeting of the Student Government will be on August 15th in the Galaxy Room at 5:15pm.
n. **Benefits Committee** (Naomi Emmett)
   a. Benefits discussed the concerns regarding the HR policies.
   b. Concerning the Wellness Center in SPN – the Executive Board Committee received an email.
      i. There will be a membership fee for use.
   c. Staff Council Scholarships for Fall are open and taking applicants in September!
   d. **Question:** Will there be reduced rates for the Wellness Center?
      i. That needs to be discussed.
      ii. Per Paula – Will discuss it with Dr. Jamison. A coach has been hired so it should be opened soon.

o. **Communications Committee** (Daniel Calhoun)
   a. The last Sun Newsletter was sent out last month.
      i. Largest newsletter to date
   b. Communications committee is now done.
      i. Not meeting today.

p. **Fundraising Committee** (Letitia Andrews)
   a. Remaining polo shirts are here today to buy.
      i. $20.00 each
      ii. Limited stock!
   b. New polo shirts will be available in September
      i. $20.00 each
      ii. Able to buy them online
      iii. Will be delivered via campus mail
   c. Holiday plants fundraiser will be starting in October
   d. Fund Raising Committee will be meeting on Friday
   e. New polos will be pre-ordered
      i. Green and Orange
      ii. Expect an email
   f. Fund Raising is important!
      i. Per Paula – Every semester 10 to 12 scholarships are funded as a result of fundraisers.

q. **Staff Development Committee** (Lynn Butler)
   a. At the last meeting, Terry Cartwright was present.
      i. He discussed the bullying issue and Admin U
         1. Creating an Atmosphere of Dignity and Respect
            a. Will have 4 sessions
            b. ETA = Fall, when approved
            c. Staff Development will be part of the pilot group
         2. Admin U
a. Also due to be ready in Fall

b. Will possibly visit Staff Council in September to discuss.

r. Secretary and Treasurer’s Report (Jamie Abrams)
   a. Paula proposes to distribute the following:
      i. $2,000 to Endowed Scholarships
      ii. $2,000 to the second scholarship fund
      iii. $1,800 to Non-endowed funds
      1. Motion to accept distribution by Paula
      2. 2nd by Melissa
   
   b. Question: Will there be enough funds for fundraisers?
      i. Per Paula - There will be almost $2,000
      1. Motion to distribute funds passed

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

t. Retiree Association (Sandee Goertzen)
   a. Nothing to report

University Committees

b. Parking and Transportation (Paula Austell and Kent Mecklenburg)
   i. Lots of emails had been sent in. Paula visited with Chris and many
      concerns were addressed.
      1. Remote parking was barely used – so it was changed to Green
         Parking.
      2. Some parking has been closed due to the Loop Road expansion.
      3. Attend the meetings!
         a. Usually held once a month in the Administration Building
   ii. Faculty that only teaches one class a semester – they should get ½
       price on the parking passes.
      1. Per Paula – Submit it to Staff Council as a suggestion. However,
         may not change the situation. Funds from parking passes help
         maintain the parking garages.
   iii. Question: When will Lot I be removed?
      1. Per Daniel – September 3rd or 5th, very soon

   iv. Question: Anticipated time for construction?
      1. Unknown
v. **Question: Will the metered parking spots in Lot I be going away as well?**
   1. Per Jayar – Arrive early and park in Lot U. UTD is becoming a commuter campus.
      a. Lot U closes at 4:30pm – will need to leave/move vehicle if parked.

vi. **Question: Will they be opening a temporary lot?**
   1. Per Paula – There is a temporary lot by the McDermott Library, and the tennis court areas are being paved.
   2. Per Colleen – The parking was discussed at the HR Forum. Dr. Jamison spoke and the slides are posted online.

vii. **Question: Is paid parking gone? Where do guests go to park?**

viii. **Question: Where are the slides posted online?**
    1. On the left side of the HR website, click the link to the Forum website. Under the link for August. If it’s not there, it should be soon.

