1. Roll Call
   Present: Jamie Abrams, Paula Austell, Caryn Berardi, Michele Brown, Lynn Butler, Grant Branam, Travis Bowles, Lou Delcamp, Courtney Echols, Naomi Emmett, Caitlyn Fortner, Janice Gebhard, Selina Gu, Ste’ve’sha Evans, Patrice Holt, Andre Josiah, Kelly Kaar, Dominic Kollasch, Bill Lacava, Emily Lacy, Archie Nettles, David Richardson, Dalia Sanders, Carrilaine Schneckner, Joanna Tang, Katie Terry, Chad Thomas, Vicente Torres, Jazzmyn Wilson, Melissa Wyder

   Absent: Lewis Epps, Eric Fackler, Tiera Harris, DeAnn Hegi, Dee Lambert, Mike Mogg, Julie Rooney, Janie Shipman, Carissa Teer

   Guests: Colleen Dutton, Marco Mendoza, Sandee Goertzen, Chief Larry Zacharias

2. Guest Speakers:
   a. Larry Zacharias – Chief of Campus Police
   b. Colleen Dutton – Human Resources

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

4. Guest Speakers: Chief Larry Zacharias – Campus Police
   a. Spoke on:
      i. Update on Campus Police and upcoming changes.
         1. $1,000 returned in Lost and Found property
         2. Campus police have seen a 30% decrease in offenses.
         3. 31/32 open positions on campus police have been filled.
      ii. In the process of a statewide recognition program
         1. Saturday, there will be an awards banquet recognizing 4 awards for life-saving service
         2. The RAD (Rape Aggression Defense) Program has been expanded and is now offering men’s classes.
      iii. Security cameras have been added on campus
         1. Added to the Administration Building, multipurpose areas, PS1, and PS3
         2. There will be 30+ cameras added to ATEC
      iv. Open/Campus Carry
         1. Finalizing the Exclusionary Zones
2. Open Carry does not apply. It is prohibited.
3. Concealed Carry is only by permit in certain areas.
4. Campus Carry will be effective as of August 30, 2016.
5. The campus carry website has all the information that can be publicly released at this time.
6. FAQs are available on the website
   a. utdallas.edu/campuscarry

v. Question: Is there a deadline for the working group? Will that decision be sent out?
   1. Required to send it to the Chancellor, who will send it to the Board of Regents.

vi. Question: Open Carry does not apply to any part of UTD Campus or property, correct?
   1. Yes. Concealed carry is permitted except in the exclusionary zones.

vii. Question: What is the typical response times for silent alarms?
   1. Within a few minutes. Two units respond, and phone numbers are called. If there is no response from the phone calls or there is a situation – officers are dispatched. Tested 1-2 times a year.

viii. Videos shown:
   1. Run. Fight. Hide. – Surviving an Active Shooter Event
   2. Ohio State University – Surviving an Active Shooter
      a. Please be advised! These videos contain graphic reenactments that may be disturbing to some viewers.

ix. Question: Do the guards at NSERL do this training?
   1. Yes

x. Question: Are there any active shooter strategies at UTD for faculty/staff/students?
   1. No, that is something that Staff Council might want to take up and pursue.

xi. Question: Can we have a safety officer present to staff?
   1. Yes

xii. Question: How does this change August 1st for Concealed Handgun License carriers?
    1. Concealed carry holders are typically law-abiding citizens

xiii. Question: Can the UTD Police Dept. offer a training class for students/staff with a concealed handgun license?
    1. We can, but the law states that CHL holders are anonymous.

5. **Guest Speakers:** Colleen Dutton – Human Resources
   a. Spoke on:
i. Update on Form: 1095-C
   1. IRS delayed the deadline until March 31st, 2016.
   2. UTD is still planning on meeting the initial February 1st deadline.
   3. Forms will not be available electronically this year, due to portal security concerns.
   4. Tax information will be sent out by Equifax.

ii. UT Rewards 4U
   1. Total rewards statements will be available very soon.
   2. Some computer systems which use Internet Explorer cannot log in to view them yet.

iii. Lunch and Learn
   1. Social Security Benefits
   2. Student Union Galaxy Rooms, A and B
   3. Contact: Nora Pena

b. Per Marco:
   i. Performance Appraisals
      1. Due on April 7th, 2016 for employees hired before January 1st, 2016
      2. Due on June 30th, 2016 for employees hired between January 1st and April 15th, 2016
      3. Teaching Assistants reviews now follow the same appraisal cycles as employees.
      4. Send performance reviews to HR.

   ii. Question: 30, 90, and 180 day performance reviews – are they the same form or different?
      1. 30-day uses a basic review form
      2. 90, and 180-day have more detailed review forms.

   iii. Question: When will these forms be rolled out?
      1. They will be online by Friday
      2. If you need them sooner, please contact Marco

c. Per Colleen:
   i. January 22nd, 2016 is the deadline for pay increase requests
   ii. DayOne Onboarding for New Employees
      1. Allows new hires to self-service much of the new hire paperwork.
      2. However, it will still be required that they bring documents for I-9 verification.

