STAFF COUNCIL
APPROVED MEETING MINUTES

April 11, 2018 JSOM 1.502 9:00 AM – 11:00 AM

1. Roll Call

   Absent: Naomi Emmett, Stevesha Evans, Anthony Galvan, Anna LeBlanc, Alice Presti, Beverly Reed, Michelle Rinehart, Carrilaine Schneckner, Cynthia Seton-Rogers, Janie Shipman

   Guests: Sandee Goertzen, Dr. Murray Leaf, Dr. Ravi Prakash, Dr. Richard Scotch, Eric Chen

1. Call to Order: Meeting called to order by Vice President Melissa Wyder, at 9:04 am

2. Guest Speakers:
   a. Colleen Dutton – Human Resources
      i. Spoke on:
         1. No report given

3. Review of March 2018 Minutes
   i. Motion to accept made by: Frankie Branham
      1. Motion 2nd by: Rebeka Stafford
         a. Minutes accepted

4. Committee Reports
   a. Executive Board (Naomi Emmett)
      i. No report given, Naomi absent

   b. Attendance Report (Melissa Wyder)
      i. Attendance is great!
c. **Student Government** (JW Van Der Schans and Alex Holcomb)
   i. **iTunes University**
      1. Proposal for Professors to upload things (lectures, material, etc…) to the cloud for students.
      2. Waiting for Provost, then will give proposal to Dr. Musselman
   ii. **Take One/Leave One Library**
       1. Will be on the second floor of the Student Union, by the Galaxy Rooms.
       2. Bookshelf where students, Staff, and Faculty can swap out books.
          a. **What about propaganda/questionable content being put on the shelves?**
             i. Student Government is situated close to the bookshelf and will keep a close eye on it.
   iii. **Residential Life**
       1. Will be having boxes of bandaids, to be available to residents.
       2. Umbrella project went well, but need to order more resilient ones.
   iv. **Dining hours**
       1. Starbucks and Papa Johns hours will be extended till 2:00am, May 1-4th, as a pilot.
   v. **Newsletter**
       1. Working on a newsletter to send out electronically.
   vi. **Comets Vote**
       1. Will be held in the Galaxy Rooms, 6:30-8:00pm on Monday.
       2. Help to inform about the voting procedure/how to get involved
       3. Registrars for Dallas and Collin counties will be available.
   vii. **UTD Sign**
       1. At JSOM along Loop Road, is almost finished.
   viii. **Amazon Lockers for Delivery**
       1. There is an occupational fee and Amazon has declined to pay the fee, to have lockers available on campus.
   ix. **Student Government Election**
       1. Eric Chen – President
       2. Carla Ramazan – Vice President

d. **Benefits Committee** (Debbie Greszler)
   i. **Scholarships**
      1. 14 Applicants
      2. Currently ranking them, should have them by the end of the week
   ii. **Qualtrics**
      1. Prototype for Scholarship forms is online, should be done by July.
   iii. **ADA Access at SPN**
      1. Had discussed with Marco.
   iv. **Comets Giving Day**
1. 12 Gifts were received
2. $440 for scholarships collected

e. **Communications Committee** (Paul Bottoni)
   i. Sun Newsletter
      1. Out next month
   ii. Solar Flare
      1. Out next week, deadline for info is Friday
   iii. Cookbook
      1. Now a summer project
      2. Still collecting submissions

f. **Fundraising Committee** (David Richardson)
   i. Comets Giving Day
      1. $440 collected in donations
   ii. Graduation Bears
      1. Selling for $8.00/each
      2. Flyer will be emailed.

g. **Staff Development Committee** (Lynn Butler)
   i. Staff Appreciation –Main Campus
      1. Will be on May 17, 2018
         a. Lower level of Founders and the Plinth
         b. Ice Cream Social
            i. Will be looking into sugar-free options via Chartwells.
         c. Will have: karaoke
         d. Also looking at having games and giveaways
      2. Comet Cards
         a. Will have card swipes for comet cards of attendees to gauge attendee numbers.

h. **Secretary and Treasurer’s Report** (Jamie Abrams)
   i. Staff Council Operating Account
      1. Will have a different number, starting FY19; September 01.

