1. **Roll Call**
   **Present:** Jamie Abrams, Caryn Berardi, Jennifer Budd, Michele Brown, Lynn Butler, 
   Grant Branam, Michele Brown, Daniel Calhoun, Lou Delcamp, Courtney 
   Echols, Naomi Emmett, Eric Fackler, Caitlyn Fortner, Janice Gebhard, Selina 
   Gu, Tiera Harris, Ste’ve’sha Evans, DeAnn Hegi, Patrice Holt, Andre Josiah, 
   Dominic Kollasch, Bill Lacava, Emily Lacy, Dee Lambert, David 
   Richardson, Julie Rooney, Dalia Sanders, Carrilaine Schneckner, Janie 
   Shipman, Joanna Tang, Carissa Teer, Katie Terry, Chad Thomas, Vicente 
   Torres, Jazzmyn Wilson, Melissa Wyder 

   **Absent:** Paula Austell, Theresa Diaz, Lewis Epps, Kelly Kaar, Mike Mogg, Alex 
   Nestor, Archie Nettles, and Beth Young 

   **Guests:** Colleen Dutton, Marco Mendoza, Sandee Goertzen 

2. **Guest Speakers:**
   a. **Shivani Narain and Peggy Attari** – Security Information Office 
   b. **Colleen Dutton** – AVP of Human Resources 

3. **Call to Order:** Meeting called to order by President Naomi Emmett at 9:03 a.m. 

4. **Shivani Narain and Peggy Attari** – Security Information Office 
   a. Spoke on:
      i. eCAT: the Electronic Campus Access Tool 
         1. Went Live on 10/21/15 
            a. Meant to assist in eliminating the use of paper forms. 
            b. Simplifies the data entry 
            c. Faster form submission 
            d. Verification of Approvals 
            e. Progression indicator (via online entry) showing 
               progression of workflow approval 
         2. 154 eCAT requests submitted Vs. 185 CAR forms (paper) 
            a. 45:55 usage rate 
      ii. Traditional paper CAR forms will be retired on November 18th, 2015 
      iii. Email: eCATSupport@utdallas.edu for a demo walkthrough or if you have 
           any questions.
iv. **Question: Is this just for CAR forms?**
   1. The eCAT is the CAR and UAAF (University Access Authorization Form) joined together. Typically multiple reviewers/approvers are needed. Several enhancements will be applied.

5. **Guest Speaker: Colleen Dutton – AVP of Human Resources**
   a. Marco Mendoza spoke on behalf of Colleen Dutton.
      i. Spoke on:
         1. The Arriosti Program has been extended through December
            a. Lunch & Learn will be on Nov 17, 2015
            b. Founders Bldg, 2nd Floor Atrium, 11:30am-12:30pm
         2. Coming in early 2016 – New Hires, New Benefits info online
            a. Need to be done in a timely manner.
            b. Life-Changing Events (marriage, divorce, etc…) need to be added as soon as possible!
               i. Within 30 days of the event
               ii. Check the Intercom and HR Forum for more information
            c. Retirement Expressway can be offered to school divisions/departments
               i. For more information, contact: Nora Peña
   3. Form 1095C is a new ACA requirement for all benefits eligible employees
      b. You will need to ‘opt in’ for the electronic form
      c. A notice will go out in the Intercom and on the HR website
      d. Any questions, email: benefits@utdallas.edu

4. Annual Performance Appraisals
   a. CY2015 is due by: April 07, 2016
   b. Send forms to Marco Mendoza or Ellen Ammons

5. Upcoming training for the Employee Appraisal Process:

<table>
<thead>
<tr>
<th>Class</th>
<th>Start Date &amp; Time</th>
<th>End Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Annual Performance Review for Supervisors: Helping Employees Succeed</td>
<td>November 12, 2015 10:00 a.m.</td>
<td>November 12, 2015 12:00 p.m.</td>
</tr>
<tr>
<td>The Annual Performance Review for Supervisors: Helping Employees Succeed</td>
<td>December 10, 2015 10:00 a.m.</td>
<td>December 10, 2015 12:00 p.m.</td>
</tr>
<tr>
<td>The Annual Performance Review for Supervisors: Helping Employees Succeed</td>
<td>December 14, 2015 10:00 a.m.</td>
<td>December 14, 2015 12:00 p.m.</td>
</tr>
</tbody>
</table>

