STAFF COUNCIL
APPROVED MEETING MINUTES

May 11, 2016 JSOM 1.517 9:00 AM – 11:00 AM

1. Roll Call
   Present: Caryn Berardi, Michele Brown, Debbie Buckner, Lynn Butler, Lou Delcamp, Naomi Emmett, Ste’ve’sha Evans, Lewis Epps, Janice Gebhard, Selina Gu, Patrice Holt, Kelly Karr, Dominic Kollasch, Bill Lacava, Emily Lacy, Dee Lambert, Casey Lloyd, Charlotte Mason, Greg Melton, Mike Mogg, Archie Nettles, Beverly Reed, Carrilaine Schneckner, Cynthia Seton-Rogers, Janie Shipman, Joanna Tang, Carissa Teer, Katie Terry, Chad Thomas, Vicente Torres, Jazzmyn Wilson and Melissa Wyder
   
   Absent: DeAnn Hegi, Andre Josiah, David Richardson, Julie Rooney
   
   Guests: Sandi Goertzen, Colleen Dutton, Marco Mendoza, Marcos Chavez, Jessica Murphy, Heather Dragoo, Jackie Long

1. Guest Speakers:
   a. Dr. Jessica Murphy – Associate Professor, Arts And Humanities
   b. Heather Dragoo – Director of Institutional Equity/EEO
   c. Colleen Dutton – AVP of Human Resources

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

3. Guest Speaker: Dr. Jessica Murphy – Associate Professor, Arts And Humanities
   a. Spoke on:
      i. QEP/SACS Update
         1. We are required to develop a five-year Quality Enhancement Plan (QEP) that will improve student learning or the environment that supports student learning on our campus.
         2. 200 Suggestions were received, and 5 topics were chosen.
            a. First-Year Experience
            b. Communication Counts
            c. Wellness
            d. Curricular Globalization
            e. Digital Learning: Innovation and Integration
         3. For more details, please visit:
            a. http://qep.utdallas.edu/
         4. Currently accepting proposals related to these five topics.
            a. Please submit your input before: June 1, 2016
               i. http://qep.utdallas.edu/suggestion-info
5. **Question:** Can anyone submit?
   a. Yes, anyone can submit input

6. If you have questions about the QEP, or how to submit a proposal:
   a. Email: qep@utdallas.edu
   b. Contact QEP Director, Jessica Murphy
      i. Office Phone: 972-883-4445
      ii. Email: jessica.c.murphy@utdallas.edu

4. **Guest Speaker:** Heather Dragoo – Director of Institutional Equity/EEO
   a. Spoke on:
      i. **EEO Overview**
      ii. **Discrimination**
         1. Harassment
         2. Sexual Harassment
         3. Retaliation
      iii. **Prevention & Responsibility**
   b. **EEO Laws**
      i. Equal Pay Act of 1963
      ii. Title VII of the Civil Rights Act of 1964
         1. Pregnancy Discrimination Act of 1978
         2. Civil Rights Act of 1991
         3. Ledbetter Fair Play Act of 2009
      iii. Age Discrimination in Employment Act of 1967
      iv. Title IX of the Education Amendments of 1972
      v. Section 503 of the Rehabilitation Act of 1973
      vi. Vietnam Era Veterans’ Readjustment Assistance Act of 1974
      vii. Immigration Reform and Control Act of 1986
      viii. Americans with Disabilities Act of 1990
         1. Americans with Disabilities Act Amendments Act of 2008
      ix. Genetic Information Nondiscrimination Act of 2008
      x. Presidential Executive Order 11246 (1965)
         1. Presidential Executive Order 13672 (2014)
   c. **EEO Purpose**
      i. Objective:
         1. Remedy past discrimination
         2. Prevent future discrimination
      ii. Fair and Objective Opportunity:
         1. Employment decision related to hiring, firing, transferring, promoting, demoting, benefits, compensation, and other terms and conditions of employment.
   d. **Protected Classes**
e. **Types of Discrimination**
   i. **Disparate Treatment**
      1. When *similarly situated* individuals are treated differently because of their membership in a protected class.
         a. Absent legitimate, non-discriminatory reason
   ii. **Adverse Impact**
      1. When a *facially neutral employment policy/practice* disproportionately impacts members of a protected class.
         a. Absent business justification for the challenged policy/practice.
   iii. **Harassment/Hostile Environment**
   iv. **Retaliation**

f. **Harassment**
   i. *Unwelcome verbal or physical conduct* directed at specific individual or group of identifiable individuals.
   ii. Because of *protected class*
   iii. When such conduct is sufficiently *severe, pervasive, or persistent* so as to have the purpose/effect of:
      1. Interfering with work performance
      2. Creating a hostile work environment

