STAFF COUNCIL
APPROVED MEETING MINUTES

February 10, 2016
TI Auditorium
9:00 AM – 11:00 AM

1. **Roll Call**
   - **Present:** Jamie Abrams, Caryn Berardi, Michele Brown, Deborah Buckner, Lynn Butler, Lou Delcamp, Naomi Emmett, Janice Gebhard, Ste’ve’sha Evans, Patrice Holt, Andre Josiah, Kelly Kaar, Dominic Kollasch, Bill Lacava, Emily Lacy, Dee Lambert, Casey Lloyd, Archie Nettles, Charlotte Mason, Mike Mogg, David Richardson, Cynthia Seton-Rogers, Julie Rooney, Carrilaine Schneckner, Janie Shipman, Joanna Tang, Carissa Teer, Katie Terry, Chad Thomas, Vicente Torres, Jazzmyn Wilson, Melissa Wyder
   - **Absent:** Paula Austell, Grant Branam, Travis Bowles, Courtney Echols, Lewis Epps, Eric Fackler, Caitlyn Fortner, Selina Gu, DeAnn Hegi
   - **Guests:** Colleen Dutton, Marco Mendoza, Sandee Goertzen, James Dockery, Murray Leaf

2. **Guest Speakers:**
   a. **James Dockery** – AVP, Office of Institutional Equity and Compliance
   b. **Colleen Dutton** – Human Resources

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

4. **Guest Speaker: James Dockery – AVP, Office of Institutional Equity and Compliance**
   a. Spoke on:
      i. Welcomes Heather Dragoo as the new Director of EEO
         1. Heather is currently located in Hoblitzelle Hall
         2. James’ office is in Synergy Park North
      ii. At the end of the month, all OIEC will be located in SPN
         1. Any questions, please call James Dockery
            a. Campus Extension: x2292
      iii. Annual Compliance Training is coming up!
         1. Be sure to complete it and take the survey!
         2. The feedback is very important
            a. If you have any questions, please call the Compliance Training Coordinator, Mousumi Tanha

5. **Guest Speaker: Colleen Dutton** – Human Resources
   a. Marco Mendoza spoke on behalf of Colleen
i. Spoke on:
   1. Deadline for the Naturally Slim Program
      a. February 12, 2016
   2. Mammography Appointments
      a. February 26th, 2016
      b. 8:00am-4:00pm, ATEC
      c. To schedule an appointment, call:
         i. 214-645-2560
   3. Financial Wellness Lunch and Learn
      a. April 4th, 2016
         i. 9:00am-4:00pm
      ii. Student Union Galaxy Rooms
      b. Retirement vendors will be in attendance
   4. Total Rewards
      a. Statements should be out by the end of the month
   5. **Question: The Naturally Slim program, is that just for Staff and Faculty?**
      a. Currently it is a pilot program, and only available to Full-Time Staff.

6. **Review of January Minutes**
   a. Corrections called for on:
      i. Attendance listing: Cynthia Seton-Rogers was present
         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. Welcome to the new members of Staff Council
         1. Casey Lloyd
         2. Debbie Buckner
         3. Charlotte Mason
      ii. Fall 2016 Staff Council Scholarship Recipients:
         1. Samantha Preisser
         2. Blair Flicker
         3. Mackenzie Hunter
         4. Dorthea Junt
         5. Jon-Paul McGowan
         6. Charles (Chad) Thomas
         7. Laura Smith
         8. Eric Fackler
         9. Jessica Watts
         10. Diana Kao
iii. CARE Awards – Spring 2016
   1. Deadline: March 31st, 2016

iv. Staff Council Scholarship Applications
   2. **Question: Are Staff Council members eligible to apply?**
      a. Yes

v. Coffee With the President – Dr. Hobson Wildenthal
   1. Has been rescheduled to: March 17th, 2016
   2. 9:00am-10:00am

vi. New President of University of Texas at Dallas
   1. Dr. Richard Benson

vii. HOP Committee
   1. New policy navigator
      a. [https://policy.utdallas.edu](https://policy.utdallas.edu)

viii. Lunches with Naomi
   1. Next one will be held on: February 19th, 2016
   2. Bluebonnet Room
      a. Please join us!

b. **Attendance Report** (Melissa Wyder)
   i. Attendance has been good.
      1. Good job everyone!

c. **Student Government** (Grant Branam)
   i. Representative absent. Committee update was submitted via email. Reads as follows:
      1. Student Government Staff Council Report – 2/10
         a. Recent
            i. At our final UTSSAC meeting, 2/5-6, Caitlynn, myself, and the other committee chairs presented our recommendations for a vote in front of the entire council.
      2. My committee, Campus Life, passed the following recommendations:
         a. A recommendation for the increased allocation of resources to departments whose missions address sexual assault.
         b. A recommendation regarding the importance of hiring practices of minority and underrepresented staff and faculty.
         c. A recommendation regarding maternal/paternal leave for student researchers.
         d. A recommendation regarding the increased enforcement of the UT System campuses individual policies on tobacco products and e-cig usage.
e. A recommendation to strengthen security within campus buildings, with an emphasis in research facilities.

