1. Roll Call
   Present: Jamie Abrams, Paula Austell, Caryn Berardi, Jennifer Budd, Lynn Butler, Grant Branam, Michele Brown, Lou Delcamp, Theresa Diaz, Courtney Echols, Naomi Emmett, Lewis Epps, Ste’ve’sha Evans, Caitlyn Fortner, Janice Gebhard, Selina Gu, Tiera Harris, DeAnn Hegi, Patrice Holt, Andre Josiah, Kelly Kaar, Dominic Kollasch, Bill Lacava, Emily Lacy, Dee Lambert, Archie, Nettles, David Richardson, Julie Rooney, Dalia Sanders, Carrilaine Schneckner, Joanna Tang, Carissa Teer, Katie Terry, Chad Thomas, Vicente Torres, Jazzmyn Wilson, Melissa Wyder, Beth Young

   Absent: Eric Fackler, Daniel Calhoun, Mike Mogg, Alex Nestor and Janie Shipman

   Guests: Colleen Dutton, Marco Mendoza, Sandee Goertzen, Bob Fishbein

2. Guest Speakers:
   a. Bob Fishbein – AVP of Auxiliary Services
   b. Colleen Dutton – AVP of Human Resources

3. Call to Order: Meeting called to order by President Naomi Emmett at 9:00 a.m.

4. Bob Fishbein – AVP of Auxiliary Services
   a. Spoke on:
      i. Food and Retail
         1. Restaurants in the Student Dining Hall now have individual cashiers for faster service.
         2. New menus at the food truck outside McDermott.
         3. The Pub in the Student Union also has a new menu.
         4. The hot dog cart (outside Lot A by the AD building), now serves breakfast burritos.
      ii. Spirit Fridays
         1. Shuttles are available from Lot R to the Dining Hall, and from the Activity Center to the Dining Hall
         2. Wear UTD colors, comet gear, or UTD branded gear for $5 Fridays
      iii. Expanded catering options
         1. Would love to return and discuss catering in detail.
iv. UT Retail Catering (Einstein Bros. Bagels, IHOP, etc…)
   1. 50,000 meals sold
      a. 15,000 at DHW
      b. 4,500 at PS3/week
      c. 30,000/week in retail campus food

v. Meal Exchange program can also be used at retail food locations.
   1. Can be used for 1 meal/day

vi. UTD Pop-Up Farmers Market
   1. Local and sustainable produce from local farmers
   2. Spices
   3. Prepared foods

vii. Annual Chefs Competition
    1. Hosted by Chartwells

viii. UTD Bookstore
      1. Several changes
         a. New manager: Rawn Johnson
         b. Better pricing
         c. Price matching
d. More buy-backs

ix. Bi-Annual Bike Sale
    1. 100+ Sellable bikes
    2. $1,500 in an hour
    3. $40-60/bike

x. Printing Services now does business cards online

xi. PS4 is coming soon
   1. 11,000 parking spaces
   2. Will be located next to the Clark Center

xii. Parking and Transportation
    1. Will be doing a Bike Rental program
    2. $15/year membership
    3. $1/hour bike rental (membership required.
       a. Question: Where do you go to rent the bikes?
          i. By dining hall west – on the right side at the first
             complex, and at the Phase 1 Apartments.
    4. More locations will be added if the program is successful.
    5. If you’d like more information: please ask at the Parking and
       Transportation office in PS3.

xiii. Upcoming projects
      1. Alumni Center
2. Northside
3. Student Services Building addition
4. Catering kitchen in the Engineering Building
xiv. Northside will have 2 Pubs
   1. Several business are interested in Northside location
xv. SSBA will have a Grab’n’Go for quick food options.

b. **Question: Will there ever be an on-campus postal service?**
   i. UPS is possibly coming to Northside
   ii. Also, can use the VCB

c. **Question: Where can we buy stamps?**
   i. Stamps are available at the Bookstore, but they run out often.

