April 13, 2016

JSOM 1.517
9:00 AM – 11:00 AM

1. Roll Call
   a. **Present:** Caryn Berardi, Michele Brown, Debbie Buckner, Lynn Butler, Lou Delcamp, Naomi Emmett, Ste’ve’sha Evans, Janice Gebhard, Selina Gu, DeAnn Hegi, Patrice Holt, Andre Josiah, Kelly Karr, Dominic Kollasch, Bill Lacava, Emily Lacy, Dee Lambert, Casey Lloyd, Charlotte Mason, Greg Melton, Mike Mogg, Archie Nettles, Beverly Reed, David Richardson, Julie Rooney, Janie Shipman, Carissa Teer, Katie Terry, Chad Thomas, and Melissa Wyder
   b. **Absent:** Jamie Abrams, Travis Bowles (resigned from UT Dallas), Lewis Epps, Eric Fackler (resigned from Staff Council), Carrilaine Schneckner, Cynthia Seton-Rogers, Joanna Tang, Vicente Torres, and Jazzmyn Wilson.
   c. **Guests:** Paula Austell, Rochelle Pena, Murray Leaf, Sandi Goertzen, Colleen Dutton, Marco Mendoza, Terry Cartwright, Marcos Chavez, Thomas Allen, Misty Hawley, Terry Pankratz

2. Terry Pankratz: Vice President for budget and Finance – presented a budget update
   a. Funds are tight – We expect to grow out of our current financial challenges. Freshman growth for 2016 is expected to be 10%.
      a. The challenge lies in variable costs
         i. We are increasing services for the growing student body.
            a. We are hiring more TA’s, lecturers and faculty.
         ii. Expenses are growing at 77% while revenue is growing at a 66% rate.
            a. We have been running a deficit for the last 3 years.
            b. We are trying to slowly return revenue/expense to equilibrium.
               i. We implemented a 5% reduction of non-academic units.
               ii. Ending balances are now returned to central reserves.
               iii. Salary from vacant positions are now returned to central reserves.
      b. The Capital Construction has us carrying a lot of debt.
         i. Debt service on new buildings is $3,566,979 per year.
   b. The Board of Regents approved a 2.9% increase in tuition and fees effective Fall 2016
   c. Questions:
      a. Rochelle Pena asked: when bonds are issued, what is the life-period of the bond?
         i. Answer: 20 to 30 years, depending on the asset
b. Murray Leaf asked: What’s the ratio of return on income/endowment compared to our debt services costs?
   - Answer from Paula Austell: Our investment management company guarantees 3.5 to 5% return. At this time our return on investment is greater than the cost of borrowing.

c. Kelly Kaar asked: You said the largest class is coming in, what are we anticipating?
   - Answer: 3,000 freshmen. Total growth of 10% (+/- some variables)

3. **Mike Mogg** invited everyone to the Information Security Coordinators Meeting for ISO and OIT updates.
   a. 6 meetings are held a year, would like half to be open to more non-technical users
      a. Questions are welcomed
   b. How to secure offices and personal data
   b. Refreshments and pizza are provided!
      a. Please RSVP by noon tomorrow, to:
         - securityawareness@utdallas.edu
   c. Friday, April 15, 2016 at noon in Green 2.530

4. **Terry Cartwright** presented the HR upcoming training programs.
   a. Admin U – a Certificate Series – 7 classes available to the first group this summer.
      a. 4 levels of certificates to attain
   b. A Culture of Dignity and Respect will consist of 4 modules
      a. **Module 1**
         - It Might Be About Me?
            a. Personal strategies for assisting in the ongoing development of a culture of dignity and respect.
      b. **Module 2**
         - ONE UTD!
            a. Developing strategies for understanding, engaging, and respecting the differences we all bring to the workplace.
      c. **Module 3**
         - Meet Me In the Court Yard!
            a. Skills to build professional and respectful relationships based on the common ground we all “occupy.”
      d. **Module 4**
         - ONE UTD!
            a. Exploring strategies for continuing to support inclusiveness that builds dignity and respect.
   c. 7 Core Classes available
      a. elective classes are also offered
         - Admins that have already taken the classes prior to Admin U are grandfathered in.
d. Will be publicly offered Next Spring

e. Will this be in LEO when its rolled out to the public?
   a. Yes, but it will have a different name.

f. Rochelle asked: Do you have any information about skillsoft? EAC made a recommendation to the Board of Regents. It is supposed to be available to all institutions by mid-April.
   a. No information available yet

g. Are the classes instructor-led?
   a. Yes they are.

