1. Roll Call

Present: Caryn Berardi, Michele Brown, Debbie Buckner, Lynn Butler, Joey Campain, Lou Delcamp, Naomi Emmett, Ste’ve’sha Evans, Lewis Epps, 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, Akshitha Padigela, Beverly Reed, David Richardson, Julie Rooney, Carrilaine Schneckner, Cynthia Seton-Rogers, Janie Shipman, Joanna Tang, Carissa Teer, Katie Terry, Jazzmyn Wilson, and Melissa Wyder

Absent: Chad Thomas, Vicente Torres

Guests: Sandee Goertzen, Colleen Dutton, Marco Mendoza, Cris Aquino, Hayley Berk, Ilyce Murray

1. Guest Speakers:
   a. Hayley Berk – VP of Budget and Finance
   b. Cris Aquino – Director of Parking and Transportation
   c. Bob Fishbein – AVP of Auxiliary Services
   d. Ilyce Murray – Director of Employment Services

2. Call to Order: Meeting called to order by President Naomi Emmett at 9:03 a.m.

3. Guest Speaker: Hayley Berk – VP of Budget and Finance
   a. Spoke on:
      i. New website updates for the Office of Budget and Finance
         1. www.utdallas.edu/finance/news
         2. Features:
            a. Archived news
            b. Announcements
            c. Live Twitter feed (@UTD_OBF)
            d. Centralized calendar
            e. Resources / Meeting minutes
   3. Will also feature:
      a. Upcoming events and deadlines
      b. New employee announcements
      c. Announcements about procedural changes and new services
i. If you have any questions, comments, or suggestions; please e-mail:
   1. OBFannouncements@utdallas.edu

ii. Professional Development Workshop
   1. July 11-12, 2016 from 10:00am – 1:00pm
   2. JSOM 1.517
      a. July 11 schedule:
         i. 10:00am: Decluttering your Digital Life, with Nate Howe
         ii. 11:00am: Play and Improve, with Jessie Danztler
         iii. 12:15pm: How Great Leaders Inspire Action, with Orkun Toros
         iv. Lunch (provided)
         v. 1:00pm: Treasury 101, with Karol Miller
      b. July 12 schedule:
         i. 10:00am: The Art of Negotiation, with Debbie Reynolds
         ii. 11:00am: Networking Strategies for Experienced Professionals, with JSOM Career Management Center
         iii. 12:15pm: Surprising Habits of Original Thinkers, with Hayley Berk and Amber Andrews
         iv. Lunch (provided)
         v. 1:00pm: The ABCs of the Bursars Office, with Lisa Davis
      c. Register at:
         ii. Please note that space is limited!
            1. 50 people per session
            2. Registration will be on a first-come-first-served basis.
         iii. If you have any questions, please contact:
            1. OBFtraining@utdallas.edu

4. Guest Speaker: Cris Aquino – Director of Parking and Transportation
   a. Spoke on:
      i. Ridership of Comet Cabs and Shuttle Route: 883
         1. Ridership over the last 12 months:
            a. 1,664,645 riders total
               i. Comet cabs: 209, 336
ii. Route 883: 1,455,309

ii. Annual ridership of Shuttle Route 883:
   1. 2012: 580,973
   2. 2013: 762,244
   3. 2014: 963,732
   4. 2015: 1,273,410

iii. Route 883 is DART’s fastest growing shuttle route and has the highest ridership.
   1. Parking and Transportation is working with DART to add more buses to the route.

iv. Metered Parking
   1. Over the last 12 months: 141,000+ transactions

v. Other Methods of Transportation
   1. Zagster
      a. Zagster locations:
         i. JSOM
         ii. Green
         iii. Lots A & B
      b. Zagster promotion: $15 credit after buying a membership for the year.
   2. Zipcar
      a. Zipcars can be rented from 7:00am-9:00pm for $1.00/hour
      b. Zipcar now has a truck for rent at $9.00/hour
      c. Minimum age to rent a vehicle from Zipcar: 18 years old
   3. Comet Cabs
      a. 4 new comet cabs in service
         i. 17 comet cabs total
         ii. 1 is now wheelchair-accessible
            1. For students in need of its service: Call to give the class schedule and arrange pickup at Res Hall.