<table>
<thead>
<tr>
<th>Seed packets for Earth Day</th>
<th>$ -33.00</th>
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<tbody>
<tr>
<td>Ending Balance March 31, 2018</td>
<td>$ 2,702.31</td>
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ii. Staff Council Fundraising Account

<table>
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<tr>
<th>Fundraiser Revenue</th>
<th>$ 113.60</th>
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<tr>
<td>Toner Cartridge Recycling Revenue</td>
<td>$ 85.20</td>
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<tr>
<td>Ending Balance March 31, 2018</td>
<td>$ 7,772.37</td>
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iii. Staff Council Endowed Scholarship

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<tr>
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<td><strong>Ending Balance</strong></td>
<td><strong>April 30, 2018</strong></td>
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<td><strong>Ending Balance</strong></td>
<td><strong>April 30, 2018</strong></td>
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<tr>
<td><strong>Endowment Market Value:</strong></td>
<td>$ TBD</td>
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<tr>
<td><strong>Ending Balance</strong></td>
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<td><strong>Endowment Market Value:</strong></td>
<td>$ 936.63</td>
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iv. Jody Nelsen Scholarship

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<td><strong>Endowment Market Value:</strong></td>
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v. Staff Scholarship

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<td>Donation</td>
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<tr>
<td><strong>Ending Balance</strong></td>
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<td><strong>Endowment Market Value:</strong></td>
<td>$ 1,777.97</td>
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i. Faculty Senate (Dr. Murray Leaf)

i. NCAA

1. Proposed that UTD go from Class 3 to Class 2 Athletics
2. Will be discussed at the next Senate meeting.
   a. Trying to avoid Athletic Scholarships
   b. Will suggest (to the Senate) that the issue be broken into 2 options: To go to class 2, or to ever give an athletic scholarship. It is not a requirement.

   i. Can you link Athletic Scholarships to GPA?
   1. Yes, but it isn’t an ‘athletic scholarship’ then. Will come up for discussion.

   ii. What do you gain from shifting to Class 2?
   1. Different schedule with other schools. We don’t gain very much.

   iii. When is the decision being made?
   1. Senate is meeting next week, so fairly quickly. NCAA would like us to be Class 2.

ii. Faculty Family Leave

1. Proposal came up that is coming to the Senate, for Parental Leave. Will be just for Regular, Full-Time Faculty. Staff have different constraints (vacation time, 6mo/12mo, etc.) Face different things than Staff. Taking leave under FMLA means that you cannot work while on leave. Parental leave would be more flexible in that regard, and on the usage times.
   a. Policy is in the Agenda for Academic Council. Can be found in the website under ‘Meetings’.
j. Retiree Association (Sandee Goertzen)
   i. Nothing to report

University Committees
a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   i. Metered parking is up 40%
   ii. Bus ridership has increased
       i. Has been causing capacity issues.
   iii. Comet Cabs
       i. Now crossing over Synergy
       ii. Will go to RHW at Orientation
   iv. Zip Cars
       i. Usage up 7%
       ii. Departments can also get ZipCar accounts.
       iii. They have pickup trucks for use
   v. Callier Dallas
       i. Parking lot has been updated
   vi. Booster Fuel
       i. Now can change windshield wipers on request
   vii. Lyft/Uber
       i. Drop-off sites have been discussed as a possibility
b. Campus Facilities (Patrice Holt)
   i. No report made
b. University Safety and Security (Chad Thomas)
   i. Controversial Speakers on Campus
       i. Still in progress, committee will discuss with Dr. Benson.

a. What happens if a speaker is coming, and a recent event with the speaker (after scheduling), could cause issues?
   i. Will look into that. The recommendation is to develop a protocol/chain-of-command if something does come up. If it’s very high profile, UTD Campus will team up with City of Richardson.
   ii. Per Dr. Leaf – Policy is that things should be well vetted, with sponsors. On top of that, the UTD Police and Administration are highly involved; including requirements for bonding if in an emergency. We do not have set people for emergency or press references, but that is being discussed.
   iii. Forms for speakers should be filled out in detail.
c. **Women’s Center** (Jane Shipman, and Becky Wiser)
   i. No report made

d. **Planning, and Policy** (Dennis Guten)
   i. No report made

e. **Auxiliary Services Advisory** (David Richardson)
   i. No report made

f. **HOP Committee** (Naomi Emmett)
   i. No report made

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

h. **Committee for Support of Diversity and Equity** (Letitia Andrews, Yolande Evans, Jane Shipman, Carrilaine Schneckner, Daniel Hernandez, Jazzmyn Wilson)
   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 report made

l. **University Sustainability Committee** (Craig Lewis)
   i. Earth Week
      i. Will be next week
      ii. A schedule will be sent out by email
   ii. SSA Auditorium
      i. Will be showing: An Inconvenient Sequel
   iii. Tech store
      i. Collecting E-waste for disposal all week

m. **Wellness Committee** (Pinky Reyes, Georgetta Oliver, Taylor Tran)
   i. Yoga/Tai Chi
      i. Will be available next week in the Student Union
         a. Please RSVP if interested
   ii. Earth Week
      i. Next week
      ii. Will have lots of activities available
   iii. Stress and Relaxation Lunch and Learn
      i. April 20, 2018
      ii. Galaxy Rooms A+B
      iii. 12:00pm-1:00pm
   iv. Massage for Faculty
      i. Available in JSOM on April 25th
   v. Group X Classes
      i. Available April 23-27th
vi. Depression Seminar – Lunch and Learn
   i. Held in JSOM (11.214)
   ii. May 18th, 2018
      a. Registration will be open next week