5. **Guest Speaker: Colleen Dutton – AVP of Human Resources**
   a. Spoke on:
      i. Processing of Absent Management
         1. Process will be run on a weekly basis so employees may have
            more update to date balances reflected in Peoplesoft.
         2. Managers must approve on a weekly basis to keep it as accurate as
            possible.
      ii. Paychecks
         1. Please review for accuracy!
         2. Inform HR office of changes needed by October 30th
      iii. Airrosti Treatments – free through the end of October
         1. Appointments need to be made online
      iv. Chiropractors are treated as Specialists
         1. Physical Therapy and Chiropractors – 20 visits/year are covered
      v. Financial Lunch and Learn
         1. More follow-up coming
      vi. Retirement Expressway
         1. October 22nd & 23rd, 2015
            a. 12-1:00pm and 1:30-2:30pm
         2. Arlington Lab (GR3.206); Registration required
      vii. Flu Shots
         1. October 29th and 30th
            a. Student Union and Callier
         2. November 2nd
            a. Facility, Founders, and ROC
         3. **Question: Where to sign up?**
            a. Email Marita and she can help you
      viii. Staff Reclassification
         1. Deadline: January 22nd, 2016
      ix. Veteran Preference (Senate Bill #805)
         1. Employment Application Process
            a. Outlines Eligibility
            b. Defines definition of a veteran
c. Information for declaring a preference

2. Posting a Position
   a. May designate a new/replacement position as a Veterans’ position.
   b. In certain instances, these positions do not have to be announced or advertised.

3. Employment Verification
   a. HR will respond to written request for the security and protection of employee data.
   b. A “Yes or No” response given over the phone will only confirm data provided (dates of employment and position), to HR by the requestor.
      i. Employees and students must sign a release for HR to provide additional information beyond dates of employment and position.
      ii. Contact HR front desk for more information or visit HR website

6. Review of September Minutes
   a. No corrections called for
      i. Motion to Accept, made by: Melissa Wyder
      ii. 2nd by: Chad Thomas
          1. Passed

7. Committee Reports
   a. Executive Board (Naomi Emmett)
      i. Attended the HOP meeting, and discussed the following:
         1. Bacterial meningitis policy
         2. Sexual Harassment/Misconduct Policy
         3. Campus Carry
            i. Please refer to the website for details
      ii. Town Hall meeting went well
      iii. Lunches with Naomi – Get to know your fellow Staff Council members!
         1. Sign-up sheet is available
            i. 4 spots open
         2. Lunch will be provided
         3. Attendees are encouraged to sign up with people they do not know
      iv. Would also like to recognize members for exceptional service.
         1. If there is someone you would like to recognize, please inform either Naomi or Melissa.

   b. Attendance Report (Melissa Wyder)
      i. Not much to report on this soon
         1. Eric Fackler is absent today – baby is sick
c. **Student Government** (Grant Branam)
   i. **Title IX**
      1. Student Government is working with the Alumni Center to get the word out to students.
   ii. Discussing the increases to tuition and fees with Dr. Wildenthal
   iii. Finishing research for the SAC – meeting in Austin.

d. **Benefits Committee** (Chad Thomas)
   i. Staff Scholarships
      1. 13 applicants this semester
      2. Have been sent to the Committee for discussion
   ii. SPN Wellness Center
      1. Discussions over how long it will remain free for use
      2. Also brought up the point of discussion: Are people aware that it is open/free to use?
   iii. Ombudsman Project
      1. Still in process

e. **Communications Committee** (Katie Terry)
   i. Met this morning
      1. Would like to focus on new employees
      2. Will be talking to Staff Development and Fundraising
      3. Would also like to do Human Interest stories
      4. What the different schools are doing/what is happening around campus
      5. First newsletter release:
         i. Mid-November

**Fundraising Committee** (David Richardson)
   i. Discussing options for poinsettias
      1. Ideas via Dept.
   ii. Looking at locations to make proceed contributions
   iii. Discussing what other schools are doing to raise funds
   iv. Possibly a christmas tree contest (between study Schools/Departments)

f. **Staff Development Committee** (Lynn Butler)
   i. Staff Development has had 2 meetings so far
      1. Discussing holding a Staff Appreciation event at Callier (Dallas)/CBH/CBL
         i. They don’t seem to get as much appreciation as we do
      2. Possibly holding a Staff Council meeting and luncheon there. Or just the Staff Appreciation.
i. Per Melissa – Is this a proposal to hold the December Staff Meeting at Callier?
   a. Wanting to get everyone’s thoughts.