vi. New signage in PS1
   1. Signs added to PS1 to more clearly define colors of permits allowed in what sections for parking.

vii. AD Northside
   1. Has added several handicap parking spaces.

viii. Lot U Extension
   1. Located by the soccer fields
2. Green parking spaces

ix. Lot T Extension
   1. Located by NSERL
   2. Residential areas
      a. Bridge connects Lot T and the T overflow

x. New Parking and Transportation Office
   1. Located in PS3
   2. Starting in Fall – all passes will be available at PS3
   3. Toll tags also available at PS3, with same-day pick up

xi. Current Works in Progress
   1. PS4
      a. Will be 5 stories tall
      b. About 1,151 spaces
      c. Largest of the parking structures
      d. ETA: Fall Semester (off Drive A)

xii. Questions
   1. Students/Residents are parking in the orange and purple – If its more than 2 days, even during the grace period; parking rules should be enforced and they should be towed.
      a. Agreed. This has been a challenge however because many students say they suffer from colorblindness. We have been having attendants at the lots to assist in reinforcing and making sure students park in the correct lots.

   2. How is parking enforced during the grace period/Enforcement of Lot P?
      a. Parking lot attendants will assist. They will also assist Lot P enforcement during move-in / move-out periods.

   3. How is PS3 parking enforced?
      a. Attendants

   4. Will there be a Comet Cruiser GPS function (similar to DART ‘Where’s My Bus?’)?
      a. Yes, it will

   5. Will Gold Parking be ticketed over summer?
      a. Yes, Enforcement needs to stay consistent and fair.

   6. Remote parking for Staff/Faculty – Passes are too expensive.
      a. Remote parking did exist at one time – but now it is green parking. The issue is space to put another lot, PS4 will alleviate parking issues. Only space available is over Synergy and comet cabs cannot cross that road. It is not
safe. After this semester, they will look at the possibility again if it is still needed.

7. Why does a Department have to pay for Donor parking?
   a. Donors can get silver passes, or complimentary orange/gold. Email Cris to discuss further.

8. Will there be a new parking structure for the new Residential areas?
   a. Yes

9. What information is there about the reduced parking permits for carpooling suggestion?
   a. The problem is with monitoring such a permit. Difficult to monitor usage and will need to be open to everyone (students, staff and faculty) for fairness. Would be happy to discuss any suggestions anyone has.

10. Why are the parking permit rates raised every year VS every other year?
    a. The original parking rates were based on less parking needed/less students. As the campus grows, more parking is needed. This causes the price to increase, due to costs. UTD has the lowest parking rates. If parking were increased every other year, it would be a higher increase each time. Increasing it every year makes it more consistent. Parking costs are not an Auxiliary, and tuition funds cannot be used to help cover the costs. It needs to be self-sufficient.

11. How much will the permit costs go up this year?
    |   |   |
    | a. Blue | $13.00/year |
    | b. Green | $13.00/year |
    | c. Gold | $26.00/year |
    | d. Orange | $39.00/year |
    | e. Purple | $60.00/year |

12. Are there differences in pricing for students VS staff/faculty for parking permits?
    a. No, it’s all fee-based and would be discriminatory. It needs to be fair for everyone who buys a permit.

13. Regarding Bush Turnpike, the buses are not on time and running a longer route after the route change.
    a. The problem is that peak hours cause a lot of traffic. Will be looking at different options, possibly Express buses or re-routing by the Fall Semester.

14. Are there Comet Cab stops @ Rutford?
a. Comet cabs hold at endpoints, stops cause delays in service. Will look into adding horns to comet cabs so people are aware they are coming/are arriving at a hold points to pick-up passengers walking the same direction.

15. Why are parking rates being posted after Benefits?
   a. Rates are posted when sales open
      i. July 20-21st every year is when sales open.
      ii. Will post prices sooner and add a disclaimer that permits cannot be purchase until the sales open date,

16. Will buses return to Rutford?
   a. Considering adding a stop by PS3, but a light is also needed. It is a safety issue.

17. What about the pedestrian safety issues at Rutford with the addition of Northside?
   a. Campus PD needs to be spoken to about that.

