1. Roll Call
   Present: Jamie Abrams, Paula Austell, Caryn Berardi, Michele Brown, Travis Bowles, Lynn Butler, Grant Branam, Michele Brown, 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, Kelly Kaar, Dominic Kollasch, Bill Lacava, Emily Lacy, Dee Lambert, Mike Mogg, Archie Nettles, David Richardson, Carrilaine Schneckner, Janie Shipman, Carissa Teer, Katie Terry, Chad Thomas, Vicente Torres, Melissa Wyder

   Absent: Jennifer Budd, Daniel Calhoun, Lewis Epps, Julie Rooney, Dalia Sanders, Joanna Tang, and Jazzmyn Wilson

   Guests: Colleen Dutton, Marco Mendoza, Illyce Murray, Sandee Goertzen, Serenity King, Jessica Murphy

2. Guest Speakers:
   a. Serenity King and Jessica Murphy – Provosts Office
   b. Colleen Dutton and Illyce Murray – Human Resources

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

4. Guest Speakers: Serenity King and Jessica Murphy – Provost Office
   a. Spoke on:
      i. SACSCOC Reaffirmation
         1. Listed on the Provost website
      ii. 96 principles to be addressed
         1. Happens every 10 years
      iii. QEP is required
         1. Created to develop a 5yr plan to improve
         2. Suggestions are needed!
         3. Please submit suggestions at:
            a. qep.utdallas.edu
5. **Guest Speakers: Colleen Dutton and Illyce Murray** – Human Resources
   a. Illyce Murray spoke on:
      i. Veterans Employment Preference
         1. Regulated by: Senate Bill 805
         2. Effective: January 01, 2015
      ii. Under the bill, Disabled Veterans are defined as:
          1. Veterans who have served in (and have been honorably discharged from): the US Navy, Marines, Air Force, Coast Guard, or US Public Health Service; whose disability is service-connected.
      iii. Placement goals are an established target
           1. Assists in addressing underutilization for a protected group
           2. A placement goal is not a quota. Quotas are illegal.
           3. It does not permit the hiring/advancement of unqualified veterans.
      iv. Veteran Goal
           1. At least 20% of the employment total
   v. Veterans’ Preference in employment positions:
      1. Determines if veterans are in the hiring pool.
      2. Special handling list
      3. Certain minimum qualifications must be met
   vi. Interviewing Guidelines:
      1. If the total number of individuals being interviewed is 6 or less – at least 1 interview must be with a qualified veteran.
      2. If the total number of individuals being interviewed is more than 6, at least 20% must be qualified veterans.
      3. If no applications are received from individuals who qualify for veterans’ employment preference, then there is no interviewing requirement.
   vii. Appeals Process
      1. An individual entitled to a veterans’ employment preference may appeal a decision.
         a. Appeals can be initiated by: filing a written complaint with the Office of Institutional Equity and Compliance.
   viii. **Question: If a position is ‘Veterans Only’ – will it be listed internally?**
      1. Yes
   ix. **Question: For a spouse of a veteran who has passed away, how does that work?**
      1. The veteran needs to have passed away during active duty and the spouse has not remarried since.
   
   b. Colleen Dutton spoke on:
      i. ACA Form 1095-C
         1. New this year
         2. Required to file tax returns
            a. Due to be out by: January 31st, 2016
            b. Can opt-in via e-mail, for the electronic version.
         3. For more information: Check the Intercom.
4. Double check your information in Galaxy to make sure mailing address and information are correct.

ii. Appraisal Deadlines
   1. April 7, 2016 – For employees who were employed during 2015.
   2. June 30, 2016 – For employees who were hired between January 1 – April 15, 2016
      a. Appraisals not required for employees less than 4.5 months or student positions.

iii. Performance Review Training
   1. December 10, 2015 (10:00AM – 12:00PM)
   2. December 14, 2015 (10:00AM – 12:00PM)
   3. January 14, 2016 (10:00AM – 12:00PM)
   4. January 26, 2016 (2:00PM – 4:00PM)

iv. Office Etiquette Training
   1. December 10, 2015 (10:00AM – 12:00PM)

6. Review of November Minutes
   a. Corrections called for on:
      i. Item: 4, section A – ‘cCAT’ to ‘eCAT’
         1. Motion to Accept (as amended), made by: Melissa Wyder
         2. 2nd by: Bill Lacava
            a. Motion Passed

7. Committee Reports
   a. Executive Board (Naomi Emmett)
      i. Fall 2015 CARE Awardees:
         1. Minoo Anvari
         2. Rena Piper
         3. Heather Burge
         4. Lisa Sunderland
         5. Lauren DeCillis
         6. John Turner
      ii. Two new Staff Council members have joined:
         1. Travis Bowles
         2. Cynthia Seton-Rogers
      iii. CARE Awards Ceremony
         1. Tomorrow
         2. McDermott Suite (MC4.4)
         3. 9:00AM
      iv. Lunch with Naomi
         1. December 11th, 11:00AM
      v. Coffee with the President
         1. Per Melissa:
            a. Dr. Wildenthal spoke about increasing tuition 6%
i. Per Vicente - Will not affect current students – will affect students coming in.

