1. Roll Call

   Absent: Lynn Butler, Stevesha Evans, Anna LeBlanc, Pinky Reyes, Brian Scott, Cynthia Seton-Rogers, Janie Shipman, Rebeka Stafford, Chad Thomas

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

1. Call to Order: Meeting called to order by President, Naomi Emmett at 9:00 am

2. Guest Speakers: Colleen Dutton
   a. Colleen Dutton – Human Resources
      i. Spoke on:
         1. Executive Searches
            a. Dean of Behavioral Brain Sciences
               1. Currently reviewing applicants.
               1. Would like them to visit in July or August.
            b. Dean of Graduate Studies
               1. Will be posted through July 7th.
               2. Interviews will be held between Aug-Sept.
            c. Dean of ECS
               i. Still pending on this, waiting for information and timing.
            b. Chief Compliance Officer
               i. Also still pending.
               ii. Possibly posted next week or the week after.
         d. Benefits and Wellness Fair
            1. July 23rd
2. In the Galaxy Rooms and SU Dining Hall (Catapult Retirement)

c. Benefits
   1. Would like to come to the July Staff Council meeting.
   2. UTSW will also be attending to discuss the new medical plan that they will be offering as well.
      a. Designed only for UT System employees in the Dallas area. UTD, UT Arlington, and UT Southwestern.
         Separate plan from UT Select.
         i. **Do you have to choose one, or the other plan?**
            ii. Yes, either UT Select or UT Southwestern Plan

3. Annual enrollment is July 15-31st.

   d. Parking Passes
      1. Parking pass Payroll deductions are now available for new staff members, regardless of start date.
      2. New staff will have until the Friday following their Day One to purchase parking passes.
      3. Summer Faculty and Temps will have the option to purchase month-to-month passes.
      4. Faculty starting in the Fall can use payroll deduction.
         i. Must be purchased during the annual Payroll Deduction purchase period. (July August)
      5. Faculty starting in Spring will be added to the Spring Day One hires and can take advantage of the parking payroll deductions as long as they purchase them during the week of start.

3. **Review of May 2018 Minutes**
   i. Motion to accept made by: Melissa Wyder
      1. Motion 2nd by: Paul Bottoni
         a. Minutes accepted

4. **Committee Reports**
   a. Executive Board (Naomi Emmett)
      i. EAC
         1. Meeting next week, Wednesday-Friday in Tyler
1. Will update next month
2. Elections upcoming
   a. Susan Freskin is our liason and will be looking at several things.

ii. HOP Committee
   1. No updates
   2. Ravi Prakash will be taking Dr. Leaf’s position on Staff Council as speaker.
   3. Naomi will speak at the Faculty Senate about the Staff Council in August.
      a. Please send any points or concerns for discussion to the Executive Committee.

iii. Coffee with the President
   1. Per Sylvia Smiley – Coffee with the President was interesting. This was my second time attending. Questions in regards to Staff were asked, and the responses given were ‘Your Department should do these things for Staff to feel valued’ which was not what was asked. What was asked was: How did he feel in addressing Staff in regards to flat budgets, loss of increases, and cost of living rising. Was hoping for more encouragement from the leadership of UT Dallas.
   2. Per Debbie Greszler – First time attending a Coffee. All women were in attendance, and a very diverse group. Looking forward to the President taking an interest in Staff. Was hoping the President would take more of an interest to asking about the areas where attendees work. Though he did share the strategic plan and perspective for the University. However, was a good experience.

a. Attendance Report (Melissa Wyder)
   i. Staff Council attendance is good; but representatives need to attend!