18. During severe weather (such as hail), is parking enforced?
   a. Yes. Students are allowed to park in covered parking after 6:00pm as long as they move their vehicle by 8:00am.
      i. Point of Interest: 8:00am is too late, Staff and Faculty are arriving earlier than that. Consider changing it to 7:00-7:30AM.

19. Who do we contact if someone is incorrectly parked?
   a. Extension #7777

20. Why is there no covered Residential parking?
   a. Equity. The residence halls need to be treated the same as the apartments on campus. Can be looked into in the future.

21. What about a new level of Resident parking? Resident Premium, which would be covered parking.
   a. They can buy Resident and Gold permits, but Gold parking does not allow for overnight parking.

22. How long is parking enforced?
   a. Depends on the time of the year
      i. Summer: Parking is enforced until 5:00pm (All colors, except Reserved)
      ii. Weekends: Green is not enforced
      iii. Fridays after 5:00pm or Weekends: Green and Resident are not enforced

23. Would carport covered parking be considered for the open Res lots?
   a. Will discuss it with Housing

24. The temporary lots, will they be permanent with permanent lighting (metal vs wood fixtures)?
   a. Yes

5. Guest Speaker: Bob Fishbein – AVP of Auxiliary Services
a. Spoke on:
   i. Faculty / Staff Summer Meal Plan
      1. $30.00 (+ tax) for a punch card
      2. Punch card = 5 meals
         a. Currently running May 23rd – Aug 10th
         b. Monday – Friday
         c. $5 Spirit Fridays = cheaper than punch card
      3. If enough people use the cards – they may be extended

6. Guest Speaker: Ilyce Murray – Director of Employment Services
a. Spoke on:
   i. FLSA
      1. New rules and regulations become effective as of:
         a. December 01, 2016
      2. Exemptions have been changed due to minimum salary increases
         a. Over-time and Comp-time are both accrued at 1.5x
         b. As of Dec 1st, the minimum salary of $23,660/year for non-exempt,
            will be raised to: $47,476/year.
         c. Non-Exempt status is standard.
      3. HR will be reviewing FY17 staff salary and salary compensation.
         a. Review forms must be objective!
      4. All positions in the same job code will have the same job status.
         a. Some positions may be reclassified and/or have a salary
            increase based on job duties.
      5. Exempt positions will be changed by December 01, 2016
      6. Non-Exempt employees who work 40+ hours earn Comp or OT
         for hours over 40.
         a. Non-Exempt employees are responsible for accurately
            recording their hours and use of leave.
            i. Overtime/Comp hours cannot be banked/carried
               over. They must be used, or will be lost.
      7. Managers will be notified of changes by December 1st
         a. Post-docs are under special consideration at this time.
      8. A web page will be put up to house updates and information.
         a. For general information, see: www.doc.gov
      9. If you have questions, please contact:
         a. Ilyce Murray - Director of Employment Services
         b. Betty Burns – Compensation Analyst
         c. Colleen Dutton – AVP of Human Resources

   ii. Social Recruiting
      1. UTD has a relationship with Career Arc
         a. Career Arc posts UTD jobs to:
            i. www.careerarc.com
            ii. LinkedIn
            iii. Twitter
iv. Facebook
v. Etc…

1. Links have been added to People Admin for LinkedIn, Twitter, and Facebook.

iii. The next HF Forum will be held on July 06, 2016 at 10:00am in the TI Auditorium.

iv. Benefits and Wellness Fair will be in the Galaxy Rooms on July 18th, 2016 from 9:00am-4:00pm

7. Review of April 2016 Minutes
   a. Minutes are in need of editing
      i. Motion approve the April minutes with typo removed.
      ii. Motion made – Melissa
          1. Motion 2nd – Vicente
             a. Minutes approved with edit

