Staff Council
Meeting Agenda

Wednesday, November 08, 2017
JSOM 1.502
9:00AM

“Staff Council is constituted by the President with the goal of continually improving University operations and the well-being of all UT Dallas employees.”
1) Call to Order
2) Roll Call
3) Guest Speaker: Dr. George Fair
4) Colleen Dutton – AVP of Human Resources
5) Review of October 2017 Council Minutes
6) Committee Reports
   a. Executive Board (Naomi Emmett)
   b. Attendance Report (Melissa Wyder)
   c. Student Government (JW Van Der Schans and Alex Holcomb)
   d. Benefits Committee (Debbie Greszler)
   e. Communications Committee (Paul Bottoni)
   f. Fundraising Committee (David Richardson)
   g. Staff Development Committee (Lynn Butler)
   h. Secretary and Treasurer’s Report (Jamie Abrams)
   i. Faculty Senate (Dr. Murray Leaf)
   j. Retiree Association (Sandee Goertzen)
7) University Committees
   a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   b. Campus Facilities (Patrice Holt)
   c. University Safety and Security (Chad Thomas)
   d. Women’s Center (Jane Shipman, and Becky Wiser)
   e. Planning, and Policy (Dennis Guten.)
   f. Auxiliary Services Advisory (David Richardson)
   g. HOP Committee (Naomi Emmett)
   h. Student Fee Advisory Committee (David Richardson and Jazzmyn Wilson)
   i. Committee for Support of Diversity and Equity (Letitia Andrews, Yolande Evans, Jane Shipman, Carrilaine Schneckner, Daniel Hernandez, Jazzmyn Wilson, and Selina Gu)
   j. Intellectual Property Advisory Committee (Jay Silber)
   k. Academic Calendar Committee (Megan Gray and Sheila Rollerson)
   l. Information Security Advisory Committee (Chris Milazzo)
   m. University Sustainability Committee (Craig Lewis)
   n. Wellness Committee (Pinky Reyes, Georgetta Oliver, Taylor Tran)
8) Continuing Business
9) Proposals:
   a. 2014-004p: Executive Board is looking into an ombudsman for employees
   b. 2017-002p: Centralized room reservation process. (Staff Development)
   a. 2017-006p: Paper towel dispensers/Letter to facilities (Benefits)
10) Suggestions:
   a. **2018-002s:** Hello, I'd like to suggest the installation of small plaques/light switch covers/signs that encourage students to be green where they can easily make a difference. Light switches may say "Don't forget to turn off the light!" and Bathroom plaques may say "Please turn off the water and report any leaks!" Or something of the sort. I think seeing these little reminders right next to places you'd need them (sinks, lights, trash cans, computers, etc) would greatly improve the University's sustainability and "Green" conscience. The notes can also easily be Comet-friendly, i.e. "When you turn off the lights, you can better see the stars" or "the money saved on water can be used to fund NASA"— I believe you get the idea. It'd be even better if these items were made of something recycled.

   b. **2018-003s:** Is there any way we can get more vegan-friendly food options on campus? Even vegan desserts (for those who are lactose intolerant as well). I am familiar with Krishna meals, yet even if each place on campus had 1-2 extra vegan options that would make me feel a little more like I belong. I think food equity and equality is important. (ANNON.)

   c. **2018-004s:** I am having a major problem with a policy in the Procurement/Travel Office that I was hoping you could help look into getting addressed. I recently traveled for a conference and was given a travel advance card. I read the rules and knew I had to get itemized receipts so I was very careful to keep all the receipts I was given. Unfortunately I made purchases at the hotel gift shop for bottles of water and the receipts I was given were not itemized to specifically say water. The One Card office was going to make me pay back those purchases, totaling $6 because the receipt was not itemized. My director ended up calling a director in the office and they agreed to close the matter but the principal of the issue really bothers me. I did everything right. I got receipts, I kept them, I was super careful to stay below my limit for meals but because a receipt was not itemized perfectly, I was treated like a criminal trying to defraud the university. There has to be a little bit of latitude for honest mistakes but the Procurement Office is not willing to consider it. I worry that if it happens to me, it will happen to someone else and could possibly be for more money that would put the employee in a hardship. I hope you will consider looking into this. Thank you.