b. Student Government (Eric Chen)
   i. Student Government Executive Committee
      1. Transition to new members went well. Focusing on accountability.
   ii. Green Initiative
      1. Tracks Bench will be installed on campus. The bench is made up entirely of recyclable materials.
   iii. Water Collection System
      1. Sustainable garden, cistern has been offered as an art space.
   iv. Residential Life Committee
      1. There are umbrella rentals available in the Residence Halls. The previous ones broke easily, and better quality ones are being looked at.
   v. Hammocks
1. Adding stands for hammocks in Phase 8

vi. International Students
   1. Student Government is now speaking at International Student Orientations, as well as the Freshman Orientation.

vii. Fall Voter Registrations
   1. We will be neutral, and focused on voter registration and helping students register to vote.

viii. Comet Discount Program
    1. Now on the Student Government website.
    2. Working on getting the list fully updated.

ix. Newsletter
    1. In process

x. Take One/Leave One Bookshelf
   1. In process

xi. Questions?
   1. **Do you get vendor feedback from the Comet Discount program?**
      a. Yes, we do.

   2. **Are you reaching out to new vendors?**
      a. Not at the moment. We have about 150 vendors right now. After the updates and edits are finished then we will be looking at new ones. There is a request portal to make suggestions.

   3. **Is this the same thing as the discounts that you can get at places like the Arboretum, the Fair, etc?**
      a. This is different. Just google ‘Comet Discount Program’

  c. **Benefits Committee** (Debbie Greszler)
     i. Scholarship winners of 2018
        1. Avery Ausborne
        2. Naomi Emmett
        3. Eric Fackler
        4. Shahrukh Farooq
        5. Blair Flicker
        6. Rebecca Newcomb
        7. Alissa Qualheim
        8. Kim Rahebi
        9. Josiah Summerville
        10. Yeun Hee Kim

     ii. Online Scholarship forms
         1. Should be ready for the September Scholarships
d. **Communications Committee** (Paul Bottoni)
   i. Sun Newsletter
      1. Nearly ready.
   ii. Benefits Fair
      1. June 23\textsuperscript{rd}
      2. Staff Council will have a table.
      3. Need volunteers to help!
   iii. Regarding Department meetings
      1. Would rather do Quarterly Meet and Greets with different topics and having a sign-up sheet at the Benefits Fair to gauge the interest before going further.

e. **Fundraising Committee** (David Richardson)
   i. Did not meet

f. **Staff Development Committee** (Lynn Butler)
   i. No report given

g. **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>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tripod for camera – M+O</td>
<td>$-12.17</td>
</tr>
<tr>
<td>Charger for camera – M+O</td>
<td>$-59.69</td>
</tr>
<tr>
<td>Popsockets – Staff Appreciation- Budgeted</td>
<td>$-1,494.00</td>
</tr>
<tr>
<td>CARE Awards clocks – M+O</td>
<td>$-486.52</td>
</tr>
<tr>
<td>Catering – Staff Appreciation - Budgeted</td>
<td>$-2,325.00</td>
</tr>
<tr>
<td><strong>Ending Balance (M+O) May 31, 2018</strong></td>
<td>$2,143.93</td>
</tr>
<tr>
<td><strong>Available Balance</strong> May 31, 2018</td>
<td>$11,097.89</td>
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   ii. **Staff Council Fundraising Account**

<table>
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<tr>
<th>Item Description</th>
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<tbody>
<tr>
<td>Fundraiser revenue</td>
<td>$218.94</td>
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<tr>
<td><strong>Ending Balance</strong> May 31, 2018</td>
<td>$7,991.31</td>
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   iii. **Staff Council Endowed Scholarship**

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<td>Quarterly Distribution</td>
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<td><strong>Ending Balance</strong> May 31, 2018</td>
<td>$1,536.97</td>
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<tr>
<td>Endowment Market Value: $ TBD</td>
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   iv. **Jody Nelsen Scholarship**

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<th>Amount</th>
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<td>Quarterly Distribution</td>
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<tr>
<td><strong>Ending Balance</strong> May 31, 2018</td>
<td>$1,217.04</td>
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<tr>
<td>Endowment Market Value: $ TBD</td>
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v. Staff Scholarship