3. Campus Life conducted a joint recommendation with Financial and Legislative -
   a. Recommendation for Education and Promotion of Title IX Policies

4. Caitlynn’s committee, Academic Affairs, passed the following recommendations:
   a. International Student Transcript Translation Services
   b. Centralized Academic Advising
   c. P.I. Protection Policy (Private Instructor)
      i. Caitlynn and I will work with our advising administration to polish off the wording and present these recommendations to the Board of Regents in early May in hopes of seeing policy changes system wide. I will also be returning as the Vice Chair of UTSSAC for 2016-2017.

5. Ongoing –
   a. We are working on surveying the student body regarding a Green Fee. This is opportune for a few reasons:
      i. The Board of Regents recently said they would consider increases
      ii. We recently found a finalist for President and we can put this on his radar as a student priority if that is the response that we receive.
      iii. Elections are coming up for Student Government, and since the Green Fee would have to pass on a popular ballot, we would include it with next years’ election ballot to formally pass or deny it.
      iv. We have a very passionate group of students working on proposals and research to inform the student body.
      v. Once passed, the referendum would be valid for the next few years (I believe 5) before having to re-survey students for any official opinion.
   b. We are also working on informing students of obligatory reporters under Title IX. We want to ensure that students know who responsible employees are, what they are required to do, and we want to ensure responsible employees are in compliance with the law and disclosing their status and necessary action based on what information they receive.
c. Elections are coming up for new Student Government officers (Caitlynn and I feel like we just met everyone yesterday!) and we are going to be promoting elections, the process, and getting more students engaged in the voting process.

d. We are coordinating with Lt. Governor Dan Patrick’s office to schedule a date for him to come speak in mid-March. While he has expressed great interest in coming to speak, the date was pushed back since he is now helping Cruz campaign after the Iowa Caucus.

d. Benefits Committee (Chad Thomas)
   i. Staff Council Scholarships
      1. The difference in the number of credit hours between applicants is being discussed, as well as the eligibility requirements.
      2. Working on finalizing things.
         a. Paula sent Chad information regarding Scholarships, planning on meeting with Paula to discuss further
      3. Per Naomi-
         a. Jody Nelsen and Staff Council Scholarships are for UTD Students
         b. Fundraising revenue can be used to award scholarships to students who are off-campus
            i. However, it is getting more difficult to award off-campus scholarships.
   ii. Safety and Security Council
      1. Discussing the pedestrian safety issues
   iii. **Question: Regarding the Scholarships, is there a specific vision on how it might change?**
      1. Currently looking at the imbalance between applicants with Pass/Fail credit classes and applicants taking GPA classes. Looking at options based on credit hours or Graduate/Undergrad. Nothing has been solidified yet.

e. Communications Committee (Katie Terry)
   i. Update given by Emily Lacy:
      1. Web Services team is providing updates
      2. Working on getting the newsletter out.

f. Fundraising Committee (David Richardson)
   i. Revenue
1. $1000+ should happen soon

ii. Fundraisers
   1. Looking at Valentines and Graduation Sales
   2. Considering bears, roses, candies and family sales
   3. Considering start in April – for Graduation
      a. Need suggestions for more male-oriented Graduation gifts

iii. Per Melissa – Golden Key has rights to selling flowers for Graduation sales. We are not allowed to sell Graduation flowers.

iv. Panera Bread
   1. Needed at least 20 flyers for a donation of sales to be made
      a. 12 flyers were submitted

v. Currently looking into Raising Canes and Fish on Fridays

vi. Jasmine is speaking to Bahama Bucks

vii. Meeting with Paula concerning Angel Gifts (payroll deduction donations)

g. Staff Development Committee (Lynn Butler)
   i. Staff Appreciation at Callier went over very well!
      1. Brought remaining scarves to the meeting today for those who didn’t get one at the event.
      2. This will now be a regular, annual event
   ii. Currently working on the Staff Appreciation event for the main UTD campus.
      1. Considering May 18th, 1-3pm
      2. Would like to utilize the entire Mall area
      3. Looking at having different foods/events
         a. Considering sno cones, waffle cone, ice cream, etc…
         b. Summertime theme giveaways, caricatures, photo booths, massage chairs, etc.
      4. Should have more information solidified by next meeting

h. Secretary and Treasurer’s Report (Jamie Abrams)
   i. Staff Council Operating Account
   