11) Old Business
12) New Business
13) Reminders:
   a. **Staff Scholarships:** Now accepting applications for Spring 2018
      i. Deadline: February 15th, 2018
   b. **CARE Awards:** Now accepting nominations for: Spring 2018.

14) Adjournment
15) Next Meeting: 12/13/2017
   a. **Upcoming Guest Speakers:** Dr. Calvin Jamison
October 11, 2017  
JSOM 1.502  
9:00 AM – 11:00 AM  

1. Roll Call  

Absent: Shahrukh Farooq, Anthony Galvan, Anna LeBlanc, Angela Marin, Jill McDermott, Christina Rhodes, Janie Shipman, Chad Thomas  

Guests: Sandee Goertzen, Murray Leaf, Colleen Dutton, Marco Mendoza,  

1. Call to Order: Meeting called to order by President Naomi Emmett at 9:08 am  

2. Guest Speakers:  
   a. Colleen Dutton – Human Resources  
      i. Spoke on:  
         1. Benefits  
            a. Check your October 1st paycheck to make sure everything is correct!  
            b. Errors must be reported by October 31st for corrections.
Review your benefits and deductions on your October 2 paychecks. Inform the Benefits Office of any discrepancies by October 31.

2. Flu Shots are available!
3. Fall 2017 Wellness Challenge

You’ll be teaming up with colleagues to compete against other UT System institutions for the coveted traveling trophy. Keep up your healthy habits throughout the four-week challenge to earn your Living Well rewards: 

- A portable phone charger and a resistance exercise band.

**Registration Period**
- September 25 - October 16
- Challenge Dates (4 weeks)
- October 9 - November 5

**REGISTER NOW!** [www.utlivingwell.com](http://www.utlivingwell.com)

4. Retirement Security Week

UT System Retirement vendors will be available to help employees with voluntary retirement questions and enrollment opportunities.

**When:** October 16, 17, 18 and 20
**Where:** Founders, 2nd Floor Atrium
**Time:** Tentative: 9-5 (awaiting schedule from vendors)

5. Manager Self-Service
   a. Coming soon!
i. Currently in pilot with Budget & Finance, OIT, and HR
ii. Shows managers their employees details and who reports to whom

iii. Question: Will Time Admins get the ‘Reports To’ access taken away?
   1. No, this is a separate managers-only module. Will have things like employee contact information, address, date of birth, job title, department, job code, etc…

iv. Question: Is it only visible to the ‘Reports To’ managers?
   1. Yes, the information goes up to bosses. So… your bosses boss can see your information and so on up the line, etc…

6. Service Awards
   a. Winners have been notified.
   b. Names are listed on the HR website.
   c. If there are changes that need to be made? The deadline is today at 5:00pm.
   i. Email changes to: serviceawards@utdallas.edu
d. Information is pulled from PeopleSoft, so the information listed may not have things like preferred names.
e. Working on a tracking module in PeopleSoft for Employee Service.

i. **Question: What the cutoff for Years of Service?**
   1. 08/31 is the cutoff point. If start date is 09/01 or later, employee will need to wait an additional year for award.

ii. **Question: What if you’re missing someone?**
    **They didn’t get an award, and should have.**
    1. Contact Marco directly.
7. New members of the HR team

New Team Members

- Silvia Perez, Immigration Specialist
  - Responds to visashr@utdallas.edu
  - J-1 scholar program manager
  - Initiates and manages employment-based visa applications
  - Coordinates with outside counsel to complete Permanent Residency applications
  - HR review for I-765 OPT
- Bian Philip, Sr. Compensation Analyst
  - Responds to compensation@utdallas.edu
  - Manages compensation program
  - Consult with school/department managers regarding compensation matters
  - Manages job descriptions and pay plan
  - Consult with school/department managers regarding restructures and reorganizations.