8. Review of May 2016 Minutes
   a. Motion to approve – Melissa
      i. Motion 2nd – Casey
         1. Minutes Approved

9. Representative Pledge recited

10. Committee Reports
    a. Executive Board (Naomi Emmett)
        i. HOP committee
           1. Wellness was tabled (currently in process)
              a. Would like to discuss things with Dr. Benson, Dr. Leaf, and Dr. Redman
           ii. Next ‘Lunches with Naomi and Melissa’
              1. June 24th at 11:00am
           iii. Election Committee needed
    b. Attendance Report (Melissa Wyder)
        i. Attendance has been great.
           1. Good job everyone!
    c. Student Government (Akshitha Padigela and Joey Campain)
        i. Report given by Joey
           1. Finished appointments for University Committees
           2. Restructuring the Comet Discount Program
              a. Trying to shift it over from HR to Student Government
           3. Trying to get Student Government more well-known
           4. Expanding the Office of Accessibility
    d. Benefits Committee (Chad Thomas)
i. Report given by Julie
   1. Discussed the scholarship application process
   2. Grades have been verified and sent in

e. Communications Committee (Katie Terry)
   i. The Solar Flare
      1. Next one will be out next week
   ii. Communications committee will be acting more in-line with the Bylaws
      1. PR for Staff Council

f. Fundraising Committee (David Richardson)
   i. Sold a total of 56 Bears
      a. 49 Small
      b. 7 Large

g. Staff Development Committee (Lynn Butler)
   i. Staff Appreciation – Spring 2016
      1. Went really well!
   ii. AdminU – per Terry
      1. Just started
      2. 26 spots open for the pilot-run

h. Secretary and Treasurer’s Report (Jamie Abrams)
   i. Staff Council Operating Account
      | Description                                  | Amount  |
      |---------------------------------------------|---------|
      | Recognition USA – Name Badge                 | $-19.45 |
      | Impressions Marketing – CARE clocks + S&H   | $-502.81|
      | Ending Balance May 31, 2016                  | $3,043.89|

   ii. Staff Council Fundraising Account
      | Description                                        | Amount  |
      | Graduation Bears fundraiser revenue               | $314.00 |
      | Ending Balance May 31, 2016                       | $5,488.95|

   iii. Staff Council Endowed Scholarship
      | Description                                | Amount  |
      | Quarterly Distribution                      | $583.94 |
      | Ending Balance May 31, 2016                 | $1214.54|
      | Endowment Market Value (04/29/16): TBD        |         |

   iv. Jody Nelsen Scholarship
      | Description                                | Amount  |
      | Quarterly Distribution                      | $475.72 |
      | Ending Balance May 31, 2016                 | $666.84 |
      | Endowment Market Value (04/29/16): TBD        |         |

   v. Staff Scholarship
      | Description                                | Amount  |
      | Payroll Donation                          | $20.00  |
      | Golden Key Donation                       | $1,000.00|
      | Off-Campus Scholarship                     | $-250.00|
      | Ending Balance May 31, 2016                | $3,127.97|
i. Faculty Senate (Dr. Murray Leaf)
   i. Report made by Richard Stotch
      1. New members of the Faculty Senate started this month
      2. Title IX
         a. Currently being discussed in regards to who and how things are to be reported
      3. Tim Redman has been re-elected as speaker
j. Retiree Association (Sandee Goertzen)
   i. No report made

University Committees
a. Parking and Transportation (Dee Lambert)
   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, and David Richardson)
   i. No reports made
g. HOP Committee (Naomi Emmett)
   i. Wellness - Tabled
      1. Discussions needed with Dr. Benson, Dr. Leaf, and Dr. Redman
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 (---)
   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

11. 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. N/A

12. Old Business
   a. N/A

13. New Business
   a. EAC
      i. Per Rochelle – The EAC will be meeting at the end of the month to elect new officers.
   b. Coffee With the President
      i. Per Naomi – Went very well! Dr. Wildenthal would like to request that Dr. Benson does them monthly and continues it.

14. Reminders
   a. Summer Meal Deal with the dining Hall West – 5 meals for $30
   b. Staff Council Scholarships
      i. Deadline: September 15, 2016
   c. CARE Awards – Fall 2016
      i. Deadline: October 31, 2016

15. Misc

16. Upcoming Guest Speakers:
   a. July: Marita Yancey
   b. August: Dr. Richard Benson

17. Adjournment
   a. Motion to Adjourn
      i. Meeting Adjourned at: 11:05am

Respectfully submitted,

Jamie Abrams
Staff Council Secretary/Treasurer