b. Next Coffee with the President will be held in March.

b. Attendance Report (Melissa Wyder)
   i. A few people have been contacted.

c. Student Government (Grant Branam)
   i. No reports made

d. Benefits Committee (Chad Thomas)
   i. Scholarships rankings have been finalized.
   ii. Winners will be notified after grades will be verified.

e. Communications Committee (Katie Terry)
   i. Still working on website access.
   ii. Daniel Calhoun has rejoined the Communications Committee and has agreed to assist in updating the website as access clearance is processed.

f. Fundraising Committee (David Richardson)
   i. Met last Friday
      1. Carrilaine will email the Panera Bread Flyers to Staff Council
         a. Event is on December 17th
         b. Bring your flyer!
         c. Proceeds of orders with presented flyers will go to supporting Staff Council Scholarships
      2. Easter Fundraiser:
         a. Possibly selling lilies
      3. Valentines Fundraiser:
         a. Roses
         b. Bears
      4. Angel Gifts (paycheck donations): 
         a. Have been sent to Paula
      5. Previous years poinsettia sales:
         a. FY2012:
            i. 219 plants sold
            ii. Profit of $802.00
         b. FY2013
            i. 144 plants sold
            ii. Profit of $518.00
         c. FY2014
            i. 127 plants sold
            ii. Profit of $687.00
         d. FY2015
            i. 263 plants sold
            ii. Profit of $1200.00
         e. FY2016
            i. 265 plants sold
ii. Profit of $1900.00
6. Be sure to thank Jay Jascott and Facilities for their hard work!
   a. Per DeAnn – Facilities usually gets a thank you basket for the holidays.

   g. Staff Development Committee (Lynn Butler)
      i. Met today and discussed the Callier Staff Appreciation event
         1. Bus will be picking people up at 10:15AM
            a. Lunch will be provided
         2. Going to get things for giveaway items and prizes for the drawings
            a. Will see what the Tech Store has (fitbits, ipads, etc…)
            b. Also considering UTD blankets from the bookstore
         3. Next month will begin discussing the Staff Appreciation for our campus
            a. Aiming to make it bigger and better than last year
            b. Suggestions are welcome and appreciated!!

   h. Secretary and Treasurer’s Report (Jamie Abrams)
      i. Staff Council Operating Account
         1. Debit for Staff Council name badges have been posted:
            a. $261.95
      ii. Staff Council Fundraising Account
         1. Fundraiser revenue:
            a. $212.00
         2. Debit of Endowment Transfers
            a. $5,811.30
      iii. Staff Council Endowed Scholarship
         1. No Activity
      iv. Jody Nelsen Scholarship
         1. No Activity
      v. Staff Scholarship
         1. Revenue added from the Endowment Transfer
            a. $1,811.30

   i. Faculty Senate (Dr. Murray Leaf)
      i. Discussed Title IX with Mr. Dockery and Dr. Fair
      ii. Academic Council schedule conflicted for Dr. Wildenthal – so some topics have not yet been discussed.
      iii. Considering changing the time of the meetings.

   j. Retiree Association (Sandee Goertzen)
      i. Christmas luncheon being held today

University Committees
a. Parking and Transportation (Dee Lambert and Kent Mecklenburg)
   i. No meetings will be held until January
b. Campus Facilities (Jay Jascott)
i. No reports made
c. **University Safety and Security** (Chad Thomas)
   i. No information on if or when the next meeting will be.
   ii. However, the Presidents’ office has sent letters out.
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. Office of the General Council
      1. Policies are being sent by Tim Redman
      2. Institutional Equity and Compliance Office – UTD BPs (3044, 30100, and 3048) that are being sent.
      3. Committee Charges - Staff Council to appoint a co-chair for the Wellness Committee
         a. Debbie Hamlin has been nominated to the OGC for the position along with DeAnn to assist.
      4. Meetings will be scheduled!
h. **Student Fee Advisory Committee** (Melissa Wyder and Lynn Butler)
   i. Met, but nothing to report at this time.
      1. Will be meeting in mid-January
i. **Committee for Support of Diversity and Equity** (Letitia Andrews, Yolande Evans, Jane Shipman, Carrilaine Schneckner, Daniel Hernandez, Jazzmyn Wilson, and Selina Gu)
   i. Campus Climate Survey
      1. Needs to be sent for approval then will be sent to faculty and staff.
      2. Please take the survey!
j. **Intellectual Property Advisory Committee** (Jay Silber)
   i. No reports made
k. **Academic Calendar Committee** (Megan Gray and Sheila Rollerson)
   i. No reports made
l. **Information Security Advisory Committee** (Daniel Calhoun)
   i. No reports made
m. **University Sustainability Committee** (Craig Lewis)
   i. No reports made
n. **Wellness Committee** (DeAnn Hegi, and April Floyd)
   i. No reports made
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. Staff Council should recommend that UTD look into the feasibility of offering discounted parking rates to faculty, staff, and students that carpool. Currently, there is no discount and for example, 2 carpool participants pay for two annual parking passes while only using 1 parking spot per day. UTD should provide an incentive for carpooling to encourage energy conservation and to help minimize the need for additional parking spaces. Numerous other universities have implemented such a plan, including Yale, USC, UCLA, and even UT Austin! The technology exists to successfully implement such a system - please consider supporting this suggestion!
         1. Motion to Accept made by: Melissa
            a. 2nd by: Katie
               i. Motion passed
         2. Assigned to Benefits Committee for follow-up
            a. Per Melissa – Need more information
            b. Per Naomi – Person suggesting should discuss the situation with the assigned committee.
               i. Per Chad – Should refer this to Parking and Transportation
               ii. Per Dee – Carpool passes could cause problems, specifically if they go unused. Students do not buy orange parking passes. Those are typically staff and faculty.
               iii. Per Chad – Is this a viable suggestion for Parking and Transportation Committee?
               iv. Per Dee – Hangtags would be good but Parking and Transportation uses the sale of permits for funds.
               v. Per Lynn – Hangtags have been done in the past, but the tags were stolen.
               vi. Per Caryn – The Benefits Committee should at least look into what other UT System campuses have done.
vii. Per Naomi – Research and see if we can do an Ad Hoc.

