STAFF COUNCIL
APPROVED MEETING MINUTES

August 08, 2018

1. Roll Call

   Absent: Stevesha Evans, Anthony Galvan, Andrew Helgeson, Kelly Kaar, Liz Martin, Alice Presti, Beverly Reed, Brian Scott, Janie Shipman, Sylvia Smiley, Renee Stone

   Guests: Sandee Goertzen, Dr. Ravi Prakash, Dr. Richard Scotch, Eric Chen, Carla Ramazan, Colleen Dutton

1. Call to Order: Meeting called to order by President, Naomi Emmett at 9:04am

2. Guest Speakers: Colleen Dutton – AVP Human Resources
   i. Spoke on:
      1. Consensual Relationships UTDBP3103
Consensual Relationships
UTDBP3103

Contact:
Colleen Dutton, Chief Human Resources Officer
colleen.dutton@utdallas.edu 972-883-2130 AD2.208

The University of Texas at Dallas is committed to maintaining learning and work environments as free as possible from conflicts of interest and favoritism. The University recognizes that two consenting adults should be free to conduct a personal relationship if they so wish when the relationship does not interfere with the goals and policies of the University; some romantic, dating and/or sexual relationships, although consensual, do create conflicts of interests.

This policy addresses those consensual relationships.
- [http://policy.utdallas.edu/utdbp3103](http://policy.utdallas.edu/utdbp3103)
Persons Affected

- This policy applies to all University administrators, faculty, staff, and students.

- This policy is applicable regardless of the gender of the University employee with supervisory teaching, evaluation or advisory authority and/or the gender of the employee, student or student employee who is directly or indirectly supervised, taught, evaluated, or advised by the supervisory employee.

Prohibited Consensual Relationships. The following consensual relationships, even if a single event, are prohibited:

(a) A consensual relationship between a supervisor (as defined below and is defined as including faculty members) and supervisee regardless of whether the supervisory relationship is direct or indirect, unless the supervisor discloses the relationship in advance and a management plan is in effect;

(b) A consensual relationship between a coach or athletic staff and any student athlete or student assigned to or associated with the athletics department, such as interns and student employees, including any coach or student associated with an intellectual competition team, unless waived by the President or his or her designee for good cause. This prohibition does not apply to a student assistant coach who serves on a voluntary basis unless the student assistant coach has direct or indirect authority, including the appearance of such authority, over a student or student athlete assigned to or associated with the athletics department.

*If the prohibition is waived, a management plan must be completed.*
Reporting Requirements

(a) The supervisor must report a consensual relationship as described in 3.1. to the Dean/Vice President/Executive-level administrator and the Chief Human Resources Officer (CHRO). The supervisor must make the report prior to entering into the relationship or if the relationship exists, with as much advance notice as possible prior to the supervisor accepting supervisory authority.

(b) The individuals receiving the report must immediately collaborate to attempt to manage the conflict of interest. If management of the conflict is not possible, the relationship is prohibited.

A management plan will:

(1) provide an alternative means for the supervision, teaching, advising, evaluation of the supervisee or otherwise mitigate the conflict;

(2) give priority to the interest of the subordinate individual;

(3) be written;

(4) be acknowledged and signed by the parties to the relationship; and

(5) be maintained by the Office of Human Resources and reviewed by the CHRO on an annual or as needed basis.
Reporting Alleged Violations:

(a) Violations of this policy should be reported to:

Colleen Dutton, Chief Human Resources Officer:
phone: 972-883-2130
email: colleen.dutton@utdallas.edu

(b) An individual in a supervisory role over a supervisor who is notified of or becomes aware of an alleged violation of this policy must immediately report the information to the CHRO.

Investigation and Discipline

a) The matter will be investigated and if a policy violation occurred, the University may take disciplinary action, which may include termination. If there is a complaint of sexual harassment about a relationship covered by Sec. 3.1, above, and the relationship has not been disclosed and a management plan implemented, the burden shall be on the supervisor to explain the failure to comply with this policy and such failure will be a factor in determining whether the relationship was consensual and free of sexual harassment. Allegations of sexual harassment or sexual misconduct (and any associated retaliation) may also be subject to investigation in accordance with applicable University policy.

b) Disciplinary action will be handled under the University’s policies for discipline and dismissal of faculty or employees depending on the supervisor’s status.
Retaliation is Prohibited!