8. Changes in the Immigration Program

Changes in Immigration Program

- Federal guidelines and programs are changing daily.
  - Changes will be posted to the HR website as we are made aware.
- Internal changes
  - Increased security when distributing J-1 DS-2019
  - Communication from department regarding change in program dates
  - New visa management software
  - New forms and guidance coming soon.
9. Changes in the Talent Acquisition process

- Staff positions can be posted for a minimum of five (5) business days.
- The salary field will be removed from the applicants view of the posting.
- If you complete the eCAT prior to the ePAR, please notify HR so UTD-ID is not created.

Quick Updates

- New HR staff starting Oct 30:
  - *Employee Relations Manager*
  - *Compensation Analyst I*
- New staff annual appraisal form — Jan 2018
- New course — “Lead from Where you Are”
- Executive searches
- 2nd Annual Food Drive for Comet Cupboard
3. Review of September 2017 Minutes
   i. Motion to accept made by: Melissa Wyder
      1. 2nd by: Paul Bottoni
         a. Passed

4. Committee Reports
   a. Executive Board (Naomi Emmett)
      i. State of the University Address
         1. October 31, 2017
         2. ATEC Lecture Hall
         3. 2:00-3:00pm
   
      ii. Met with Dr. Benson
          1. Gave him various updates and discussed several things.
             a. Dr. Benson will be e-mailing Naomi in a few weeks
   
      iii. CARE Awards
           1. Currently set for January

   iv. Coffee with the President
       1. 3 meetings this year
       2. 10 seats open
       3. No longer just coffee! Breakfast is also served to attendees.
v. Staff Monetary Award
   1. Dr. Benson will look at it.

vi. EAC
   1. Regents Outstanding Award
      a. Adding Staff as eligible
      b. Will have the same procedure as nominees for Faculty and Students

vii. HOP
   1. UTD BP3031
      a. Has been approved
   2. UTD BP1001
      a. Went back into review for further clarification.
   3. Policies can be found on the website using the policy navigator.
      a. http://policy.utdallas.edu

4. SACCS Review will be coming in March 2018

b. Attendance Report (Melissa Wyder)
   i. Attendance is great, it’s a new year!

c. Student Government (JW Van Der Schans and Alex Holcomb)
   i. No report made

   1. Post-Meeting Amendment: Representative was absent due to illness, report emailed in by JW Van Der Schans. Please see the report below:
      a. We are continuing to work with the university committees on filling all positions within those different committees. As of now, there are several students that have dropped or been unable to fulfill their roles, so I am working actively to fill them. We've received feedback from several chairmen and student participants on the status and progress of the different committees, and I will be following up on all of this feedback soon. As of now, we should have the majority of the committees filled with students that are actively participating.

   b. The movement of the Love Jack is currently being discussed with various entities on campus. We are working to get everyone on the same page about the importance of having the Love Jack moved to a location with more foot traffic, since it is a tradition piece that our university is not fully utilizing as of this moment.
c. Progress has been made on the mobile application for the university. Wayne Peterson and his team in OIT has done a lot of work in the past few months on finishing up the beta of the app, and the beta testing period is closing soon. We will be looking to market the release of the application on the Apple and Android app stores as soon as we have confirmation on a release date. It has been a project that is nearly four years in the making (project composition, proposal, and conversation with OIT, planning of app layout and features, creation, and testing) over several SG administrations, and I'm glad that we are going to be the group to finish the process up.

d. I believe that communication overall has greatly improved between Student Government and departments/offices on campus. We've been able to meet with Dr. Benson on a 6-week basis, which has helped us improve connections we have with him. In addition, I want to thank all of the groups that have taken the additional time out of their days to reach out to SG and involve us in their day-to-day activities. Alex and I are working on having some groups on campus come and present their departments at the SG meetings, so if you would like to present, please let me know.