**g. Sexual Harassment**
i. *Quid Pro Quo*
   1. Making the submission to unwelcome sexual advances or submission to other verbal or physical conduct of a sexual nature a term or condition, implicitly, of an individual’s employment.
      Basing employment decisions affecting the individual on his or her submission to or rejection of such conduct.

ii. *Hostile Environment*
   1. Making unwelcome sexual advances or other verbal or physical conduct of a sexual nature with the purpose of, or that creates the effects of, unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

iii. Prohibited Discrimination and Sexual Harassment Sexual Misconduct Policy
   1. [https://policy.utdallas.edu/utdbp3102](https://policy.utdallas.edu/utdbp3102)

h. *Reasonable Accommodation*
   i. Reasonable accommodations are available to qualified individuals with disabilities, unless doing so poses an undue hardship.
      1. The individual must inform the employer that an accommodation is needed.
      2. The individual has the responsibility of requesting an accommodation before performance suffers or conduct problems occur.

   ii. Contact for Employees:
      1. Office of Human Resources/Employee Relations
         a. 972-883-2221
         b. employeerelations@utdallas.edu

   iii. Policy for Reasonable Accommodations for Persons with Disabilities
      1. [http://policy.utdallas.edu/utdbp3100](http://policy.utdallas.edu/utdbp3100)

i. *Protection from Retaliation*
   i. Retaliation against any person for opposing unlawful discrimination or participating in an investigation of such discrimination violates University policy and is illegal.
      1. Nondiscrimination Policy
         a. [https://policy.utdallas.edu/utdbp3090](https://policy.utdallas.edu/utdbp3090)

j. *What to do about it?*
   i. *Take Direct Action* – If you feel able to do so, inform the harasser that you disapprove of this type of inappropriate conduct and that you will not tolerate any further advances, suggestion, or any form of harassment.
ii. **Document Incidents** – It is important to record the time, date, place, names, witnesses, and a description of the event(s), as well as what transpired when you confronted the harasser.

iii. **Seek Assistance** – If you cannot confront the harasser of the harassment continues, you may seek informal assistance from or file a complaint with the Office of Institutional Equity & Compliance.

**k. Prevention and Responsibility**

i. Know and comply with University policy and procedure

ii. Complete Training

   1. Compliance Training: Within 30 days of hire; annual refresher; change in job duties; change in regulations.

iii. Report incidents that you experience directly or witness

   1. *Discrimination/Harassment*: It is the responsibility of every supervisor, administrator, and University official to promptly report potential incidents to the OIEC.

      a. Failure to report could itself be a violation of this policy and/or university expectations.

   2. *Sexual Misconduct*: Responsible employees (all administrators, faculty, supervisory staff, resident life directors and advisors, and graduate teaching assistants) have a duty to report incidents of sexual misconduct to the Title IX Coordinator.

iv. Cooperate with investigations

v. Support complainants

**l. University Responsibility**

i. Take prompt & effective action

ii. Stop the harassment

iii. Prevent recurrence of the behavior

iv. Remedy the effects of the behavior

v. Liability

   1. By supervisor: Employer *automatically liable* if harassment resulted in *tangible employment action*.

   2. By co-worker: Employer liable if *knew or should have known* about harassment and *failed* to take immediate and appropriate *corrective action*. 
m. Contact Information

![Contact Information]