Retaliation of any kind against anyone for reporting a consensual relationship or for participating in any proceeding pursuant to this Policy is prohibited.

Office of Institutional Equity and Compliance https://www.utdallas.edu/oiec/equity/

Counseling Resources for Employees and Students

**Employees:** Confidential counseling services are available to employees through the Employee Assistance Program provided by UT Southwestern and may be reached by calling 800-386-9156 or 214-648-5330 or by email at eap@utsouthwestern.edu.

**Students:** Counseling services are available to students through the Student Counseling Center located in the Student Services Building, suite 4.600. The 24 hour phone line is 972-883-2575 and the website is [http://www.utdallas.edu/counseling/](http://www.utdallas.edu/counseling/).

Galerstein Gender Center located in the Student Services Building, suite 4.300. The phone line is 972-883-6555 and the website is [http://www.utdallas.edu/gendercenter/](http://www.utdallas.edu/gendercenter/).
Additional Resources and Policies:

- University of Texas System Systemwide Policy, UTS 184 Consensual Relationships
- University of Texas System Regents' Rules and Regulations, Rule 30105
- UTDBP3103 – Consensual Relationships http://policy.utdallas.edu/utdbp3103
- UTDBP 3090 - Nondiscrimination Policy http://policy.utdallas.edu/utdbp3090
- UTDBP3102 - Prohibited Discrimination and Sexual Harassment Sexual Harassment Policy http://policy.utdallas.edu/utdbp3102

For questions or additional information contact:

Colleen Dutton, SPHR, SHRM-SCP
Chief Human Resources Officer
AD 2.208
colleen.dutton@utdallas.edu
972-883-2130
Questions?

Thank You!

1. Dean of BBS Search
   a. Candidates are being scheduled, there will be an open forum.
   b. Dates of the forum will be posted on the website, but candidates will not be listed.
2. Chief Compliance Officer
   a. Still in process.
3. ECS and EPPS
   a. No updates

1. UTD won the Medium Level on the eVive Game during Annual Enrollment.
   a. The $1,500 prize will be donated to the Comet Cupboard.

3. Review of July 2018 Minutes
   i. Motion to accept with amendments: Melissa Wyder
      1. Motion 2nd by: unanimous
         a. Minutes accepted

4. Committee Reports
   a. Executive Board (Naomi Emmett)
      i. Academic Senate
         1. Meets next week
      ii. University Committees
         1. Letters going out
   b. Attendance Report (Melissa Wyder)
      i. Staff Council attendance is great
c. **Student Government** (Eric Chen)
   i. Absent – No Report Given

d. **Benefits Committee** (Debbie Greszler)
   i. Scholarships
      1. Online applications are finished
      2. Some sections have been broken apart for clarity.
      3. GPA Section
         a. Now verifies if the applicants 1st semester or not, and either Graduate or Undergraduate.
      4. Essay
         a. Now embedded into the application, and must be completed to submit the application.
      5. Electronic signature has been added.
      6. At completion and submission, there is a customized ‘Thank you for submitting’ message.

  **For the GPA, does it go off the Honor Code?**
  a. GPA and transcript must still be provided. Benefits eligibility is also checked.

  **How do you check for plagiarizing on the essay?**
  a. Using online tools. The essay is a personal question.

e. **Communications Committee** (Paul Bottoni)
   i. Benefits Fair
      1. Went well!
      2. Good interest on the meetings proposal.

f. **Fundraising Committee** (David Richardson)
   i. No report made

g. **Staff Development Committee** (Lynn Butler)
   i. No report made

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></th>
<th>NA (New Cost Center setup)</th>
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<tbody>
<tr>
<td><strong>Beginning Balance:</strong></td>
<td></td>
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<tr>
<td>Total Revenue - Fiscal Year 2018</td>
<td></td>
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<tr>
<td>Total Expenses – Fiscal Year 2018</td>
<td>$ (19,263.77)</td>
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<tr>
<td>P10 - Slide remote and spare cost: $57.56</td>
<td>$ (19,263.77)</td>
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<td>-----------------------------------------------------------------</td>
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<tr>
<td><strong>P10 - Staff Council name badge cost:</strong> $19.75</td>
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<tr>
<td><strong>Transfers – Fiscal Year 2019</strong></td>
<td><strong>$ 31,310.00</strong></td>
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<td><strong>Encumbrances – SC AA Payroll</strong></td>
<td></td>
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<tr>
<td><strong>Current Available Balance  July 31 2018</strong></td>
<td><strong>$ 10,948.55</strong></td>
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### ii. Staff Council Fundraising Account

