Staff Council General Meeting
December 09, 2020
9:00am
1) Call to Order
2) Roll Call
3) Colleen Dutton – Chief Human Resources Officer
4) Dr. Richard Benson – University President
5) Review of November 2020 Council Minutes
6) Committee Reports
   i) Executive Board (Naomi Emmett)
   ii) Attendance Report (Debbie Greszler)
   iii) Student Government (Sara Brennan and Rutendo Chando)
   iv) Benefits Committee (Jennifer Klunk)
   v) Communications Committee (Melanie O’Brien)
   vi) Fundraising Committee (Joey White-Swift)
   vii) Staff Development Committee (Fatema Syeda)
   viii) Secretary and Treasurer’s Report (Pax Abrams)
   ix) Faculty Senate (Dr. Ravi Prakash and Dr. Richard Scotch)
   x) Retiree Association (Sandee Goertzen)
7) University Committees
   i) Parking and Transportation (Nicole Elkins and Shelley Turner)
   ii) Campus Facilities (Jeannie Knott)
   iii) University Safety and Security (Melani Sherbet)
   iv) eForms (Michele Brown, Sabrina Martinez, Catherine Ranta, and Betsy Winter)
   v) Auxiliary Services Advisory (Pam McElrath)
   vi) IT Planning, and Policy (Dennis Guten)
   vii) HOP Committee (Naomi Emmett)
   viii) Student Fee Advisory Committee (Betsy Clarke and Edgar Miranda)
   ix) Committee for Support of Diversity and Equity (Carrilaine Schneckner, Daniel Hernandez, Alice Presti, Nora Hernandez, Melanie O’Brien, Aisha Evans, Molly Dickinson, and Melanie Chung-Sherman)
   xi) Academic Calendar Committee (Katrina Adams and Leah Mathison)
   xii) Information Security Advisory Committee (Vy Trang)
   xiii) University Sustainability Committee (Jan Gebhard)
   xiv) Wellness Committee (Sarah Meakin, Marie Schier, and Pinky Reyes)
   xv) Accessibility Committee (Dr. Richard Scotch and Phillip Roth)
8) Proposals
   i) **2020-25p**: All university committees have a staff co-chair if the committee has any impact on staff. (Executive Board)
   ii) **2020-28p**: District rep distribution needs to be monitored closely each year and staggering terms should be rebalanced as needed. (Executive Board)
   iii) **2021-001p**: UT Dallas Graduate Student Assembly be added to the Staff Council Agenda for updates. (Executive Board)

9) Suggestions

10) Continuing Business

11) Unfinished Business

12) New Business

13) Misc.

14) Reminders:

15) Staff Council Scholarships
   1. Next Deadline: March 1, 2021

16) CARE Awards
   1. Next Deadline: March 31, 2021

17) Adjournment

18) Next Meeting: 01/13/2021

19) Upcoming Guest Speakers:
   i) Amanda Rockow
UNAPPROVED MEETING MINUTES

These minutes are disseminated to provide information to the UTD Staff Council. They have not been approved by the body in question and, therefore; they are not official minutes.

UT DALLAS STAFF COUNCIL MEETING MINUTES
November 11, 2020: Microsoft Teams, 9:00 a.m.


ABSENT: Jasmine Johnson, Jeannie Knott, Pinky Reyes

GUESTS: Colleen Dutton, Brian Dourty, Annette Rogers, Dr. Richard Scotch, Rutendo Chando, Brooke Schafer, and Sandee Goertzen

CALL TO ORDER
Staff Council President Naomi Emmett called the meeting to order at 9:01 am.

ROLL CALL
A quorum was met.

1) GUEST SPEAKERS

Colleen Dutton, Chief Human Resources Officer
HR Campus Connection is in Teams as a resource for HR News and Updates. The code to join under ‘join a new team’ is: 4NSTAB6.

Return to campus updates: Continue to work remotely, or as directed by your supervisor. Complete daily health screenings, and follow safety protocols in place.

The Comet Cupboard needs: Non-perishable food, personal care, and household items. There is a ‘Shelf Stars’ drive in November, asking for: can openers and vegetable oil. Donations can be dropped in the HR box at the UTD Police Dept. lobby.

