September 09, 2015 | ECSS 2.102, TI Auditorium | 9:00 AM – 11:00 AM

1. Roll Call
   Present: Jamie Abrams, Paula Austell, Caryn Berardi, Lynn Butler, Michele Brown, Daniel Calhoun, Lou Delcamp, Theresa Diaz, Naomi Emmett, Ste’ve’sha Evans, Eric Fackler, Janice Gebhard, Tiera Harris, DeAnn Hegi, Andre Josiah, Kelly Kaar, Dominic Kollasch, Bill Lacava, Emily Lacy, Dee Lambert, Mike Mogg, Archie, Nettles, David Richardson, Julie Rooney, Carrilaine Schneckner, Janie Shipman, Carissa Teer, Katie Terry, Chad Thomas, Vicente Torres, Jazzymn Wilson, Melissa Wyder, Beth Young

   Absent: Grant Branam, Jennifer Budd, Alex Nestor, Courtney Echols, Lewis Epps, Caitlyn Fortner, Selina Gu, Patrice Holt, Dalia Sanders, Joanna Tang

   Guests: Colleen Dutton, Marco Mendoza, Sandee Goertzen, Dr. Alex Piquero, Dr. Calvin Jamison

2. Guest Speakers:
   a. Dr. Alex Piquero - Associate Dean of Graduate Programs – Campus Carry Working Group
   b. Dr. Calvin Jamison – VP of Administration
   c. Colleen Dutton – AVP of Human Resources

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

4. Dr. Alex Piquero - Associate Dean of Graduate Programs – Campus Carry Working Group
   a. Spoke on:
      i. Being selected by Dr. Wildenthal as a liaison for UT Systems Development Working Group. Each campus has a group, and a meeting each Friday.
         1. Designed to come up with 3 things:
            a. Arguments for exclusions zones for Campus Carry. (Texas must request exclusions for the campus carry law).
            b. Lockboxes – For storage
            c. Signage placement
ii. Provide Questions and Concerns to Paula, to bring them to the working group to be passed on to UT System. In turn, they will be sent on to the Board of Regents.
   1. Deadline: November
      a. On December 1st, UT System will be sending feedback to campus Presidents for approval.
      b. In February – Policies will be put in place
      c. In August – Policies will be seen as law
iii. There will be a Town Hall meeting for anyone to bring questions.
   1. Dr. Wildenthal, Chief Zacharias, and Dr. Piquero will be available at the meeting for questions.
   2. Safety is the guiding principle and concern.
iv. **Question: Do you have a timeline for the Town Hall meeting?**
   1. It’s still in progress, but should be the last 2 weeks of September. As soon as it’s finalized, an email will be sent out.
   2. Any questions or concerns – Please contact Paula to bring them to the working group.
v. **Question: How large is the group?**
   1. 16 people

5. **Guest Speaker: Dr. Calvin Jamison – VP of Administration**
   a. Spoke on:
      i. Campus Updates
      ii. Important definitions:
         1. **Office of Administration, Mission Statement:** The mission of the Office of administration is to manage the University operation in a way that facilitates UT Dallas’ teaching, research, and public service objectives.
         2. **Core Values:** The core values underlying all Administration operations are: transparency, integrity, accountability, and service that is customer-focused and results-oriented.
      iii. Campus Sustainability:
         1. Working hard to keep our campus green!
   iv. Freshmen Move-in day, welcome back:
      1. Supporting Student Affairs
      2. Making students feel welcome
      3. Providing water, directions, and maps to new students
   v. Wellness Committee:
      1. Appointed by the President, and supported by the University.
   vi. Corporate Challenge:
      1. UTD went from 0 to 2 in our Division.
   vii. Service Excellence:
      1. Catch Comet Pride! Over 1270 have attended since it began.
viii. Community Engagement:
   1. Supporting campus.

ix. This fall, our campus will be welcoming 20,000 new students, faculty, staff, visitors, and contractors.
   1. 3.5M square feet has been added to campus

x. The Rutford-Trellis walkway enhancement is estimated to finish sometime in January.

xi. SPN Wellness Center hours (for Staff):
   1. 5:30am – 7:30am
   2. 11:30am – 1:30pm
   3. 5:30pm – 8:00pm
Car & Bike Sharing
Going Green: In addition to Zipcar, UT Dallas will soon partner with Zagster for bike sharing to provide more fun and convenient ways to move about campus.