|                                                                 |                                                                 |
| **Fundraiser Revenue**                                         | **$ 331.03**                                                     |
| **Beginning Balance:**                                         | **$ 6,078.56**                                                  |
| **Total Revenue – Fiscal Year 2018**                           | **$ 2,623.33**                                                  |
| **Total Expenses – Fiscal Year 2018**                          | **(295.53)**                                                    |
| **Transfers**                                                  | **$ 1,956.00**                                                  |
| **Encumbrances**                                               |                                                                 |
| **Current Available Balance  July 31 2018**                    | **$ 10,362.36**                                                 |

### iii. Staff Council Endowed Scholarship

|                                                                 |                                                                 |
| **Beginning Balance:**                                         | **$ 415.06**                                                     |
| **Total Revenue – Fiscal Year 2018**                           | **$ 1,781.36**                                                  |
| **Total Expenses – Fiscal Year 2018**                          | **(2,000.00)**                                                  |
| **Transfers in**                                               |                                                                 |
| **Encumbrances**                                               |                                                                 |
| **Current Available Balance  July 31 2018**                    | **$ 196.42**                                                     |
| **Endowment Market Value:** $ TBD                               |                                                                 |

### iv. Jody Nelsen Scholarship

|                                                                 |                                                                 |
| **Beginning Balance:**                                         | **(185.36)**                                                    |
| **Total Revenue – Fiscal Year 2018**                           | **$ 1,430.85**                                                  |
| **Total Expenses – Fiscal Year 2018**                          | **(1,250.00)**                                                  |
| **Transfers**                                                  |                                                                 |
| **Encumbrances**                                               |                                                                 |
| **Current Available Balance  July 31 2018**                    | **(4.51)**                                                      |
| **(Quarterly Dist. Pending)**                                  |                                                                 |
| **Endowment Market Value : $ TBD**                             |                                                                 |

### v. Staff Scholarship

|                                                                 |                                                                 |
| **Beginning Balance:**                                         | **$ 6,037.97**                                                  |
| **Total Revenue – Fiscal Year 2018**                           | **$ 425.00**                                                    |
| **Total Expenses – Fiscal Year 2018**                          | **(2,500.00)**                                                  |
| **Transfers**                                                  | **(2,856.00)**                                                  |
| **Encumbrances**                                               |                                                                 |
| **Current Available Balance  July 31 2018**                    | **$ 1,106.97**                                                  |
i. **Faculty Senate** (Dr. Ravi Prakash)
   
   i. Next Senate Meeting
      
   1. Will be the first one with a report from Staff Council
   
   ii. Academic Council met last Wed.
      
   1. The President announced that UTD will get $7.5M for Research Endowments, etc..

iii. Committee on Committees

   1. Met and the recommendations were approved by Senate.
      
   a. Faculty the Appointment Letters went out.
   
   b. Will meet again on the 24th
   
   c. Thankful to Staff Members who are providing feedback. Please continue to submit suggestions.

iv. **SACSCOC**

   1. Formal response is due today. As of now, things look fine.

v. **UTD Bookstore**

   1. The bookstore is trying to streamline the book ordering/buying process.

vi. Academic Records Retention

   1. Is a new Ad Hoc committee, and will also have letters going out.
   
   2. To handle what constitutes and Academic Record and how long they should be preserved.
   
   3. Will be chaired by the University Registrar, and will also have members of Administration. Including: The Records Management Officer, a financial representative of the Financial Aid Office, the Chief Compliance Officer, and the University Attorney.

vii. Undergraduate Enrollment

   1. Will be increasing. Expecting a 7% increase. There will be a demand on rhetoric and are having space issues already for classes.