<table>
<thead>
<tr>
<th>Donation</th>
<th>$25.00</th>
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</thead>
<tbody>
<tr>
<td>Ending Balance</td>
<td>May 31, 2018</td>
</tr>
</tbody>
</table>

h. Faculty Senate (Dr. Murray Leaf)
   i. No Report made

i. Retiree Association (Sandee Goertzen)
   i. No Report made

University Committees

a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   i. No report made

b. Campus Facilities (Patrice Holt)
   i. No report made

b. University Safety and Security (Chad Thomas)
   i. No report made

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. Report made earlier

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. Report given by: Evan Paret
      ii. New recycling programs
         i. Clothing, stuffed animals, and shoes now accepted at specified bins.
iii. RISD Binder Recycling
   i. Have partnered with RISD, and sending old 3-ring binders to students in need.
iv. Hiring Interns!
   i. Hiring students and faculty
v. Arbor Pro
   i. Monitoring trees on campus, tracking included!
vi. Green Office Certification Program
   i. Currently in process
vii. Sustainability Survey
   i. Currently in process
viii. Sustainability Meeting Minutes
   i. Posted on the website

ix. **Question:** If someone has donations, is it possible to get a receipt for taxes?
   i. Will inquire about that.

x. **Question:** Can we recycle plastic bags?
   i. Yes

xi. **Question:** Regarding the binder donations to RISD? Where are the collection locations?
   i. It just started. Will be posted on the website soon.

xii. **Question:** What about batteries? You take all kinds?
   i. Yes! Locations are listed on the website.

m. Wellness Committee (Pinky Reyes, Georgetta Oliver, Taylor Tran)
   i. Lunch and Learn
      a. Depression
         b. May 28nd
      b. Had 88 attendees
   ii. August 10th, from 12-1pm
       a. Will be in JSOM
       c. Flyer with details out in July
   ii. Sunrise Yoga
      i. First 20 attendees get a free t-shirt!
      ii. 6:00am arrival time
      iii. 6:30am start.

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. Per Melissa Wyder – Facilities is taking this. Motion to retire and remove.
   a. Motion 2nd by: Paul Bottoni
   b. Roll Call vote taken
      i. RETIRED

iii. **2018-016p**: Meetings of various Depts. to discuss issues/improve communication, through the year (Communications)
    1. Leaving as active for now, will have a sign-up sheet for gauging interest.

iv. **2018-010p**: Staff volunteering their time without using vacation for community service; one day/year. (Staff Development)
    1. Per Debbie Greszler – OIT is working on a Department Guideline for volunteering for UTD events on campus. Support and feedback has been positive.
       a. Per Melissa Wyder – Seems like a good workaround.
       b. Per Charlotte Mason – Last year the Athletics Department volunteered at the North Texas Food Bank.
          i. Per Melissa Wyder – It’s different for things involving students.

ii. **Point of Order: Could also partner with the Office of Volunteerism.**
iii. Per Andy Helgeson: As a Department or an Individual?

iv. Per Naomi Emmett: Per HR, Labor code references a 40hr work week, and specifies that work time cannot be used for volunteer efforts in the Community outside of UTD. The assumption is that Vacation Time / Comp Time would be used for volunteering with an Outside Organization during the normal work day. Texas Code: Section 658.005, and 658.007
   1. Per Melissa Wyder: Motion to Retire.
   2. Motion 2nd by: Andy Helgeson
   3. Roll Call vote taken
      a. RETIRED

v. **2018-014p**: SPN2 ADA accessibility issues (Benefits)
   1. Has been sent to Facilities
      a. Per Naomi Emmett – This has been sent to Facilities, it is a leased building.
      b. Per Melissa Wyder – Comet Cabs are going to the ADA entrance and dropping people off.
i. Per Sylvia Smiley – Motion to retire

ii. Motion 2nd by: Deja Rollins

iii. Roll Call vote taken

1. RETIRED

7. Old Business

8. New Business
   Suggestions

   a. 2018-021s: I suggest a survey of the on/off ramps for the sidewalks be done to ensure the transitions are safe for wheelchair users. I witnessed an individual in a motorized wheelchair fall out of his chair on the northeast corner of the Rutford Ave/Loop Rd as he attempted to get up the ramp and onto the flat sidewalk. There the flat sidewalk is a good inch higher than the ramp portion and he no doubt hit that. It took 3 people to get him back in his chair. This is not acceptable.