6. Review of December Minutes
   a. Corrections called for on:
      i. Page 10, #10 – please clarify ‘will’ – who will?
         1. Motion to Accept (as amended), made by: Melissa Wyder
         2. 2nd by: Vicente Torres
            a. Motion Passed

7. Committee Reports
   a. Executive Board (Naomi Emmett)
i. Spring 2016 CARE Award
   1. Deadline for nominations: March 31st, 2016

ii. Spring 2016 Staff Council Scholarships

iii. Lunch with Naomi
    1. Next one will be held on January 22nd, 2016
    2. Please join the lunches!

iv. Staff Appreciation Event – Callier
    1. Will be held this Friday

b. Attendance Report (Melissa Wyder)
   i. Reaching out to a few individuals, but overall attendance has been pretty good.
   ii. Reminder to members: If you cannot attend, please notify us.

c. Student Government (Grant Branam)
   i. Representative absent. Committee update was submitted via email. Reads as follows:
      1. Wrapping Up
         a. Tuition and Fee feedback – after various town halls, administrative meetings, etc. we have voiced student concern and spread awareness of how and why tuition and fees increase. Most current students do not seem to care as it will not affect them, however students are gaining a broader understanding of how our school is funded (JSOM and CS subsidize our art program, our research drives most other programs, etc.)
         b. Handicapped Accessible Comet Cab – Should be live this month. Has a ramp and wide space for students in accessible vehicles. Installing counterweight for the heavy ramp, lighting, and cover for the rain/cold.
         c. UT System Student Advisory Council – Finishing gathering research from all campuses and finalizing our recommendations for enforcing smoking policies, establishing maternity leave policies for students, increasing enforcement and campus security in research facilities.

   2. Beginning the following:
      a. It’s On Us Campaign – going to different organizations and groups to discuss what specific issues they face, what our campus can do better to address their needs, provide them with information to spread to other students.
      b. Day of the Arts – Part of our original campaign was to promote the arts. Met with Dean Kratz last year, planned a Day of the Arts for Spring. All art related student groups
will get the opportunity to showcase their work and passion throughout campus in an art celebration.

c. Presidential Search Committee – Making progress, having all day interviews (Caitlynn is there now!)

d. Benefits Committee (Chad Thomas)
   i. Scholarship awardees grades are being verified.
      1. Currently 8 of 10 are verified.
      2. Will have the giant check and photo-op during the February meeting.
   ii. Proposal regarding carpool permits
      1. Information has been gathered from other Universities.
      2. Mike reached out to Cris – who stated it had been considered but not pursued. Will be getting more info about this.
      3. Enforcement of permit could be an issue
         a. Some campuses required a personal permit in order to buy one for carpooling
         b. No discounts
   iii. Regarding scholarship rewarding guidelines
      1. Several applicants are taking 3 credit hours per semester classes, while others are taking 6.
      2. A concern was raised that it could be abused.
      3. Also, several applicants have applied every semester.
      4. Would like to consider a policy revision.
   iv. Per Melissa – **Any decision regarding International students?**
      1. Currently still in progress.

e. Communications Committee (Katie Terry)
   i. Update provided by: Emily Lacy
      1. Still no access to update the website
   ii. Per Chad – **Possibly send out the newsletter as a PDF in the meantime**

f. Fundraising Committee (David Richardson)
   i. Sold 265 plants total
   ii. Vendor went above and beyond in regards to customer service for us.
      1. 100 extra plants provided
      2. Will be sending a letter of appreciation
   iii. $2740 in revenue
      1. $1907 in profit
   iv. Valentines Fundraiser
      1. Considering a stuffed toy or small rose bushes
   v. Making boxes for restaurants to see about getting a portion of donated sales from receipts
   vi. Panera Bread Fundraiser
      1. Has not responded yet
g. **Staff Development Committee** (Lynn Butler)
   i. Staff Appreciation event for Callier will be held on Friday
      1. Bus will be leaving from the circle in front of JSOM at 10:15am
      2. The food, giveaways, and scarves are all set
      3. Please join us!

h. **Secretary and Treasurer’s Report** (Jamie Abrams)
   i. Staff Council Operating Account
      1. Debit for Staff Council flash drive and pointer have been posted:
         a. $62.97
   ii. Staff Council Fundraising Account
       1. Fundraiser revenue:
          a. $584.75
   iii. Staff Council Endowed Scholarship
       1. Quarterly Distribution Revenue:
          a. $558.99
   iv. Jody Nelsen Scholarship
       1. Quarterly Distribution Revenue:
          a. $450.77
   v. Staff Scholarship
       1. Revenue added from fundraisers (to be moved to fundraising account)
          a. $1284.00

i. **Faculty Senate** (Dr. Murray Leaf)
   i. No reports made

j. **Retiree Association** (Sandee Goertzen)
   i. Next meeting will be held on the 11th
   ii. Valentine’s Lunch

**University Committees**

a. **Parking and Transportation** (Dee Lambert and Kent Mecklenburg)
   i. No reports made

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. Meeting was canceled

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

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 Hegl, and April Floyd)
i. No reports made

8. **Continuing Business**
a. **Proposals**
i. **2014-004s:** Executive Board is looking into an ombudsman for employees
   ii. **2015-007s:** Discounted parking rates for faculty, staff, and students that carpool
   iii. **2015-008s:** Scholarship requiring applicants to be citizen/resident. (Benefits Committee)
   iv. **2015-009s:** Healthier snacks in all of the vending machines (Wellness committee)

b. **New Suggestions**
i. N/A

9. **Old Business**
a. N/A

10. **New Business**
a. 2

11. **Reminders**
a. CARE Award Nominations are being accepted for Spring 2016!
Deadline is March 31st, by 5pm.

b. Coffee with the President
   i. March 3rd at 9:00am

c. Spirit Day Fridays
   i. Beginning again this Friday!

12. Misc

13. Upcoming Guest Speakers:
   a. February: James Dockery

14. Adjournment
   a. Motion to Adjourn made by: Melissa Wyder
      i. Motion 2nd by: David Richardson
         1. Meeting Adjourned at: 10:35am

Respectfully submitted,

Jamie Abrams
Staff Council Secretary/Treasurer