e. There are roughly 15 projects and events that we have planned thus far, and I should have more information on some major projects for the next Staff Council meeting.

d. Benefits Committee (Debbie Greszler)
   i. Had the first meeting
      1. Reached out to HR and Marita Yancey will be attending Benefits Meetings
      2. Discussed the Staff Monetary Award
      3. Received the Scholarship applications for Fall 2017
      4. Discussed how to increase Staff Council visibility
         a. Suggested office plaques/signs for Staff Council Representatives
         b. Also discussed having ‘Meet Your Reps’ biographies.

e. Communications Committee (Paul Bottoni)
   i. The Sun
1. Working on it right now. Should be out before winter break
2. Would like to have a recipe section from Staff, or a cookbook fundraiser made from Staff submissions.

ii. Solar Flare
1. Will be out on Wednesday
2. Working on a more mobile-friendly layout for the Flare.

f. Fundraising Committee (David Richardson)
   i. Spoke to the vendors for the cactus’ and poinsettias
   ii. Lots of bears are left over, will be selling them as well.
   iii. Legends Car Wash
       1. Will have a fundraiser on the 14th and a Grill Day on the 11th

h. Staff Development Committee (Lynn Butler)
   i. Met on the 21st
      1. Discussed the Callier Staff Appreciation
         a. Thinking January for a tentative date.
      2. Would like more Professional Development things for Staff
      3. Working more with the Wellness Committee for more events/visibility
         a. Per Kelly Kaar – SPN has Training, free for Staff on Tuesdays and Thursdays. There is a 45min lunch workout from 12:00-12:45. Check the Wellness Calendar for details.
            i. Trainer: Sam
            ii. Email: sx170000@utdallas.edu
         b. Per Sylvia Smiley – Wellness Center just sent out the calendar. They also have Yoga on: Monday, Wednesday, and Fridays at 12:00-12:45. The calendar goes to all Staff.

h. Secretary and Treasurer’s Report (Jamie Abrams)
   i. Staff Council Operating Account

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<td><strong>Ending Balance September 30, 2017</strong></td>
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ii. Staff Council Fundraising Account

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iii. Staff Council Endowed Scholarship

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iv. Jody Nelsen Scholarship

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Endowment Market Value (08/31/2017): $50,648.72

v. Staff Scholarship

No Activity

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Endowment Market Value (08/31/2017): $41,008.64

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

j. Retiree Association (Sandee Goertzen)
   - Nothing much to report, had lunches as usual

University Committees

a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   - Per Naomi Emmett – Regarding the Financial backing of parking costs, still no email response.
   - Revenue from Parking (permits, metered parking, citations, etc…) go to parking garage costs. Will reach out for further details.
     - **Question: Is debt servicing, like a mortgage?**
       a. Yes. Parking garages are expensive and the debt is currently at $2-3 million.
   - iii. If parking costs are too expensive, consider discussing with your Supervisors for compensation, or take the DART.
   - iv. Concerns of car covers: Are allowed as long as the parking permit, and license are visible.
   - v. Booster Fuel – People are “helping” by closing open gas covers. Booster is looking at a different solution, such as a hanging tag.
   - vi. V-Bikes: Available to rent for $1.00/day
   - vii. Electric Vehicles are allowed to charge for a MAXIMUM of 4 hours.
     - **Question: Are there signs for the electric parking spots?**
       a. Yes, there are.

b. Campus Facilities (Patrice Holt)
   - No reports made

b. University Safety and Security (Chad Thomas)
   - Lots of discussion and feedback.