3. Question – What is the required time for the event?
   i. Needs to be worked out further
   ii. Looking to arrive around 1:00pm

4. Question – Could we hold it on a Friday?
   i. If we can’t go together as Staff Council, the Committees can go separately.
   ii. Currently discussing venues

5. Question – Could we table this discussion until there is more information? Would be easier to bring to our Supervisors (time constraints, job responsibilities, etc…).
   i. Will table for now

6. Question – Could we do both Staff Appreciation events at the same time?
   i. Budget constraints would be an issue.

7. Per Paula – It’s very important that we show the satellite offices that we appreciate what they do.
   i. Per Melissa – If we concentrate on the Staff Appreciation event (vs both) – we don’t need a quorum.
   ii. Per Kelly – Perhaps condense the Staff Council meeting to less time?
   iii. Per Vicente – Do both, but make an exception of absence for those who cannot attend.
   iv. Per Naomi – We will send out a survey regarding this matter.

  g. Secretary and Treasurer’s Report (Jamie Abrams)
   i. Transfers to endowment – to be done P1FY16
   ii. Endowment Market Values have been added to report
      1. Typically run 1 month behind

  h. Faculty Senate (Dr. Murray Leaf)
   i. Ongoing Committee has concerns with the faculty salary equity
      1. Investigated 4 years ago
         i. Former UTD President - Dr. Daniel had set aside funds at that time.
         ii. Will need to restudy the situation.

   ii. Job Security
      1. The approved policy regarding Senior Lecturers contracts had been reduced (by the State) to 1 year.
2. Previous policy has been reinstated.

iii. Title IX Compliance Training
   1. Faculty has been told that Faculty and Staff should report ALL instances.
   2. Reads as ‘report all reports’
   3. Cannot be treated in Confidence if something is brought to Faculty with the expectation of Confidence.
      i. Incidents/possible incidents reported only to the Counseling Center will be confidential. Events still need to be reported no matter what due to University liability.
      ii. Per Colleen – Things need to be reported.
         a. Many students that come to Faculty with incidents are unsure if what had occurred would be considered a harassment incident.
            i. Per Colleen – Happens on occasion, we assist in coaching individuals on how to identify an incident.
      iii. Per Colleen – We have an obligation, despite discretion needing to be put in place. In regards to unsure incidents – only some people have the knowledge to make that call; and should be referred. Faculty members could bring the incidents in question to Mr. Dockery, myself, or Marco.
         a. Per Dr. Leaf - Faculty are being told to report everything without discretion. Currently, other options are being investigated. We are not the ones handling the allegations.
         i. **Retiree Association** (Sandee Goertzen)
            i. Absent – No report

**University Committees**

a. **Parking and Transportation** (Dee Lambert and Kent Mecklenburg)
   i. Meeting today at 3:00pm

b. **Campus Facilities** (Jay Jascott)
   i. Per Dr. Leaf – Denise Boots (committee chair) is very busy. Has only had the opportunity to hold one meeting. Posts information on the website.

c. **University Safety and Security** (Chad Thomas)
   i. Meeting was cancelled.
      1. Per Dr. Leaf – They are having trouble finding a chairperson.