Near Term
BSB
• Late fall 2015 completion
• Connects to NSERL
• Lab, teaching and office space

ROC West
• Late fall 2015 completion
• Lab space

SSBA Expansion
• Fall 2016 completion
• Event, office and meeting/study space

Parking Structure A
• Lot 1 scheduled to close Sept. 30 to start construction
• Fall 2016 completion
• Adds 1,150 parking spaces
• Largest on campus

Near Term
Davidson-Gundy Alumni Center
• Approved by BOR
• 29,000 sq. ft.
• In design
• Spring 2017 completion

Brain Performance Institute
• Breaks ground Oct. 14, 2015
• 61,925 sq. ft.
• Summer 2017 completion

New Engineering Building
• Approved by BOR, in design

Near Term
Callier Center Addition
• Broke ground in April 2015
• Aug. 2016 completion
• Expansion to boost patient services, research and student training

Northside at UT Dallas
• Developers broke ground in April 2015 on mixed-use development
• Fall 2016 completion

Long Term
• Additional Phases to Northside
• DART Station
• Research Park
• Event Center
• 9 acres by HP
• Retail opportunities
• Community partnerships

Pardon Our Progress!
Keep up with changes to.
• building access
• traffic
• parking
as we improve our campus!

utdallas.edu/PardonOurProgress
b. **Question: When is the Clark Center going away?**
   i. Decommissioning will begin in the Spring of 2016

c. **Question: Besides the apartments at Mapleshade, what else is there in that area?**
   i. The land has been sold. North Texas food bank and assisted living will be over there. Looking at adding more residency on campus.

d. **Question: What about info regarding the townhouses at Northside?**
   i. October, people will be allowed to look and sign to prelease. There will be 16 units available.

e. **Question: Are there any plans to build another event center like the Clark Center?**
   i. The new SSB Addition will be able to hold 500 people, and the upcoming Gundy Alumni Center will be able to seat 450 for a dinner, and hold 800-1,000 for a presentation.

f. **Question: Classroom plans?**
   i. Currently in discussion for a new Academic building.

g. **Question: What keeps people from parking at Northside without permits?**
   i. There will be a specific parking decal for Northside.

h. **Question: Traffic circle concerns. A lot of drivers are cutting off from the left side; is there anything we can do to make it safer?**
   i. Will discuss it with Parking and Transportation about signage

i. **Question: Are there plans for additional apartments on campus?**
   i. Yes, we are currently working on a plan

j. **Question: Timeframe for those apartments?**
   i. Fall of 2017

k. **Question: What are the SPN building Wellness Center times for Staff?**
   i. The Open House tomorrow will be from 11:30-1:30.
   ii. Regular hours:
      1. 5:30am – 7:30am
      2. 11:30am – 1:30pm
      3. 5:00pm – 8:00pm

l. **Question: What about weekend hours?**
   i. No weekend hours at present

m. **Question: Staff having parking after coming back from the Wellness Center could be an issue. Comet cab service to the SPN Wellness Center?**
   i. Comet Cabs cannot cross Synergy Parkway. If there is strong enough need, could consider a shuttle service to Lot T, across from SPN.

n. **Question: Will there be more skybridges?**
   i. Currently looking at traffic crosswalks. Have discussed a crossbridge, but it will slow traffic down.

o. **Question: When will the SPN Wellness Center officially be open?**
   i. The 14th.

p. **Question: Is there a cost for the Grand Opening?**
   i. No
q. **Question: Membership to SPN Wellness Center only?**
   i. Has been considered, but yet to be determined.

r. **Question: Are retirees allowed to use the SPN Wellness Center?**
   i. The Open House – yes. Regular use has not been decided yet.

s. **Question: Are there going to be any kind of Dining or Vending options in the SPN Wellness Center?**
   i. Will be looking at the demand for it.

t. **Question: Lot 1 will be going away soon – Will there be any sort of paid parking for visitors?**
   i. Visitors can use PS3 and PS1. Lot T will be gold spaces.

u. **Question: Will there be a reduced cost on membership for Staff, for the SPN Wellness Center?**
   i. Will be looking at the use of the Wellness Center first.