6. Deadline to submit a request for a salary/position change to HR:
6. Review of October Minutes
   a. No corrections called for
      i. Motion to Accept, made by: Melissa Wyder
      ii. 2nd by: Eric Fackler
      iii. Passed

7. Committee Reports
   a. Executive Board (Naomi Emmett)
      i. CARE Award winners have been chosen and are being notified this week.
      ii. Coffee with the President:
           1. December 3rd
           2. Still some open spots available
      iii. University Committees – Please attend, and inform Staff Council if they are not meeting!
      iv. 2 positions on Staff Council have been vacated
   v. Campus Carry is continuing discussions
      1. Updates can be found on the website
   vi. Lunches with Naomi
      1. Please sign up!
      2. 6 attendees at the October lunch

   b. Attendance Report (Melissa Wyder)
      i. Attend the meetings!

   c. Student Government (Grant Branan)
      i. Student Regent visited campus
         1. Very confident UTD will be a Tier 1 school
         2. Discussed issues on our campus:
            a. Title IX/Sexual Assault
            b. Campus Carry
            c. Tuition and Fee increases
            d. Journey to Tier 1
e. Emphasis of the Arts

ii. Regarding scooters:
   1. New devices are coming quicker than we can update our policy.
   2. We want to preserve our innovative culture and allow students to safely use new technology
   3. Under our directive to determine regulations – looking at the size and speed of motor scooters to allow for future inventions.

iii. Homecoming is this weekend!
   1. Tailgate 10:00am-1:00pm
      a. Games:
         i. 11:00am (womens)
         ii. 1:00pm (mens)

iv. UTSSAC
   1. Meeting on Friday to begin writing drafts for Campus Life and Academic Affairs committees.


d. Benefits Committee (Chad Thomas)
   i. Benefits Committee met last week
      1. Currently wrapping up the scholarships
      2. Also focused on sending the proposed letter about the Wellness Center fees to Dr. Wildenthal.
         a. Naomi will send the letter in the next week or so.
      3. The Benefits Committee has been discussing the skateboarders Vs. pedestrians issue and is willing to take it on and investigate.
         a. Per Dr. Leaf – there is a Safety Council

e. Communications Committee (Katie Terry)
   i. Have updated stories for The Sun
   ii. Currently working on updating the website
   iii. Census has indicated that readers want more human interest stories
      1. Email us!

f. Fundraising Committee (David Richardson)
   i. Contacting any Departments who might order poinsettias or cacti
   ii. If you’d like a receipt box, please email or call
      1. Panera Bread will donate up to 20%
   iii. Current fundraiser suggestions:
      1. Umbrellas
      2. Hats
      3. Scarves
g. **Staff Development Committee** (Lynn Butler)
   i. Met this morning
      1. Discussed the Staff Appreciation event for Callier
         a. Will be held on Friday, January 15, 2016
         b. Transportation will be via bus
            i. Leaving from the circle in front of JSOM
         c. Lunch at Callier will be: 11:30am – 1:30pm
            i. Returning around 2:00pm to UTD
         d. Will be making and sending out a flyer
            i. Would like Staff Council members to attend if they can,
         e. Giveaways may include:
            i. Fitbits
            ii. iPads
            iii. Jackets
            iv. Gift Baskets
         f. Suggestion has been discussed to give away scarves.
            i. Will try to get scarves to do so.
      g. Catering for the event will be from Eatzies