5. Guest Speaker: Colleen Dutton – AVP of Human Resources
   a. Spoke on:
      i. Annual Benefits Wellness Fair
         1. July 18, 2016
         2. 9:00am-4:00pm
      ii. Open Enrollment: July 15-31, 2016
         1. UT System Insurance cost has gone up 5.5%
         2. UT System will send out more information
      iii. Question: What are the new rules for FLSA impact on us?
          1. No information yet, nothing is final.
          2. $50,440 threshold is proposed – it may be lowered
             a. Will keep everyone posted
      iv. Question: Is Exempt or Non-Exempt status based on overtime?
          1. Yes, status is based on job duties

6. Review of April 2016 Minutes
   a. Minutes are in need of editing
      i. Motion to table April minutes until edits have been approved
      ii. Motion passed – minutes tabled

7. Committee Reports
   a. Executive Board (Naomi Emmett)
      i. Staff Council will recite the Representative Pledge next month.
ii. CARE Awards – Spring 2016
   1. Over 50 people attended the awards ceremony
   2. Awardees Honored:
      a. Bruce August Jr.
      b. Hayley Berk
      c. Tim Harrison
      d. Kevin Masten
      e. Nithya Ramachandran
      f. Melissa Wyder

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

c. Student Government (Akshitha Padigela and Joey Campain)
   i. New representatives reporting to Student Government
      1. President: Akshitha Padigela
      2. Vice President: Joey Campain
   ii. Things are still in transition, so there is not much to report.
   iii. 40+ Gender-neutral single-stall bathrooms are getting signs.

d. Benefits Committee (Chad Thomas)
   i. Last meeting was rescheduled due to the CARE Awards.

e. Communications Committee (Katie Terry)
   i. The Solar Flare
      1. Monthly bulletin to be sent out from Staff Council
      2. Next Sun newsletter to be sent out next week
         a. Will be sent out once a semester, and much longer
         b. 1 issue in Fall, and another in Spring

f. Fundraising Committee (David Richardson)
   i. Report given by Jazzmyn Wilson
      1. Sold a total of 49 Bears
         a. 43 Small
         b. 6 Large

g. Staff Development Committee (Lynn Butler)
   i. Staff Appreciation – Spring 2016
      1. Next Wednesday May 18, 2016
      2. 1:00pm-3:00pm in the Mall Area
         a. Really need volunteers!
         b. Will be passing around a sign-up sheet.
      3. There will be:
         a. Games (hula-hoops, putt-putt, etc…)
         b. Snacks
         c. Photo booths
         d. Giveaways
h. Secretary and Treasurer’s Report (Jamie Abrams)
   i. Staff Council Operating Account

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Recognition USA – Refund</td>
<td>$53.40</td>
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<td>Staples overcharge - Refund</td>
<td>$74.36</td>
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<tr>
<td>Staples - Cardstock</td>
<td>-$9.31</td>
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<td>Staples – CARE Award frames</td>
<td>-$223.08</td>
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<tr>
<td>Staples - Envelopes</td>
<td>-$20.98</td>
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<tr>
<td>Paper Mart - Ribbon</td>
<td>-$51.32</td>
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<tr>
<td><strong>Ending Balance April 30, 2016</strong></td>
<td><strong>$3,566.15</strong></td>
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ii. Staff Council Fundraising Account

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<tr>
<td>Print cartridge recycling revenue</td>
<td>$458.85</td>
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<td><strong>Ending Balance March 29, 2016</strong></td>
<td><strong>$5,174.95</strong></td>
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iii. Staff Council Endowed Scholarship

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<td><strong>Ending Balance April 30, 2016</strong></td>
<td><strong>$630.60</strong></td>
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<td>Endowment Market Value (03/29/16):</td>
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<td>45,426.16</td>
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iv. Jody Nelsen Scholarship

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<td><strong>Ending Balance April 30, 2016</strong></td>
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<td>Endowment Market Value (03/29/16):</td>
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v. Staff Scholarship

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<tr>
<td>Payroll Donation</td>
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<td><strong>Ending Balance April 30, 2016</strong></td>
<td><strong>$2,357.97</strong></td>
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i. Faculty Senate (Dr. Murray Leaf)
   i. No report made

j. Retiree Association (Sandee Goertzen)
   i. Retiree reception to be held again
      1. Held each year around May/April
      2. 43 retirees to honor this year
   ii. Guest Speaker: Dr. Kyle Edgington, Assoc. VP for Development