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

e. **IR Security, Planning, and Policy** (Arturo Elizondo, Jr.)
   i. Nothing to report
f. **Auxiliary Services Advisory** (Jay Medlock,)
i. Nothing to report
g. **HOP Committee** (Naomi Emmett)
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, Yolande Evans, Jane Shipman, Carrilaine Schneckner, Daniel Hernandez, Jazzmyn Wilson, and Selina Gu)
i. Nothing to report
j. **Intellectual Property Advisory Committee** (Jay Silber)
i. Does not meet regularly
k. **Academic Calendar Committee** (Megan Gray and Sheila Rollerson)
i. Not a University Committee
l. **Information Security Advisory Committee** (Daniel Calhoun)
i. Nothing to report
m. **University Sustainability Committee** (Craig Lewis)
i. Nothing to report
n. **Wellness Committee** (Michele Brown, Nancy Bryant, and Karen Garcia)
i. Meet the 2nd Tuesday of every month
   ii. SPN Wellness Center is currently free
      1. Nutritional consultant Debbie Hamlin, is available (currently free)
         a. Email to set an appointment
   iii. Let the committee know of any questions, concerns, or suggestions.

8. **Continuing Business**
   a. **Suggestions**
      i. **2014-003s:** Cigarette butts in front of JSOM building- (Ad Hoc Committee lead by Jay Medlock)
         1. Motion made to close
         2. Roll Call vote: Passed
         3. Suggestion closed

      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. Motion made to close
2. Roll Call vote: Passed
3. Suggestion closed

iv. **2015-004s:** Smoking issue outside HH, has been looped in under 2014-003s as they are parallel issues. Jayar is handling this.
   1. Motion made to close
   2. Roll Call vote: Passed
   3. Suggestion closed

v. **2015-006s:** Staff/Faculty Fitness Center - When finished, free to use?
   1. Motion made to close
   2. Roll Call vote: Passed
   3. Suggestion closed

b. **New Proposals**
   i. *I would like to make the suggestion of discounted annual parking passes for staff/faculty.*
      1. Motion to Reject: Chad
      2. Motion 2nd by: Melissa
      3. Rejected as a continuing suggestion

   ii. *This is not a suggestion but rather a question. For those of us on the Southwest side of the campus, how are we going to handle guest parking for the next year with the closure of Lot K and now Lot L? Perhaps some thought should be given to conversion of some spaces to pay-by-space in alternate lots. Thank you.*
      1. Per Dee – Visitor parking is available and there is the shuttle service. Disabled parking visitor permits are also available, as well as pay-by-spaces in lot F and the Parking Structures.
         a. Motion to Reject: Dee
         b. Motion 2nd by: Julie
         c. Rejected as continuing suggestion

   iii. *Of late the ECS building has become cluttered with flyers and posters hanging on the walls and doors. They are not removed in a timely fashion by the event holders once the event has passed. In some cases, when they are removed, the tape is left behind. On the wall outside of the TI Auditorium, it has become commonplace to tape and pin posters. Tape removal has resulted in peeling paint. My suggestion is institute rules about displaying flyers and posters, then re-paint. We have recently installed new furniture. Let's have an environment again that we can all be proud of!*
      1. Motion to Reject: Beth
      2. Motion 2nd by: Vicente
         a. Per Lou – ATEC doesn’t even allow flyers to be posted up
b. Per Melissa – Building Representatives should be informed of the issue.
c. Per Paula – We should forward this concern over to Jay Silber so he is aware of it.
   i. Per Vicente – Agreed. Computer sciences is a large group with large buildings.
   1. Per Bill – Motion to forward this issue on to Jay Silber.
   2. Motion 2nd by: Caryn
   3. Amended motion passed – will be passed on to Jay Silber for further investigation.

9. Old Business
   a. None

10. New Business
    a. Per Paula - She and Rochelle will be attending the Staff Senate meeting in Austin, and will report back next month.
       i. Presidential search committee is going well!

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.
    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
    d. Coffee with the President
       i. December 3rd at 9:00am
       ii. 8 spaces open

12. Misc

13. Upcoming Guest Speakers:
    a. November: Information Security

14. Adjournment
    a. Motion to Adjourn made by: Chad Thomas
       i. 2nd by: Julie Rooney
       ii. Meeting Adjourned at: 10:50am

Respectfully submitted,

Jamie Abrams
Staff Council Secretary/Treasurer