h. **Secretary and Treasurer’s Report** (Jamie Abrams)
   i. Corrections to be added to next month’s report:
      1. $2,000 has transferred to the principal of the Staff Council Scholarship Endowment
      2. $2,000 has transferred to the principal of the Jody Nelsen Scholarship Endowment
      3. $1,811.30 has transferred to the Staff Council Scholarship cost center
   ii. Corrected End Balances:
      1. 50035000 (Fundraising Account) = $1,666.75
      2. 50050006 (Staff Council Scholarship) = $2,257.97
   iii. Melissa Wyder motions to accept report with corrections
         1. Motion 2nd By: Dominic Kollasch
         2. Motion passed

i. **Faculty Senate** (Dr. Murray Leaf)
   i. Title IX is a concern
      1. Many do not agree with the current policy
         a. Seen as disrespectful to the students and to the overall sense of Community here.
      2. Mr. Dockery is scheduled to speak at the next Faculty Senate meeting.
   ii. Board of Regents have made updates.
1. Reporting constraints are applied to contracted faculty.
   iii. Another concern is in regards to the Conflict of Research Policy.
      1. Faculty and Staff do not have the same policies to follow.
      2. There had been requests of complete disclosure before.
      3. Every UT System has hosted a version of the policy
         a. Has yet to be approved by any Faculty Senate

j. Retiree Association (Sandee Goertzen)
   i. 1st Monday lunches:
   ii. Continuing and are holding good, consistent attendance

University Committees
a. Parking and Transportation (Dee Lambert and Kent Mecklenburg)
   i. Since July, the usage of loop-meter parking has increased 16%
   ii. More people are riding the comet cabs/buses around campus
   iii. Zagster bikes can be rented for up to 8hrs/day
      1. Currently there are 16 Zagster bikes on campus
b. Campus Facilities (Jay Jascott)
   i. No reports made
c. University Safety and Security (Chad Thomas)
   i. No reports made
d. Women's Center (Melissa Wyder, Jane Shipman, and Becky Wiser)
   i. No reports made
e. IR Security, Planning, and Policy (Arturo Elizondo, Jr.)
   i. No reports made
f. Auxiliary Services Advisory (Jayar Medlock)
   i. No reports made
g. HOP Committee (Naomi Emmett)
   i. November meeting held
      1. Sending several proposals to the Office of General Counsel - more updates to follow.
h. Student Fee Advisory Committee (Melissa Wyder and Lynn Butler)
   i. No reports made
i. Committee for Support of Diversity and Equity (Letitia Andrews, Yolande Evans, Jane Shipman, Carrilaine Schneckner, Daniel Hernandez, Jazzmyn Wilson, and Selina Gu)
   i. No reports made
j. Intellectual Property Advisory Committee (Jay Silber)
   i. No reports made
k. Academic Calendar Committee (Megan Gray and Sheila Rollerson)
   i. No reports made
1. **Information Security Advisory Committee** (Daniel Calhoun)
   i. CIO has decided that any internal campus email (...utdallas.edu > ...utdallas.edu emails) do not need to be encrypted.
   ii. Password complexity:
        1. Current requirements for passwords need to be revised
        2. More of a passphrase Vs. a password
        3. Passwords with the current requirements are easier to hack, passphrases are not.
   iii. Individuals also need to use passwords and security on personal mobile devices.
        1. **Question:** If you send a non-encrypted email from your UTD email address, to another UTD email address; but the recipient opens it on their unsecured device – is the sender responsible for that?
           a. No, the recipient is responsible for repercussions.
        2. **Question:** If you’re sending an encrypted email (from a UTD email) to an off-campus email address, many won’t accept it. How do we handle this?
           a. Typing [encrypt] in the subject line, will encrypt the outgoing email; and require the recipient to go to a secure login environment to view the message.
        3. **Question:** Will something be sent out telling everyone about the encryption procedure?
           a. The information has already been sent out.

m. **University Sustainability Committee** (Craig Lewis)
   i. No reports made

n. **Wellness Committee** (DeAnn Hegi, and April Floyd)
   i. Met yesterday
      1. There weren’t enough attendees for a quorum so no votes were held.
      2. Discussed grant, and plans for the upcoming year.
      3. Working on next year’s grant.