   i. Per Michelle Rinehart: Had witnessed this incident in question. It was at the BSB parking lot. The ramp transition to the sidewalk has a severe gap.

      1. Per Kelly Kaar: Has this been sent to Facilities?
         a. Per Michelle: Unsure.

   ii. Per Renee Stone: Outside of Callier also has a similar spot. I was injured by it.

   iii. Per Michelle Rinehart: This also damaged the chair of the individual that fell over.

      1. Per Mellissa Wyder: Would rather these things be caught before these things happen, and fixed. Facilities issue.

         a. Per Jamie Abrams: Ramp outside McDermott has chunks missing and a large gap between the pavers. It’s not just ramps but sidewalks have issues as well as gaps in between pavers that catch crutches/canes. In addition, an Accessibility University Committee that is being formed. Please send me things so we can follow up with Facilities/report things to them quickly.

            i. Per Kelly Kaar: Would also like Student Government to have a seat on that committee.

               1. Per Jamie Abrams- Will check into that, if they don’t already have a seat, will ask that one be added.

         b. Per Paul Bottoni: Motion to forward this to Facilities and EHS

            i. Motion 2nd by Sylvia Smiley

               1. Will be forwarded to Facilities and EHS

   b. 2018-022s: There is no easy way to say this but one hour for the Staff Appreciation Celebration is not enough. It may be difficult for some staff to make it during such a short period of time. Some departments have to let people go a few at a time in order to keep things running. Maybe you have other reasons for
setting it for such a short period but I thought I would mention it since we only get one a year and a few of my staff members have already complained.

i. Per Naomi Emmett: This was discussed. Time for the events will be extended in the future and ‘while supplies last’ will be noted on flyers.
   1. Per Paul Bottoni: Motion to reject
      a. Motion 2nd by: Seanne Rackal-Childs
         i. Rejected

c. **2018-023s**: UTD does not have a plan for what to do in the event of an active shooter on campus. Can Staff Council please investigate? Is Dr. Benson aware of this? (ANON)
   i. Per Renee Stone: Reached out to Jamie Abrams and Chief Zacharias about this. If you search for it, the video comes up right away.
      1. Per Kelly Kaar: Chief Zacharias is very open to sharing information.
      2. Per Renee Stone: This is also part of the training for RAs and TAs.
         a. Per Melissa Wyder: Motion to reject
         b. Motion 2nd by: Paul Bottoni
            i. Rejected

d. **2018-024s**: The water heaters installed in the past year in University Village are very noisy, it is high frequency noise, not white noise, so they are very annoying especially in evening, make you can't study or even think. I doubt why did UV staff bought this poor quality product? Do they just want to spend less money or did anyone get kickback? I strongly suggest you to replace those water heaters with quiet ones, I have been living here for a few years, there was no such noise before they installed the new water heaters.
   i. Per David Richardson: This is a Facilities thing. Should forward this to Facilities and Student Government.
      1. Point of Order made: Quiet spaces are available for study.
         a. Motion 2nd by: Paul Bottoni, who also suggests sending this to Housing.
            i. Rejected – Will be sent to Facilities, Student Government, and Housing.

9. Misc
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. Marita Yancey
12. Adjournment
   a. Motion to Adjourn
   b. Meeting Adjourned at: 10:35am

Respectfully submitted,
Jamie Abrams
Staff Council Secretary/Treasurer