b. Women’s Center (Jane Shipman, and Becky Wiser)
   - No reports made
d. **Planning, and Policy** (Dennis Guten)
   i. No reports made

e. **Auxiliary Services Advisory** (David Richardson)
   i. Report given by Pam Stanley
      i. Looked at the stats of the retail food services.
         a. Chik-fil-A surpassed Panda Express
         b. The Pub has had major retail grown with the new menu.
         c. Zatar is a new addition in the Student Union - serves Mediterranean fare
         d. Starbucks
            i. Will have a fully licensed Starbuck location coming to the Student Union in November
   ii. Most vending machines accept credit cards now
   iii. Shop UTD App
         a. Can order food for pickup, comet cab locations, parking availability, bus locations, etc…
   iv. Northside Festival
      a. October 28
      b. $15 for General Admission
      c. $30 for VIP Tasting and access to American Taproom
      d. Beer and Chili
      e. Volunteers needed

   i. **Question:** Is there a food truck schedule/location on the Shop UTD app?
      1. No, it’s on the dining website. Usually 3 trucks/day. Will take it as a suggestion for the app.

   ii. **Question:** Does the Shop UTD App allow ordering for The Pub/IHOP/etc at some point?
      1. Definitely something we’d like to grow toward. Want to be ready for the influx of activity associated with that function.

   iii. **Question:** For people with mobility issues and who can’t walk to food locations on campus, have you considered an On-Campus deliver service?
      1. Definitely has been discussed. Infrastructure for that needs to be built-up. Delivery service is available to dorm lobbies currently.
iv. **Question:** Gift cards... food on campus (Chick-fil-A) do not accept them. At some point, will that be amended so gift cards will be accepted?  
   1. Yes and no. Starbucks will possibly be able to, but some of the others are limited due to licensing and are not able to do so.

v. **Question:** What about the Starbucks loyalty program?  
   1. Will find out about that

vi. **Question:** What about the Starbuck app ordering? Will that be available for the location in the student Union?  
   1. Could be an infrastructure issue, but will look into that.

vii. **Question:** Is there a centralized location where we can see upcoming events at Northside?  
   1. UTDallas Events and Festivals at Northside, Facebook page and also have a website up.

f. **HOP Committee** (Naomi Emmett)  
   i. Update given earlier in the meeting

g. **Student Fee Advisory Committee** (David Richardson and Annette Rogers)  
   i. No reports made

h. **Committee for Support of Diversity and Equity** (Letitia Andrews, Yolande Evans, Jane Shipman, Carrilaine Schneckner, Daniel Hernandez, Jazzmyn Wilson, and Selina Gu)  
   i. No report made

i. **Intellectual Property Advisory Committee** (Jay Silber)  
   i. No report made

j. **Academic Calendar Committee** (Megan Gray and Sheila Rollerson)  
   i. No report made

k. **Information Security Advisory Committee** (Chris Milazzo)  
   i. No reports made

l. **University Sustainability Committee** (Craig Lewis)  
   i. No reports made

m. **Wellness Committee** (Pinky Reyes, Georgetta Oliver, Taylor Tran)  
   i. Committee met  
   i. Several departments on board. Trying to work with them and work with lots of areas.  
   a. Would like to have 2 Lunch and Learns for July and October. Set for approval right now
b. Wellness Awareness and Awareness Month
   i. Check the comet calendar for updates!
   ii. If you have any ideas for things, please contact Pinky!

ii. Lunch Shuttle to SPN
   i. Was not being used, so it was shut down
   ii. If things are available, please make use of them!
   iii. Students are attending the meetings.

6. Continuing Business
   a. Proposals
      i. 2014-004p: Executive Board is looking into an ombudsman for employees
         1. In process
      ii. 2017-002p: Centralized room reservation process. (Staff Development)
         1. In process, being handled by Jennifer McDowell.
      iii. 2017-006p: Paper towel dispensers/Letter to facilities (Benefits)
         1. Revised letter will be sent to Staff Council before sending to President Benson

7. Old Business
8. New Business
9. Reminders
   a. Staff Council Scholarships
      i. Deadline: September 15, 2017
   b. CARE Awards
      i. Next Deadline: October 31, 2017

10. Misc
11. Upcoming Guest Speakers:
   a. October: N/A

12. Adjournment
   a. Motion to Adjourn
   b. Meeting Adjourned at: 10:35am

Respectfully submitted,
Jamie Abrams
Staff Council Secretary/Treasurer
### STAFF COUNCIL OPERATING ACCOUNT – 10037002