j. **Retiree Association** (Sandee Goertzen)

   i. No updates to report

5. **University Committees**

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

   b. **Campus Facilities** (Janice Gebhard)
      
   i. No report made

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

   c. **eForms** (Michael Brown, Debbie Buckner, DeAnn H egi, Kelly Hanford)
      
   i. No report made
d. **Planning, and Policy** (Dennis Guten)
   i. No report made

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

f. **HOP Committee** (Naomi Emmett)
   i. Report made earlier

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

h. **Committee for Support of Diversity and Equity** (Carrilaine Schneckner, Daniel Hernandez, Alice Presti, Daniel Cordova, Lynn Butler)
   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** (Daniel Calhoun)
   i. No report made

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

m. **Wellness Committee** (Pinky Reyes, Elena Galli)
   i. Now under HR.
   ii. Proposing two Lunch and Learns for next year.
      i. Please submit suggestions if you have any ideas.
   iii. **Tobacco Free Campus**
      i. Thank you for letting us know where the problems are.
      ii. Can only inform, cannot enforce.
   iv. **Lunch and Learn on Friday**
      i. Building Lives Without Violence
      ii. Speaker from: Hopes New Door Beginning Center
      iii. Currently has 82 registrants
   v. **Corporate Challenge Opening Ceremony**
      i. Galatyn Park
      ii. Starts at 5:30 with a walk
      iii. Please make sure to get a token for the half-way point!
   vi. **American Heart Association, Heart Walk**
      i. September 08 at the Reunion Tower
      ii. There are a 3K and a 5K walks
      iii. UTD has their own team.
      iv. Please contact Pinky if interested.
   vii. **Group X**
      i. Begins August 27th
viii. On the Lunch and Learns, are they very popular?
   i. We try to cover topics that aren’t covered by other areas. The ones that we hosted were the Depression (last May), had 100 registrations and 85 attendees, and the one coming up on Abuse which currently has 82
   ii. The Lunch and Learns on Financials hosted by HR were also popular.
   iii. We hosted them in May–July as they need to get approved first for us to avail of the budget. Proposals are submitted in September and approved around January.
   iv. With the Corporate Challenge, we haven’t heard a whole lot on it. Do you know how we are supposed to sign up?
   v. The form link is on the Wellness Website. An email also went out a few months ago, will ask that another be sent out.

ix. Badminton
   i. Need volunteers to assist
   ii. October 4th – on a Thursday.

6. Continuing Business
   a. Proposals
      i. 2014-004p: Executive Board is looking into an ombudsman for employees
         1. In process.
      ii. 2018-016p: Meetings of various Depts. to discuss issues/improve communication, through the year (Communications)
         1. People seem interested per the Benefits Fair

7. Old Business

8. New Business
   Suggestions
   a. 2018-027s: The new rules regarding purchasing only via certain punch-outs for certain items is no effective, nor does it help us live on tighter budgets as we have all been asked to try to do. This week I ordered k-cups via the amazon punch-out, but the cart was rejected because that is somehow an office supply, and must be purchased either from Staples or Office Depot. The k-cups are $47.98 for 96 k-cups ($.50 per cup) with free two-day shipping on Amazon but are $37.69 for 24 k-cups ($1.58 per cup) at Staples plus I have to pay for slower shipping, and it is not available at Office Depot. I am literally being forced to pay more than triple what I could pay for it at Amazon for this item. I feel strongly that the flaws in the new purchasing restrictions should be examined and addressed.
   b. 2018-028s: I just reviewed the agenda for tomorrow’s meeting. I wanted to support the comments about the new procurement rules and how UTD is
requiring departments to spend more money on items, when the same item is available for less. This is a terrible practice. The example given was for coffee. When the item is a larger purchase the pricing difference is even worse. UTD has made a decision NOT to give staff raises this year. UTD has extreme tuition and revenue problems. Creating an environment where we have to overpay for supplies and other purchases is ridiculous. Terry Pankratz should be required to come before the Staff Council and explain the following: 1. Why there are NO raises. 2. Why we are forced to buy more expensive items when lesser cost items are available. Terry Pankratz is the VP. This should not be addressed by Debbie Reynolds. Terry is the boss and he should answer for this. By making the decision NOT to provide at least a 1% increase for the staff will bring all financial decision of the University under extreme scrutiny. This issue of having to pay more for items is just one example. Thank you for taking this seriously. (ANON.)