5. Review of the March Minutes
   a. Wyder/Rooney motion – unanimous approval

6. Greg Melton was voted in as a Staff Council Representative
   a. We are losing Eric Fackler and Travis Bowles, so new members will be discussed by the Executive Committee.
      a. Member suggestions are welcomed.

7. Committee Reports
   a. Executive Board – Naomi Emmett
      a. CARE Awards have been determined for the Spring 2016 semester
         • Naomi will notify the honored employees on 4/14/2016
         • Request was made to pick up the signs and return to Jamie Abrams.
      b. Coffee with the President was on March 17th
         • Naomi found it refreshing and added that Dr. Benson plans to continue these meetings.
      c. Next “Lunch with Naomi” is April 29th at noon. Please speak with Melissa Wyder to schedule your lunch.
   b. Attendance Report – Melissa Wyder – attendance is great.
   c. Student Government – no report – Student Council is in transition to new leadership.
   d. Benefits Committee – Chad Thomas
      a. Scholarship rankings have been submitted.
   e. Communications Committee – Katie Terry
      a. Next issue of the Sun is due out in May.
         • Presenting a “DYK” page – Did you know? They are soliciting ideas.
   f. Fundraising – David Richardson
      a. Raising Canes fundraiser to come.
      b. Graduation Bears going on Marketplace this spring.
         • Anne Cassin will post to the Comet Family Facebook page
   g. Staff Development – Lynn Butler
      a. Staff Appreciation event “Fun in the Sun” May 18th, 2016 - 2:1:00-3:00pm in the Mall area
- Will have multiple photo pods, 4 massage therapists, beach bags, prizes and games, water and maybe a Zumba class

h. Treasurers report – Naomi Emmett

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<tr>
<th>STAFF COUNCIL TREASURER REPORT - March 29, 2016</th>
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<td>SUBJECT TO END OF MONTH CLOSING ENTRIES</td>
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<td>Recognition USA – Erroneous Charge (pending refund)</td>
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<td>Recognition USA – SC Name Badges</td>
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<td>Pending Balance - April 2016</td>
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<td>Ending Balance March 29, 2016</td>
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<td>Endowment Market Value (02/29/16)</td>
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i. Faculty Senate – Murray Leaf
   a. Title 9 is a high concern for the Senate.
      - Senate believes the current proposal erodes the trust of the faculty/student relationship.
      - The Senate plans to work with Tim Shaw to bring forth a committee of Administration, students and Senate members to find a resolution.

j. Retirees - Sandee Goertzen – please add the retirees to the Sun mailing list
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k. Parking & Transportation committee – Dee Lambert
   a. Kent Mecklenburg left the University, we will need to replace him on the committee.
      • Melissa Wyder volunteered to replace Kent.

l. HOP Committee – Andre Josiah
   a. Look for the new travel policy - https://policy.utdallas.edu – ask yoda

m. Wellness committee – DeAnn Hegi
   a. Joining with the American Heart Association to provide Lunch and Learns.
   b. Putting together a team for the next Heart Walk
      http://heartwalk.kintera.org/faf/home/default.asp?ievent=1150231
   c. Employee Advisory Council – Rochelle Pena –
      www.utsystem.edu/sites/employee-advisory-council
   d. The Employee Advisory Council meets 3 times a year to discuss and make advisements to the Board of Regents. The EAC is comprised of representatives from each of the UT System entities.
   e. Committees are formed each year to investigate issues of concern
      • One is the Wellness Committee. They are tasked with using tobacco benefit money to increase employee wellness.
         a. Keeps health cost down
   f. One benefit outcome from the EAC is annual employee evaluations. Though not performed for everyone in the past, this is now a priority for the Board of Regents.
   g. Campus Carry was discussed by the EAC and a request for staff education on implications was requested.
   h. EAC is proposing a Regents Outstanding Staff Award
      • Proposing 20 annual winners from UT System
         a. This would be a cash award
   i. The Retention Committee is investigating succession plans for employee turnover.
   j. Communication Committee
      • Discussing smoking cessation to minimize if not eliminate smoking on campus
      • Campus carry
   k. Chancellor McRaven has implemented the Rooney Rule to increase the number of minority candidates.
   l. Health Benefits are expected to see a 1% increase in dependent coverage.