   | CARE Awards – Certificates and Invitations | $    - 33.00 |
   | CARE Awards – Clocks                      | $ -479.35 |
   | CARE Awards – Clocks S+H                 | $ -20.37 |
   | Home Depot – Poinsettia plants            | $ -496.70 |

   ii. Staff Council Fundraising Account
   
   | Fundraising Revenue – Holiday plants (pending transfer) | $ 1,304.00 |

   iii. Staff Council Endowed Scholarship
   
   | No Activity | $ ----------- |
iv. Jody Nelsen Scholarship

| No Activity | $  ---------- |

v. Staff Scholarship

| Fundraiser Revenue (pending transfer) | $ -1,304.00 |

i. Faculty Senate (Dr. Murray Leaf)
   i. Presidential Search Committee was very happy with the choice that was made.
      1. They should retain continuity and they have a similar commitment to Staff, Faculty, and Students as Dr. Daniel

ii. Question: New President start date?
    1. None, however, there is a 21-day rule

iii. Question: Does the new President seem supportive of Staff Council?
     1. Yes, based on the answers he’s given to unprompted questions and the impact he’s had in previous positions.

j. Retiree Association (Sandee Goertzen)
   i. Next meeting will be held tomorrow
   ii. Valentines Lunch and meeting
      1. Discuss a change to bylaws
         a. Proposing a return to 4 meetings/year vs 3

University Committees
a. Parking and Transportation (Dee Lambert and Kent Mecklenburg)
   i. Met on January 13th
      1. New McCallum connecting route (Frankford/McCallum/Coit) for Route 883
      2. New comet cab with wheelchair access for disabled riders
      3. Lot P (by BSB) – Orange and gold parking spaces
      4. Lot T has been reorganized
      5. Voiced Staff Council’s concern about the parking
         a. Staff parking = purple and orange
         b. Purple permits will not be discounted
         c. Want free parking? Public transportation is available.
      6. Question: Do we have a program in place to warn international students of the dangers in the area?
         a. The Cleary Report is public to view and keeps a log of reports.
7. Per Naomi – Received an email regarding the Auxiliary services Meetings
   a. Meeting on the 18th in PS3, 1:30-2:30pm
   b. Jayar is no longer on the committee
   c. Need to put names forward
      i. Volunteers: Melissa, Bill, and David
b. Campus Facilities (Jay Jascott)
   i. No reports made
c. University Safety and Security (Chad Thomas)
   i. (See section in Benefits)
d. Women’s Center (Melissa Wyder, Jane Shipman, and Becky Wiser)
   i. Advisory board has been dissolved, but would like Staff representative in the meetings
   ii. February 10th – heart walk
   iii. Will ask Carrie Chutes to discuss healthier vending machine options in the next Wellness Committee meeting.
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. No reports made
h. Student Fee Advisory Committee (Melissa Wyder and Lynn Butler)
   i. Meeting this Friday.
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 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
      ii. **2015-007s**: Discounted parking rates for faculty, staff, and students that carpool
          1. Mike spoke with Cris – Unable to be enforced, but they will discuss it further
             a. Per Naomi – Invite the person who made the suggestion to the meetings to discuss and survey the campus for interest.
      iii. **2015-008s**: Scholarship requiring applicants to be citizen/resident.
          (Benefits Committee)
          1. Motion to remove
             a. Motion backed by Melissa
             b. 2nd by: Chad
                i. Roll Call vote
                   1. Motion passed
      iv. **2015-009s**: Healthier snacks in all of the vending machines (Wellness committee)
          1. In process – via Wellness Committee
   b. New Suggestions
      i. District Concerns
      1. **Tuition Benefits** – Not viable. State legislature has to change the law, cannot be changed by us.
      2. **Campus Carry** – The Campus Carry website is updated with the most current information. As of January 12th, a memo has been uploaded with details containing what the working group recommendations are and what they are working on.
      3. **Adding paper towel dispensers in FO bathrooms / clean the bathrooms more often** – David suggests forwarding this concern on to Facilities
         a. Motion to forward: Naomi
         b. 2nd By: Cynthia
            i. Dr. Leaf suggests that the Staff Council write a letter to Denise Boots.
               1. Motion to disregard the first, and send a letter to Denise instead, by Julie
               2. 2nd By: Melissa
               3. Passed
9. Old Business
   a. N/A

10. New Business
   a. Moving Staff Council meetings to JSOM
      i. Quorum vote: Passed

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
   c. Spirit Day Fridays
      i. Beginning again this Friday!
   d. Earth Day Event
      i. April 20th
      ii. 11:00-1:00
      iii. Staff Council presence is recommended

12. Misc

13. Upcoming Guest Speakers:
   a. March: Dr. Inga Musselman

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

Respectfully submitted,

Jamie Abrams
Staff Council Secretary/Treasurer