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

d. **University Safety and Security** (Chad Thomas)
   i. Currently

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

f. **IR Security, Planning, and Policy** (Arturo Elizondo, Jr.)
   i. Nothing to report

g. **Auxiliary Services** (Paula Austell)
   i. Per Jayar – IHOP is aiming to open on the first day of classes.
      1. 6 new food venues are going to open!
   
   ii. **Question: Can you be on a University Committee if you aren’t on Staff Council?**
      1. Most of the university committees are specifically for staff council representatives and a few committees are for any staff member. The committees for staff council only are: Information Security Advisory, Campus Facilities, Parking and Transportation, Information Resources Security, Planning and Policy Committee, Safety and Security Council.
iii. **Question: What Committees have openings?**
   1. The Wellness Committee and the Diversity Committee

iv. Per Paula – Members leaving Staff Council:
   1. Letitia Andrews
   2. Pia Jakobsson
   3. Sheila Rollerson
   4. Alice Salazar
   5. Jay Jascott
   6. Nancy Finch
   7. Norma Richardson
   8. Becky Wiser
   9. Nick McCormick
   10. Jayar Medlock
   11. Paula Austell

h. **HOP Committee** (Paula Austell)
   i. Nothing to report

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

j. 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

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

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

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

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

o. **Wellness Committee** (Paula Austell, Michele Brown, and Theresa Diaz)
   i. Nothing to report
7. Continuing Business
   a. Suggestions
      i. **2014-003s:** Cigarette butts in front of JSOM building– (Ad Hoc Committee lead by Jayar Medlock)
         1. Per Jayar – Jay has been working on expansions and better signage. The main issue is enforcement – reminding people that they are not allowed to smoke in certain areas.
      ii. **2014-004s:** Executive Board is looking into an ombudsman for employees.
          1. In Process – Will be a task for the new Executive Board to continue.
      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. Per Naomi – Chris suggested that Retirees working more than 15-20 hours/week have their Dept. purchase a Green parking pass for them. Volunteers can park with silver.
              a. Naomi motions to close this suggestion and remove it from further discussion.
              b. 2nd by Michele Brown
              c. Roll Call vote of Staff Council taken by Staff Council President, Paula Austell
                 i. Motion Passed by vote
                 ii. Suggestion Closed
          2. Per Paula – Any parking issues, send them to Parking and Transportation
      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. Per David R. – The walls in PS3 have been painted.
              a. Paula motions to close this suggestion and remove it.
              b. 2nd by Melissa
              c. Roll Call vote of Staff Council taken by Staff Council President, Paula Austell
                 i. Motion Passed by vote
                 ii. Suggestion Closed
vi. **2015-004s:** Smoking issue outside HH, has been looped in under 2014-003s as they are parallel issues. Jayar is handling this.
   1. In process – please be patient

vii. **2015-005s:** Lot S parking use.
    1. No updates – Nothing can be done until the Callier renovations are completed.
    - **Question:** Can we split the parking lot with times for employee use and times for patient use?
      - **i.** Per Vicente – The issues is daytime parking
      - **ii.** Per Paula – Can only wait and see
        1. Paula motions to close this suggestion and remove it.
        2. 2nd by Julie
        3. Roll Call vote of Staff Council taken by Staff Council President, Paula Austell
           - **a.** Motion Passed by vote
           - **b.** Suggestion Closed

viii. **2015-006s:** Staff/Faculty Fitness Center - When finished, free to use?
    1. The Executive Board needs to have further discussion with Dr. Jamison.
    - **Question:** Will shuttles to the Wellness Center be available at peak times when there is no parking?
      - **i.** Per Paula – Good idea, will discuss
      - **ii.** Per Jayar – We are sharing the facility so it will be difficult to get to. What’s the incentive to use the center in SPN compared to a closer one?
        1. Paula – Agrees
      - **iii.** Per Michele – After work hours for the facility are a problem. 5:30 is too late as many leave at 4:00. Better hours are needed.
        1. Per Paula – The Hours of Operation are possibly still subject to change.
    - **Question:** What about the bike sharing/renting?
      - **i.** Per Paula – Has not been discussed but still pushing for it

ix. **2015-007s:** Pay raise delays
    1. Has been discussed already by Colleen.
       - Paula motions to close and remove suggestion from further discussion.
       - Per Vicente – Deadlines might change and some supervisors don’t relay the information.
i. Per Colleen – March and Sept dates won’t change, though the paperwork might. This is a leadership issue. If they are not communicating the information, then it is a separate issue and they need to be held accountable.