6. **Guest Speaker: Colleen Dutton – AVP of Human Resources**
   a. Spoke on:
      i. Next HR Fourm:
         1. October 7th, 10:00am-11:30am
         2. Location: TI Auditorium
      ii. Requests that everyone look at their October paycheck to make sure that benefits are correct.

7. **New Staff Council Members recited the Staff Council Pledge**

8. **Review of August Minutes**
   a. Paula will email a few amendments that need to be made.
   b. Motion to Accept, with amendments, made by: Melissa Wyder
   c. 2nd by: Eric Fackler
   d. Motion Passed

9. **New Staff Council President, and Vice President Election**
   a. Nominees for President:
      i. Daniel Calhoun and Naomi Emmett
         1. Elected by vote: Naomi Emmett
   b. Nominees For Vice President
      i. Lynn Butler, Melissa Wyder, Chad Thomas, and Daniel Calhoun
         1. Elected by vote: Melissa Wyder
   c. Per Paula – Those that submitted for a position on University Committees will be hearing from the Provost’s Office.

10. **Committee Reports**
   a. **Executive Board** (Paula Austell)
      a. Met to decide the upcoming Agenda.
      b. The next meeting for the Presidential Search Committee is next Wednesday in the McDermott suite.
i. Tuesday the 15th, 12:00pm-4:00pm

c. Everyone is invited to the State of the University Address on the 16th.
   i. To speak:
      1. Dr. Wildenthal
      2. Dr. Redman
      3. Paula Austell
      4. Caitlyn Fortner

d. Per Archie – During the Coffee with the President, parking and paving the soccer field were discussed.
   i. Per Bill – The soccer field area being paved has caused massive traffic delays.
      1. Per Melissa – The new area is very full, it’s not very easy to get in or out by the soccer field either.
   ii. Per Bill – The new menu at The Pub is more gourmet. The prices are comparable to before, though it’s still crowded.
      1. Also discussed adding more entrances and exits to campus.
      2. Per Melissa – Also, the parking issues during lot closures.

e. Currently taking nominations for the Fall CARE Awards.
   i. Deadline: October 31

f. Fall Staff Council Scholarships
   i. Deadline: September 15th

g. Groundbreaking for PS4
   i. November 24th

h. Next Coffee with the President
   i. December 3rd

i. The next Corporate Challenge will have a raffle (hosted by Blue Cross / Blue Shield of Texas)
   i. $5 per ticket

j. **Question: When will flu shots be available?**
   i. Per Colleen – The end of October. A notice will be sent out in the Intercom.

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

c. **Student Government** (Caitlynn Fortner)
   a. No updates

d. **Benefits Committee** (Naomi Emmett)
   a. No updates

e. **Communications Committee** (Daniel Calhoun)
   a. No updates
Fundraising Committee (Letitia Andrews)
  b. No updates

f. Staff Development Committee (Lynn Butler)
  a. No updates

g. Secretary and Treasurer’s Report (Jamie Abrams)
  a. No updates

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

i. Retiree Association (Sandee Goertzen)
  a. No updates

University Committees
b. Parking and Transportation (Paula Austell and Kent Mecklenburg)
  i. Nothing to report

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

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

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. Nothing to report

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

11. 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 – Will be a task for the new Executive Board to continue.

iii. **2015-002s**: Workplace bullying/harassment and other situations where faculty, administrators, and instructors are abusive to the staff. (Staff Development Committee)
   1. In process

iv. **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

v. **2015-006s**: Staff/Faculty Fitness Center - When finished, free to use?
   1. In process
b. **New Proposals**

i. *Create training for staff on how to deal with abusive students on campus.*
   
   Also, a place where staff can go to view policies and procedures regarding abusive and/or dangerous students. Possibly on the website.