There have been some recent changes in HR Staffing. Norma Allen will be leaving UTD on November 6th. Other changes effective as of November 9th:
- Celeste Burnette – Interim Director of Employment and Compensation. Departments serviced will be reassigned within E&C, Benefits, and ER.
- Sylvia Smiley – Interim Employment and Compensation Specialist I.
- Ellen Ammons – Interim Director of Employee Relations and Talent Development.
• Terry Cartwright will be retiring in August 2021. Will continue to provide some programs until his retirement, but will have limited schedule and availability.
• Jillian McNally – Interim Talent Development Specialist II.
Remote work is still flexible for the Spring 2021 semester. Some employees may be asked to return to campus sooner than others, depending on department needs.
A PO Box address does not qualify as a residence address under the remote work guidelines. Working out-of-state must be pre-approved, and is required to be reported through Galaxy. Payroll tax and employment laws may impact those working out-of-state, as well as impacting benefits coverage.

The Employee Tuition Assistance form is now online via Galaxy. Also working on getting the Employee Appraisal forms online. Peoplesoft will be upgraded to Fluid, in Spring 2021.

Wellness Updates:
• Airrosti, Health at your Desk workshop is available on November 17, 1200pm-12:45pm.
• Financial wellness workshops available this week on November 12, 12:00-1:00pm, and on December 10, 12:00-1:00pm.
• The UTSW mobile mammography will be available by appointment, on: December 11, 8:00am-3:00pm between the Activity Center and SSA.

UTD Talent Development: The first session of ‘In the Know’ was a success! The next session is later today. There will also be an EQ Mind and Heart: Emotional Intelligence and Problem-Solving workshop, available on: November 18, 2020. You can sign-up in LEO.

Reading Roundup Team: Share book recommendations and see what other UTD Community members are reading. To join this team group, use code: XK2J8W4

**Brian Dourty, Associate Vice President and Chief Technology Officer**

Project Updates: Data Center Relocation and Telephony/E-mail Migration.
Physical assets will be relocated starting on: December 15, 2020, to reduce impacts. The telephony and E-mail migrations are in the final phases. All individual accounts have been migrated. What remains are: common-area phones and resource accounts. An Information Technology Forum will be held November 12, 9:00am-11:00am.

Information about the UTD Data center migration can be found at: https://utdallas.edu/oit/data-center-move/

2) MEETING MINUTES

Approval of October 14th Meeting Minutes
Motion to approve was made by Charles Vincent. Motion was seconded by Richy Innis, and the minutes were approved.
3) COMMITTEE REPORTS

EXECUTIVE BOARD (Naomi Emmett)
We will be reviewing three policies later in the meeting today.
Virtual ‘Coffee with the President’ meetings are being discussed for Spring and Summer.
The CARE Award nominees for Fall 2020, are being sent to the committee for review.

ATTENDANCE REPORT (Debbie Greszler)
Attendance has been doing very well for this year. Please remember to communicate with you committee chairs if you are unable to attend.

BENEFITS COMMITTEE (Jennifer Klunk)
The information for the Rick Dempsey Endowed Scholarship has been updated on the Staff Council website.
The selection for the Fall 2020 Staff Scholarship winners is wrapping up, and the recipients will be contacted in December.
The committee has been discussing Retirement as a point-of-interest, and are discussing having an event with HR and the Retiree’s Association.
The Spring 2021 Staff Scholarship application, that now includes the Rick Dempsey Endowed Scholarship, is active and will be open for applicants until March 01, 2021.

COMMUNICATIONS COMMITTEE (Melanie O’Brien)
The communications committee met last month. Our Solar Flare communication has gone out, and there will be a Sun Newsletter issue published in January.

FUNDRAISING COMMITTEE (Joey White-Swift)
A survey was sent out to the Staff Council, to get feedback on possible future events. Planning is currently underway.

STAFF DEVELOPMENT (Fatema Syeda)
The committee will be meeting tomorrow. They are hoping to have events available this year.

SECRETARY AND TREASURER’S REPORT (Pax Abrams)
The packing materials ordered to ship the CARE Awards for Spring 2020 to the winners have hit our accounts. The shipping charges will be on the next period.

FACULTY SENATE (Dr. Ravi Prakash and Dr. Richard Scotch)
Dr. Richard Scotch provided the Faculty Senate report. The senate had discussed COVID, as well as campus updates and how classes are progressing. A new doctoral program for Mid-Career Professionals was approved, and Terry Pankratz presented the budget information that had been shared with Staff Council. Discussion was also held on the results of a Faculty survey that had gone out previously.
STUDENT GOVERNMENT (Sara Brennen and Rutendo Chando)
The report was presented by Rutendo Chando, Student Government Vice President. Having a COVID Town Hall meeting on November 24th. Will have representatives from various departments and offices present to discuss the resources available. Student Government is also working on: increasing their Social Media engagement, hosting a Virtual Spirit Week, and creating a new virtual art space at the Student Union.

RETIREE ASSOCIATION (Sandee Goertzen)
The retiree association has not met. Everyone has been staying home.