University Committees

a. Parking and Transportation (Dee Lambert)
   i. New Zagster areas
      1. JSOM/Green
      2. Lots A + B
   ii. New Handicap parking spaces on the lot north of the Administration Building,
iii. Tighter towing enforcement for non-registered cars on campus.

iv. **Question: Will the Parking and Transportation website list this?**
   1. Cris will be visiting the Staff Council next month, you can ask him for details.

v. **Question: Are they doing any exclusions for move-in/move-out times?**
   1. Visitor passes are still needed.
      a. Can be acquired at:
         i. Visitor Center
         ii. Bursars’ office
         iii. North Parking Structure (near residence hall)
   2. Grace periods continue till census day.
      a. Parking grace period will be in effect from May 16th until June 2nd.

b. **Campus Facilities** (Jay Jascott)
   i. No reports made

c. **University Safety and Security** (Chad Thomas)
   i. Active shooter training
      1. Would be very resource intensive and would not happen.

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, and David Richardson)
   i. No reports made

g. **HOP Committee** (Naomi Emmett)
   i. Discussed the Wellness Committee charter

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. Report given by Jay Silber
      1. Met on March 10th
2. New committee chair = Dr. Harper  
   a. Discussed the new charter  
3. IT is currently being updated  
4. There are new committee members 
   a. Security Committee is a different committee with a different charge.  
5. Will meet 2 times a semester  
   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. **2015-007s:** Discounted parking rates for faculty, staff, and students that carpool  
         1. In Process  
      ii. **2015-009s:** Healthier snacks in all of the vending machines (Wellness committee)  
         1. In process – via Wellness Committee  
   b. New Suggestions  
      i. *This past year, there have been some staff members who have been actively suicidal while at work and needed mental health help. I am aware of the EAP program but they are not set up to be a crisis system and they are not physically located on campus. I would like to advocate for some intervention or staffing on campus for staff and faculty who might be experiencing significant mental health issues. In the most recent example, the police ended up transporting the staff member to the hospital but there was confusion and frustration in how to help them because all services are for students only.*  
         1. Per Colleen – Counseling on campus is meant for students. If there is a true crisis, there is some help for them – but the protocol is to involve the police. Resources on campus for staff/faculty are the EAP.  
      2. **Question:** The police that are called, are they UTD Campus or Richardson?  
         a. UTD Police, they are trained to handle such situations  
   3. QPR (Question, Persuade, and Refer) Training is available. Recommendation made that someone come talk to the Staff Council.  
      a. Contact: Kacey Sebeniecher, Assistant Director of the Student Wellness Center  
   4. Motion made to forward this on to the Wellness Center  
      a. **2nd by Charlotte Mason**
b. Motion Passed

   ii. When possible, please post the meeting minutes for 2016. As of May 10, the January, February, March and April meeting minutes are not posted. Thanks!
       1. Website updates are currently in process

9. Old Business
   a. N/A

10. New Business
    a. Voting in of new Staff Council Representatives:
       i. Liz Munoz
       ii. Marcos Chavez
       iii. Dr. Thomas Allen
       1. Vote taken
       2. Unanimous votes of ‘yes’
          a. New members will be added to Staff Council roster and email list – Welcome!

11. Reminders
    a. Summer Meal Deal with the dining Hall West – 5 meals for $30
    b. Dining Hall will be closed from May 11th through May 23rd
       i. Please check the Dining Hall website for Intersession Hours! Many dining facilities are closed on campus!
    c. Staff Council Scholarships
       i. Deadline: September 15, 2016
    d. CARE Awards – Fall 2016
       i. Deadline: October 31, 2016
    e. Sandee Goertzen Awards
       i. Deadline: June 1, 2016
    f. Staff Appreciation
       i. May 18, 2016
       ii. 1:00pm-3:00pm
       iii. Mall Area

12. Misc
13. Upcoming Guest Speakers:
   a. June: Cris Aquino and Stephanie Edwards

14. Adjournment
    a. Motion to Adjourn
       i. Meeting Adjourned at: 10:35am

Respectfully submitted,

Jamie Abrams
Staff Council Secretary/Treasurer