ii. Hello, I'm just curious why the Staff Council Scholarship requires applicants to be US citizen or permanent US resident? How about staff members on work visa who are also taking classes? Thanks!
   1. Per Melissa – Possibly due to Federal funds at the start
   2. Per Colleen – Suggests discussing with Nancy Baringer as a starting point.
   3. Per Sandee – Could fall under Financial Aid
   4. Per Melissa – Waiting on emails
   5. Per Naomi – Motion to adopt and assign to the Benefits Committee to discuss with Paula
      a. Per David – Motions to accept the suggestion
      b. 2nd by: Vicente
         i. Motion passed

iii. Is there talk to institute paid maternity and paternity leave and if not, why not? I would like to see a minimum of 12 weeks paid leave (at least partially paid) for new parents.
   1. Per Colleen – State law prohibits this. Leave is unpaid unless you have vacation or sick leave to use.
      a. Melissa motions to reject this and reply privately to the sender.
      b. 2nd by: Karen
      c. Motion rejected

iv. We need a pedestrian bridge over Synergy Park Blvd from parking lot T across to SPN and eventually the north mall. Crossing at the light is dangerous because of oncoming traffic from 4 directions and traffic's ability to make turns when you have crosswalk light.
   1. Per Bill – Dr. Jamison said this wasn’t possible. Synergy Park Blvd is part of the city, not campus. Suggests not taking this on. The issue that really is a problem is people jaywalking.
      a. Motion to send this to Dr. Jamison and Chief Zacharias
         i. 2nd by: Travis
         ii. Motion Passed

v. Healthier snacks in all of the vending machines! It's all junk food, and there are plenty of other options on campus where Faculty/Staff/Students
can get candy. There are shelf-stable, healthier, vend-friendly options with far less sugar than what is in there now (Small packets of beef jerky, trail mix, nuts, dried fruit, squeeze-tubes of peanut butter, seeds, protein bars, granola bars, cereal bars, etc...) The current options are horrible if someone has diabetes or some other blood sugar issue and doesn’t have the option to bring food from home, or the time to go get something during work or class. (Whether time restricted, food insecure, or lack of funds) If they crash and can’t get something with high-protein, it’s a serious health risk.

1. Per Melissa – Should be sent to Bob Fishbein
2. Per Debbie – This should be sent to Serenity’s team for the QEP and Wellness Committee.
   a. Motion made by: Melissa
   b. 2nd by: Chad
   c. Motion Passed

vi. My suggestion is for when a current employee is being hired in a new position on campus. I recently took a new position on campus, only to find out after the fact that I was put back on probation for 6 months. I was never told before I accepted the position that this would be the case. I think all employees who are taking a new position on campus should be told prior to accepting the new position, about the probation. When HR makes the offer on behalf of the school, they should be making sure the employee knows they are back on 6 months of probation. It costs less to keep a current employee than to hire a new one and have to train them.

1. Per Naomi – not to be adopted, but to be discussed.
   a. Per Marco – Internal employees have completed the required 6 month probation period. Supervisors need to make sure that new department members know the new job. There will be new forms in January. You can use vacation time if you have it – if someone has been told otherwise, contact HR. This will be discussed at the HR Forum and in training.
   b. Per Naomi – Motions not to adopt, but to leave it to HR for further discussion.
      i. Motion accepted by: Michele
      ii. 2nd by: Dominic
      iii. Passed to HR
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. Naomi will send an email out to members for a 2/3 majority vote
            on alternates.
   b. Speaker for December: Chief Zacharias.

11. Reminders
   a. CARE Award Nominations are being accepted for Spring 2016!
      i. Deadline is March 31st, by 5pm.
   b. Coffee with the President
      i. March 3rd at 9:00am

12. Misc

13. Upcoming Guest Speakers:
   a. January: Chief Zacharias

14. Adjournment
   a. Motion to Adjourn
      i. Meeting Adjourned at: 10:50am

Respectfully submitted,

Jamie Abrams
Staff Council Secretary/Treasurer