8. Diversity Survey – Janie Shipman
   a. Thank you for completing the survey about the climate of diversity on campus.
      • 866 responses were received with 500 coming from staff.
9. Suggestions:

a. While attending an HR forum, I found out that exempt employees can’t take vacation/sick leave in increments of 15 minutes – we have to take it by the half hour or hour. The justification was that supervisors will allow staff to take 15 minutes without claiming it, since we work more than 40 hours a week. (For example, if we leave at 2:15, supervisors will allow us to claim that we left at 2:30.) I think exempt employees should be allowed to take vacation/sick leave in increments of 15 minutes. I think the assumption that supervisors will allow us to leave 15 minutes without claiming it is a false assumption.

   • Colleen Dutton agreed to revisit this concern at the next HR Forum
   • Motion by Wyder/Terry to reject - Staff Council – motion passed

b. When I attend HR Forums, often a presenter makes the remark that it’s common for exempt employees to work more than 40 hours a week. Many exempt employees are secretaries & AAs who aren’t paid enough to justify working more than 40 hours a week. I know that some supervisors give unofficial comp time, but others don’t. I don’t think it should be accepted practice to expect exempt employees to work more than 40 hours a week. I’d like Staff Council to be an advocate for staff in regards to this issue & work with HR to establish guidelines for overtime and comp time.

   • Wyder/Mason moved to reject the suggestion – motion passed
   • HR will help with this issue. We will refer employees to Marco Mendoza for guidance.

c. The minutes from the Staff Council meeting of January 13, 2016 reflect the following question and answer during Chief Zacharias’ update on Campus Carry:
   Question: Are there any active shooter strategies at UTD for faculty/staff/students?

   • No, that is something that Staff Council might want to take up and pursue.

   Accordingly, I propose that Staff Council initiate the process to provide active shooter training for the UTD community. Having completed two such trainings, I am pleased to be identified with this proposal if desired in order to field related questions, both in a council meeting and out. Dominic Kollasch

   Motion by Hegi/Wyder to accept suggestion and send to Safety and Security Committee to discuss at their upcoming meeting.

d. I was looking for a list of gender-neutral restrooms, and I was very upset by reading the list from the Women’s Center.

   It was last updated in 2013 (3 years old)

   2 restrooms on the list state that they are unmarked
The one in the Activity Center states as: "currently being used as a storage room".
The 2 restrooms in SU are in the childcare rooms.
The room in ROC is in a suite not accessible to public.
FM? The building closes at 4:30pm (according to the list).
WSTC and PD are on the very edges of campus.
How is this being respectful to the Trans* Community on campus? It seems more like they put the restrooms in just so they could say "yes we have gender-neutral bathrooms" - but half of them are not visible, accessible, or in the case of the Activity Center not even USEABLE.

Having to go to the very edges of campus, or go vastly out of the way during daily routine just to use a bathroom with dignity; where there is no chance of ridicule, hate crime, or feelings of dysphoria is ridiculous and hurtful.

- Discussion from the floor revealed the list is old and requires updating. Mike Mogg added this issue is being discussed in the Galerstein Women’s Center.
  a. Motion Wyder/Lloyd to reject this suggestion and forward to the GWU with an offer to assist. Motion passed.

10. Proposals:
   2015-007s: Discounted parking rates for faculty, staff, and students that carpool (Benefits Committee)
   2015-009s: Healthier snacks in all of the vending machines. (Wellness Committee)

11. Old business – no updates

12. New business
   – Summer Meal Deal with the dining Hall West – 5 meals for $30 - Dining Hall will be closed from May 11th through May 23rd

Adjourned 11:00 am.

Minutes for April were taken by Staff Council Vice President, Melissa Wyder.

Staff Council Secretary/Treasurer, Jamie Abrams was absent from this meeting due to illness.