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### STAFF COUNCIL FUNDRAISING – 10035003

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### STAFF COUNCIL ENDOURED SCHOLARSHIP – 10051017

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### JODY NEelsen SCHOLARSHIP – 10051018

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1. **LEGENDS CAR WASH STAFF COUNCIL SCHOLARSHIP FUNDRAISER:** We’re set for our car wash fundraiser next **Saturday, November 11, 2017** from 10am-4pm at **Legend’s Car Wash** off of Coit Road in Plano (628 Coit Road, Plano, TX). You’re all required to be there manually washing cars **all day long**. You must bring your own car wash soap and towels, and you will get a 5 minute lunch break, and that’s it! David wants to do this once per week for the next year, 8 hours/ day every Saturday, LOL, JK! 😊 (The humor is roundaboutly a part of the meeting minutes.) In actuality, we have 2-hour time slots throughout the day, and all we have to do is pass out car wash code stickers: “**2018**.” Legends supplies the hot dogs for the cookout. This will be an **annual/ once per year** event.

2. **CHRISTMAS BEARS AND CHRISTMAS POINTSETTIAS:** David has successfully crafted the flyer for this fundraiser drive. If anyone has any tech-savvy skills, please contact David in an effort to include the ordering web link. David did a fantastic job getting a monetary credit for the fact that the bears have **only one ear** because the manufacturer presumably shaved costs by constructing them as such. Hence, we’re lowering our overhead and thus maximizing our profits not only because of the credit, but also because we’re able to diversify the bears for other Holidays (i.e. Valentine’s, St. Patrick’s Day, etc). The Christmas Pointsettias are now on sale from **11/1/2017** until **11/22/2017** at **12pm**. The Christmas Holiday Bears are also on sale from **11/1/2017** until **12/15/2017** at **12pm**. We are doing away with candy and flower distributions because of the low profit margins. Also, we are distributing the 4” Christmas cactus this year, but not the 6”. We’re collectively in the process of maximizing profits and minimizing our time in these fundraising events.

**Action Points:**

a. Anna has a contact to set up a booth to sell the Christmas Holiday Bears and Graduation Bears at the upcoming Ring Ceremony.

b. Matt has a contact to set up a booth for the Christmas Holiday Bears at the upcoming President’s Christmas Holiday Dessert Party.

c. David is going to get the ROI (Return on Investment) numbers for how the sales and subsequent profits went in previous years via his MS Excel file.
Minutes of the Staff Council Communications Committee  
November 3, 2017  

Members Present: Paul Bottoni (chair), Brian Scott (secretary), Dennis Guten, Amanda Hodges, Cindy Seton-Rogers, Renee Stone, Shelly Turner  
Members Absent: Shahrukh Farooq, Deja Rollins, Pam Stanley  
Replacement Member: None  

Topics Discussed:
- CARE Awards will be in the Spring Edition
- Coffee with the President: Nov. 30, March 15, June 7th: Jamie handles sign ups.
- Submission forms for Staff Recipes for Cookbook:
  - Will create a fillable PDF that contains:
    - Ingredients
    - Process
    - Prep/cook time and how many it serves
    - Please include amounts
    - Background info or personal story of recipe
    - Brief Bio (300 word limit): including interests, job description,
    - Include pictures of the food in the email as attachment
- Topics for Flare (November 13th):
  - UTD System Regents Outstanding Employee Awards Nomination
  - Carwash
  - Poinsettia Sales
  - Staff Member Recipe Call
  - Adding Find your Rep
- Discuss items for The Sun (Possibilities listed below): November 20th due date for stories and pictures.
  - The Sun
    - Cover: Decided to continue putting staff on the cover (TBD from what event).
    - Make these 300-500 word count tops.
    - Underutilized Resources (Items for inclusion?)
      - Things staff have access to but might not be aware of: SPN Gym, Employee resource groups, COMET calendar, counseling services etc…
      - Have everyone send a list of items (bullet point), Paul will compile.
      - Send these to Paul
    - Staff Scholarship Winners: Paul will take this.
    - State of the University: Brian (cover themes and overview)
    - New SPN Art Gallery: Dennis
    - Office of Research’s Halloween Open House: Amanda
    - Recipe by Staff Member: Make pitch in the Flare. One recipe for the Sun. Cold weather comfort food.
    - Photo Page(s)
      - Openings: Alumni Center, Brain Performance Institute
      - Founders Day
      - Comet Fest (Pam can provide more info for Northside events.
- Possible Photo contest highlighting campus beautification for the spring. Possibly also have a painting category.