6. Continuing Business
   a. Proposals
      i. 2014-004p: Executive Board is looking into an ombudsman for employees
         1. In process. Reaching out to other schools for more information.
            Still pushing to make this happen.
      ii. 2017-002p: Centralized room reservation process. (Staff Development)
            1. Has stagnated, budget being cited as the issue.
      iii. 2017-006p: Paper towel dispensers/Letter to facilities (Benefits)
            1. Depends on the school to pay for/remodel.
               a. Motion to remove made by: Helen Roth
                  i. Motion 2nd by: Seanne Rackal-Childs
                     1. Roll Call vote made
                        a. Vote passed to be removed.

7. Old Business

8. New Business
   a. Suggestions
      i. 2018-16s: I recommend that Staff Council organize and host/facilitate
         meetings (annual/bi-annual or as needed) of staff among the different
         schools who have the same roles or responsibilities. Example: the ASOs of
         the different schools/departments who handle HR paperwork. This
         meeting is to facilitate a discussion of university procedures/processes
         that work or don't work. This would include brainstorming or sharing of
         experiences. Each meeting can be about a specific administrative
         department (HR, Procurement/Travel, etc.) or issues that affect the group.
         From the meeting, a document of recommendations, commendations
         and/or questions should be presented to the Administration department
         discussed. The reason for this suggestion is that the University is growing
         and new procedures are put in place by areas without considering the
         users or the people who will have to follow the procedures.
            1. Per Pinky Reyes - This is to have meetings through the year
               instead of waiting for issues to happen, and to have an Ad-Hoc.
               a. Per Melissa Wyder – I see value in people talking to each
                  other, especially as things change and new employees are
                  brought onboard. Different areas can host. Training on
                  specific things is useful, but it would be more effective
                  coming from below rather than above. Also that different
                  areas have different duties. Is Staff Council to be the
                  central hub for this?
               b. Per Pinky Reyes – Staff Council can send out e-mails to get
                  the word out. It’s not about getting training. More about
discussing issues that arises. Such as: ‘We are discussing travel, what issues have you run into regarding travel?’ Facilitating discussion.

c. Per Dr. Murray Leaf - Many places have a suggestion box, that offer rewards if suggestions lead to saving money. Do we have anything like that?
   i. Per Melissa Wyder – That would be Staff Council. There is no reward for it, but we are the go-to place.
   ii. Per Dr. Murray Leaf – What about something smaller, more ongoing?
   iii. Per Melissa Wyder – To my knowledge, that does not exist.

1. Per Chad Thomas – Would prefer not to vote Yes/No on this matter, before talking to the people that would be involved in it. Also concerned about various Departments and Schools holding up the responsibilities of hosting.

2. Per Dr. Murray Leaf – Well, we have committees that should be dealing with these little things around campus.

3. Per Andy Helgeson – We should also see if there is a need for such a thing on campus.
   a. Per Melissa Wyder – Would like to see the meetings as an ‘As Needed’ thing.
   b. Per Jennifer Klunk – We should survey the campus for issues. See where the interest in coordination lies.
   c. Per Dr. Ravi Prakash – I like this idea. What about a Subreddit or a Forum, where people can ask questions and get answers?
      i. Per Paul Bottoni – Motions to give this to Communications Committee for further discussion in setting up something like a forum.
      ii. 2nd by: Matt Brown
      iii. Given to Communications.

ii. **2018-17s:** Students and staff are going behind the Classroom Building to smoke/vape. Can some signs be put up and more patrolling happen to prevent this? Thanks. (ANON.)

   1. Per Pinky Reyes – This is a persistent problem.
   a. Paul Bottoni – Motion to Reject
   b. Pinky Reyes – Suggests forwarding this to Dr. Jamison’s office.
      i. Will be forwarded.

9. Misc
   a. ROEA
      i. Winners have been chosen, but cannot publicize yet
   b. CARE Awards
      i. May 24th, 2018 – 9:00AM

10. Reminders
    a. Staff Council Scholarships
       i. Deadline: September 15, 2018
    b. CARE Awards
       i. Next Deadline: October 31, 2018

11. Upcoming Guest Speakers:
    a. N/A

12. Adjournment
    a. Motion to Adjourn
    b. Meeting Adjourned at: 10:15am

Respectfully submitted,
Jamie Abrams
Staff Council Secretary/Treasurer