8. **Continuing Business**
   a. **Proposals**
      i. **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.
b. New Suggestions

i. Pedestrian traffic concern – Bikers and skateboarders through plinth/high traffic areas causing pedestrian traffic impediment as well as injury concerns.
   1. Should be sent to Safety and Security Committee
      a. Motion made to Fwd, by: Daniel Calhoun
      b. Motion 2nd by: David Richardson
      c. Motion to Fwd Passed

ii. I suggest that a DEPT HEAD SCREEN be created to merge all the various worklists items that the dept. head needs to approve. For example eProcurement orders, Account Reconciliation, eLor, eCat, PA7, epar, Timesheet, Etc. And the screen would indicate the number of items or at least that there are items to be approved in the various applications. Otherwise dept. heads are all over the place trying to approve stuff and receiving lots of emails and also trying to do research and teach and attend and conduct meetings. Make it simple for them. And perhaps the ASO will need access to help the dept. head with the administration of these various tasks. Thanks for listening.
   1. Staff Council cannot do anything about this.
      a. Per Daniel – Should be sent to IR, and have Terry Pancratz Ce’ed on the email.
         i. Motion to Fwd, made by: Julie Rooney
         ii. Motion 2nd by: Selina
         iii. Motion to Fwd passed.

iii. Hello, I am currently a sophomore here at UTD and I feel like it would be a great idea to add chemical engineering as a major here at UTD. I am currently looking into the degree but there are only two schools that are somewhat close to Dallas. These schools are Texas A&M and University of Houston. It would be a great idea for UTD to start setting up a degree plan for science majors looking into chemical related engineering like myself. I would like to be able to finish my current degree then be able to transfer those credits to get a second degree in chemical engineering sometime in the next three years. Thank you so much.
   1. Motion to Fwd this to the Provosts Office made by: Melissa Wyder
      a. Motion 2nd by: Tiera Harris
      b. Motion to Fwd passed

iv. There have been several (10-13) coned off orange spots in the H lot for speakers the Electrical Engineering department is expecting. They have been coned off since Monday and as of this morning, only one has been used. This of course has upset some faculty/staff members who have paid for orange parking to see them coned off and not used. With the closure of Lot I for construction, this is creating great issues. Is there anything that
can be done to free up those spaces?
1. Should be forwarded to the Parking and Transportation Committee
   a. Motion to Fwd to Elena.
   b. Motion 2nd by: David Richardson
   c. Motion to Fwd passed

v. I would like to suggest that counseling services be offered to staff and faculty on campus. I am aware of the EAP but I don’t think that is sufficient. It is very difficult to get to a counseling session off campus without taking sick or vacation time. With the growing number of faculty and staff on campus and the need for counseling, it would be great to have it on campus where we could take advantage of the service during the day (during lunch). Or, if we were allowed time off during the week to attend sessions.

1. Women’s Center has 2 councilors on staff for confidential counseling sessions.
   a. Per Bill – The student counseling center is overfull
   b. Per Daniel – The EAP exists for staff use, and is confidential.
      i. Per Marco – The EAP will find someone around the caller’s area for appointments.
      ii. Per Melissa – The issue is timing of appointments.
      iii. Per Michele – Maybe have Lauren come speak about the EAP?
   iv. Per Katie – Hotlines for assistance also exist if someone doesn’t have the time for a regular appointment.
      1. Per Melissa – Should be advertised more.
         a. Motion to respond privately via email with information.
            i. Motion made by: Chad Thomas
            ii. Motion 2nd by: Vicente Torres
            iii. Motion to privately respond, passed.

9. Old Business
   a. N/A

10. New Business
   a. 2 Members leaving Staff Council
      i. Alex Nestor is no longer at UTD
      ii. Beth Young – spouse is very ill
        1. Will send an email out to members for a 2/3 majority vote on alternates.
b. Speaker for December: Chief Zacharias.

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. 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. December: Chief Zacharias

14. Adjournment
   a. Motion to Adjourn
      i. Meeting Adjourned at: 10:45am

Respectfully submitted,

Jamie Abrams
Staff Council Secretary/Treasurer