i. Both 027 and 028, were discussed in the meeting as one.
   1. Per Melissa Wyder – Contracts are held with vendors and need to be used, even though they may be more expensive. It takes too long to check vendors/get approved.
   2. Per Charlotte Mason - I do all the purchasing for our school and it takes a long time to search every single item to make sure these things are not offered from vendors; to allow purchase from Amazon.
      a. Per Cynthia Seton-Rogers – Another example: I had last week, a Professor (in time for a class) wanted to have a specific book. I had to order this book from Complete Books. It was an $11.00 book, and I had to spend $24.00 on Expedited Shipping. Then it was rejected, because I was spending more on shipping than what the book cost. Even though Amazon has Free 2 Day Shipping. So, we were unable to get it in time, and the response was “Go to Barnes and Noble”. This is a list of Dutch transports to Auschwitz…It is not at Barnes and Noble.
      b. Per Melissa Wyder: Have also had problems with Complete Books. Lied to me twice on the phone. Reported it to Debbie and things suddenly got better and the order appeared. Problem is: The class had already started. They had been meeting for a few weeks already. I had placed the order 6 weeks in advance and had followed up with them. Was told “Oh, it’s a problem with the Publisher!”. Asked that they have the publisher mail it overnight. Was told “Oh, no the publisher has to go through us first!”
         i. Per Carrilaine Schneckner - Moves to accept this. I feel that Terry Pankratz might or might not know these issues. Debbie does. He might not know that we are spending this much time/money and it would be good for him to visit.
ii. 2nd By: Melissa Wyder

1. Per Chad Thomas - Do we know for a fact that there are no raises?
2. Per Naomi Emmett - Yes, I have been told that a memo was supposed to be coming out.
3. Per Rebecca Stafford – I don’t know if that is a decision made by Terry.
4. Per Melissa Wyder – My thought is: We’re going to Terry about our trouble with ordering. Whether or not the current practice is the Best Practice for the University. Manpower wise and financially, we feel like we can do better.
5. Per David Richardson – My suggestion would be that we send the second one to Terry, and have him come speak to the Staff Council.

a. Per Naomi Emmett – Let’s take these separate. The first suggestion, we want to adopt?
   ii. Per Melissa Wyder – Yes
   iii. Per Pinky Reyes – Can Terry assist us with Procurement issues?
      1. Per Naomi Emmett – He is over Procurement. I think that he can come and update us on the financial state of the University and we can address with him, these other concerns.
      2. Per Melissa Wyder – Pinky, what would you say we have for an Alternative?
         i. Per Pinky Reyes – Well, no, I just wanted to find out. I didn’t know. We should have the capability to choose the best price. Just like with air fare, if you choose an outside vendor, you show them that this is cheaper than what Concur does. Vendors should have a Best Price policy where they will meet the best price and Delivery.
         ii. Per Naomi Emmett – If we adopt this, what committee would we like to take it?
         iii. Per David Richardson - Communications
         iv. Per Helen Roth – Would we want to have both Terry and Debbie?
         v. Per Naomi Emmett – He may bring her.
   b. Per Rebecca Stafford – Could we ask for some clarification on the rules? Some of our contracts are UT System contracts and we are required to follow, and some are Ours.
      1. Per Melissa Wyder – We also have Representation in the EAC, and if we decide that, after looking into this; that it is a System-wide issue then we take it to the EAC.
      2. Per Naomi Emmett – Purchasing has never been brought up at the EAC.
3. Per Naomi Emmett – We are voting that we are accepting and assigning 2018-027s to Communications.
4. Motion Accepted
   c. Per Naomi Emmett – For the second suggestion, 2018-028s, David made a motion that we forward this to Terry and ask that he come speak to the Council. So that would not be adopting this as a motion.
      1. Per Melissa Wyder – Motions not to adopt but to share the information with Terry, so he can address it.
      2. Motion 2nd By: Matt Brown
      3. Accepted

9. Misc
   a. Sandee Goertzen Award
      i. Winner for 2017-2018: Naomi Emmett

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

9. Upcoming Guest Speakers:
   a. Terry Pankratz

10. Adjournment
   a. Motion to Adjourn
   b. Meeting Adjourned at: 10:05am

Respectfully submitted,
Jamie Abrams
Staff Council Secretary/Treasurer