c. **Question: What happens if an employee does have an issue?**
   i. Per Colleen – They can bring it up to HR.

d. **It is their responsibility to inform, but posting the deadlines elsewhere would help,**
   i. Per Colleen – It is still the Supervisors responsibility, but the deadlines can be posted in the ‘News & Notices’ section. Come to the HR Forums as well!
      1. Paula motions to close this suggestion and remove it.
      2. 2nd by Kelly
      3. Roll Call vote of Staff Council taken by Staff Council President, Paula Austell
         a. Motion Passed by vote
         b. Suggestion Closed

b. **New Proposals**
   i. None

8. **Sandee Goertzen Award**
   a. Per Melissa – This year’s Sandee Goertzen Award winner is: Daniel Calhoun
      i. Given an etched glass award and arrangements will be made for either a parking permit, or dining dollars.
      ii. Congratulations Daniel!

9. **Old Business**
   a. None

10. **New Business**
   a. Green Zone Training is now being offered.
      i. Veteran Ally training – very informative!
         1. Oct 16th 9:00-12:00
         2. Oct 23rd 1:00-4:00
            a. Located in MC 3.610
   b. Coffee with the President
      i. Per Lynn – Many things were discussed, including the parking issues with the closure of Lots A-D.
         1. Lost 470 parking spaces.
      ii. Closure of Lots I and K caused a loss of 1000+ spaces.
      iii. When the new garage is finished, it will provide 1,200 spaces.
1. The largest of the current parking garages.
iv. The Lot east of the McDermott Library will have about 250 spaces for use.
v. Currently, the road to the parking garage there is blocked – take the long way around to access.
vi. Regarding the construction:
   1. Communication is the issue, not the work being done. There is a severe lack of accessible information about closures/traffic changes.
   a. Dr. Wildenthal acknowledges the parking issues and agrees that more communication is needed.
vii. Walking from the Library to Engineering - Possibly open in January
viii. Area of the Mall that has been blocked – was supposed to be finished.
   1. Progress unknown.
ix. SACs Reps were on campus and found issues.
x. The Alumni Center will be where the tennis courts currently are.
xi. Dr. Wildenthal says the University does not have enough classrooms or lab spaces.
   1. Currently 2,700 freshmen are enrolled (and the number is rising.)
xii. Bus Schedule
   1. Due to overcrowding, students may need to be moved
   2. Bus routes may be doubled
xiii. Parking is an issue that Dr. Wildenthal is working on.
   1. Will be adding parallel parking spaces at Armstrong
xiv. Per Jan – HH not to be removed. It’s more efficient to remove the Clark Center.
   1. Per Lynn – HH may be removed at a much later time.

11. Reminders
   a. $5 Fridays/Spirit Days in Dining Hall.

   b. CARE Award Nominations are being accepted for Fall 2015!
      i. Deadline is Oct 31st, by 5pm.

12. Misc
   a. Per Dee – Any events/meetings/camps being held on campus?
      i. Please put the event (and its info) on the Comet Calendar!
      1. Lots of frustrated guests at the Visitors Center due to lack of information!
      2. Can’t put it on the calendar or don’t have the time? E-mail the information to Dee

13. Upcoming Guest Speakers:
   a. September: N/A
14. Adjournment
   a. Motion to Adjourn made by Jayar
      i. 2\textsuperscript{nd} - Unanimous
      ii. Meeting Adjourned at: 10:30am

Respectfully submitted,

Jamie Abrams
Staff Council Secretary/Treasurer