   1. Per Colleen – This is a bait training issue. There is a policy in process to get the bait team involved. Also discuss these incidents with Student Affairs.
   2. Per Lou – On the UTD Website, look up Dean of Students and find Student Affairs.
   3. Per Paula – The suggestion was anonymous and cannot be addressed directly.
      
      a. Per Melissa – Can possibly add it to the next SUN Newsletter.
      b. Per Paula – Although it can’t be affected directly or adopted as a suggestion by Staff Council, the newsletter is a good option.

ii. For more information, please reference the Dean of Students, Office of Student Affairs website; pertaining to Managing Difficult Student Behavior.


iii. *I just found out that HR on campus, makes it easier for departments on campus to pay new employees from outside of UTD, more money than staff who are already at UTD. I’d like to see this looked into and an explanation given for the reasoning behind this. If this is true then it is grossly unfair to current staff on campus.*

   1. Per Colleen – People are being held accountable. Internal equity is looked at for offers. External offers need to be reasonable. Compensation Standards and Practices are always upheld. (Outlined on page 8)
   2. Per Melissa – Are the offers keeping pace with outside market offers?
      
      a. Per Colleen – That is a leadership issue, not HR. We look at market surveys and internal/external information. Positions have different criteria. Managers need to stay on top of internal information to make sure things stay updated.
      b. Per Paula – It allows the supervisors to make sure people are kept current at the proper pay rate.
i. Per Colleen – Supervisors can request that HR look at their department to make sure everything is up-to-date.

3. **Question: Is this a discussion we’ve had before? Or is this new?**
   a. Per Colleen – Listed in the compensation standards and practices. May depend on employee hire date, but it also depends on a case-by-case basis.
   b. Per Bill – Legislature has come down with a proposal regarding employees that make less than 50k/year. To raise the amount made.
      i. Per Colleen – For people making under $26k/year, also depends on an employees’ job duties. Whether or not they are eligible. If it is passed, it could possibly change some employees’ exemption status. However, nothing is being decided yet. Will update everyone if changes happen.

4. Per Paula – Should Staff Council adopt this as a suggestion for further investigation?
   a. Motion to reject as a suggestion, per Vicente.
   b. 2nd the motion to reject by: David
   c. Rejection passed, proposal rejected.

5. Per information provided by Colleen:
   a. Determining a new hire starting salary:
      i. All new starting salaries are evaluated based on the applicants relevant knowledge skills, and experience relating to the position the applicant is applying for.
      ii. Starting salaries for a new hire should not exceed the midpoint of their salary range.
   b. Other things considered:
      i. **Job Value** – Each job is assigned a pay grade, based on the job description and the analysis of industry pay rates for similar jobs. Additional consideration may be given for jobs with hard to find skills and/or the job’s overall value to achieving the goals of the department.
      ii. **Individual Value** – The value that the individual applicant brings to the job based on their relevant
skills and experience. Less skilled and experienced applicants should be paid lower in the range, while more skilled and experienced applicants would be paid higher in the range, though not always above the mid-point or at the max.

iii. **Internal Equity** – A review of salaries of current employees in similar positions will be completed to ensure internal equity.

   1. Any starting salary above the first quartile will require justification and review by HR/Compensation.

   c. For further, more detailed information; please reference the Compensation Standards and Practices listed here: [http://www.utdallas.edu/hr/compensation/standards/](http://www.utdallas.edu/hr/compensation/standards/)

   c. **Question:** Would it be possible to add a suggestion log to the website?

      i. Per Paula – Good idea, will look into it

   d. **Question:** Could we also add the principle balances to the Treasury Reports?

      i. Per Paula – Agrees, will look into adding that to the reports

12. Old Business

   a. None

13. New Business

   a. None

14. 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.

   c. 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

15. Misc

16. Upcoming Guest Speakers:

   a. **October:** N/A
17. Adjournment
   a. Motion to Adjourn made by: Katie Terry
      i. 2nd by: Bill Lacava
      ii. Meeting Adjourned at: 11:00am

Respectfully submitted,

Jamie Abrams
Staff Council Secretary/Treasurer