Respectfully submitted,
Brian Scott  
Communications Committee Secretary
October 11, 2017

Staff Council Staff Development Committee Meeting Report

Meeting started at 10:45 AM

In attendance: Pinky Reyes, Marco Mendoza, Alice Presti, Liz (Muñoz) Martin, Michele Brown, Jay McAllister, Seanne Rackal-Childs, Rebeka Stafford, Frankie Branham, Selina Gu, Kelly Kaar, Andy Helgeson, Anh Pho

Absent: No one!

Pinky Reyes—Wellness Committee

- Discussed wanting to do an event regarding Depression, Suicide, Abuse, and possibly a 4th item perhaps in November.
  - The event needs funding, however, which will not come through until January.
  - May ask President Benson for funding to do it in November
- Wellness Committee meets every 3rd Thursday at 9AM in Gemini Room
- Ambassador program: Ambassadors hold wellness events within their department. There is funding available for this.

Marco Mendoza—HR

- New HR class offered by HR called “Lead from where you stand”
- Answered questions regarding why there aren’t more Admin U classes (lack of staff and space); hoping to gain a dedicated training room after the move.
- Suggested looking at the EAP vendors who can do free events to Pinky Reyes in the Wellness Committee

Lynn Butler—Staff Appreciation Planning

- Planning on going to CBH instead of Callier since Callier has gotten their turn for 2 years
- Still need to have buses to make the rounds
- A satellite group (2-3 members) will take lunch and giveaways to Callier so that they aren’t left out and to solidify Staff Council presence there. Lynn will look into who their representative (if they have one) so that they can be one of the individuals to be there. Possibility of taking a tray of food for Callier to serve themselves and eat. Pizza also a possibility.
- Location
  - Lynn will discuss with Linda (from CBH) as far as location for event at CBH
- Date
  - January 18, 25, or during Spring Break (March 12-16).
  - Lynn will have to check with Callier and CBH on dates.
- Photo booth?
  - Lynn will look into it
- Massage chair?
  - Lynn will look into it
  - Andy will look into alternative masseuses that are used by another department as well
- Games—Want to provide games to entertain the staff. Lynn has a closet full of stuff.
  - Putt putt
• Corn hole
• Giant jenga from SU (Andy)

• Giveaways
  • Have to consider cost since now catering both locations
  • Need to think about ideas for giveaways
  • Lynn will contact Laurie for ideas
  • Ideas included:
    • Beanie Hats
    • Gloves
    • Socks
    • Water bottles
    • Umbrellas
    • Cups with lids
    • Portable batteries for phone
  • Normally have 300 gifts but it depends on the price. It is normally $5/gift.
  • Largely depends on pricing (shipping, pricing, color) but perhaps can get more than 1 giveaway.
  • Usually spend $5,000-$6,000 for food and giveaways per Staff Council Appreciation event.

• Food
  • Eatzi’s Mexican Food due to discount.
    • Will have two options: vegetarian and chicken.
  • Will have servers to make sure guacamole/cheese/sour cream lasts longer next time
  • Pizza at Callier?

• Liz Martin will be out until January 16, 2018 and will be replaced by Thomas Allen during this time.

Meeting adjourned at 11:45 AM

Minutes by Liz Martin