4) UNIVERSITY COMMITTEES
   Auxiliary Services Committee (Pam McElrath)
   Report for the Auxiliary Services Committee was submitted via e-mail. Details below:
   - Follow Auxiliary Services on Social Media
     o Instagram: utdauxiliaryservices https://www.instagram.com/utdauxiliaryservices/?hl=en
     o Twitter: UTD AuxiliarySvs https://twitter.com/utdauxiliarysvs?lang=en
     o Facebook: UTDAuxiliaryServices https://www.facebook.com/UTDAuxiliaryServices/
   - Attached QR code will always have the current dining hours of operation:
     ![QR code for dining hours]
   - The Tech Store is having their Fall Sale: November 1-30 instead of one day this year https://store.hied.com/
   - Future Projects:
     o Dining Hall West refresh starting in the next month that will include cosmetic updates.
     o JSOM Market remodel due to the JSOM flood.
     o Jason’s Deli franchise in JSOM was not renewed, a decision about what retail option will go into that space hasn’t been finalized yet.

a. Sustainability Committee (Jan Gebhard)
The committee will meet next week and a report will be given next month.
5) CONTINUING BUSINESS

Proposals:

a. **2020-025p**: All university committees should have a staff co-chair if the committee has any impact on staff. (Executive Board)
   The Executive Board is working on this, and are currently gathering needed details and clarification.

b. **2020-028p**: District rep distribution needs to be monitored closely each year and staggering terms should be rebalanced as needed. (Executive Board)
   The last district representative needed, has been confirmed this morning for this ad-hoc committee.
   Committee members: Jennifer Klunk, Sivya Leventhal, Beverly Reed, Zahra Nourani, Charles Vincent, and Jeremy Ritchey.

c. **2021-001p**: UT Dallas Graduate Student Assembly to be added to the Staff Council Agenda for updates. (Executive Board)
   Joey White-Swift is currently gathering information on this.

6) NEW BUSINESS

Workers Compensation policy updates:
Updates have been approved by the Staff Council.

Academic Calendar Committee policy updates:
Updates have been approved by the Staff Council.

Wellness Committee policy updates:
Concern was raised that the Retirees were listed with Faculty in the policy, but stated that Staff Council nominates the Retiree representatives. Clarification is needed for these points. Approval review is tabled until more information is gathered.

ADJOURNMENT

Motion to adjourn was made by Charles Vincent and the motion was seconded by Jennifer Klunk. The meeting was adjourned at 10:18am.

Respectfully submitted,
Pax Abrams
STAFF COUNCIL SECRETARY/TREASURER
Treasury Report: Period 03, FY21

Closing month: November

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Staff Development Meeting
11/12/20
Attendees:
Michele Brown
Fatema Syeda
Helen Roth
Jan Gebhard
Elizabeth Hernandez
Sivya Leventhal
Web Pierce
Sharuhk Farooq
Vy Trang

Meeting Started at 11:34am

- Fall semester event
- Thank a Staff member
- Post thanks on fb
- Use same site as Naomi used for Rafael?
- Web P. idea, video clip to submit?
- Post collage and on FB of thank you notes?
- Qualtrics survey for thanking?
- Sharukh, use a google sheet for the thank you messages?
- Beverly already uses something for Thank a faculty member/TA.
- Qualtrics may be the easiest to use for this.
- Comm. needs to approve before this sent out.
- Questions for the survey?
- Fatema, Web, and Sharukh to work on survey.
- Working on questions for the survey.

Meeting Ended at 12:01pm
Agenda - Staff Council Fundraising Committee

November 18, 2020

Attendance – all members present Joey White-Swift, Richard Innis, Jeremy Ritchey, Vanessa Balderrama, Karen Garcia, Benjamin Piper, Pinky Reyes, Krystyna Stopyra, Heidi Kessell

Status Updates

Christmas plants (Pinky, Richie, Ben)
  Pinky: did some research and spoke with former fundraising chair David, then did not have any further time to pursue leads, as we have not been in contact with any nursery’s and maybe this is not the best idea as we are running out of time to make this work, there may be better ideas than to pursue this

  Richie: also did not have time this past month to pursue any leads

  Ben: will update the TEAMs chat to see if we have any leads on being able to make this work last minute yet this year – he is also willing to host the pick up if we do move forward for 2 days while he is at the Activity Center

  Wrap up: we will determine by Friday if we are in or out this year with Christmas plant sales

Virtual holiday baking (time sensitive - Richie, Jeremy)
  This was the top survey result and one we might want to pursue soon especially if we don’t do the plan sale. If we do then we can do a different cooking event later in the year.

  Richie has a Chartwells contact but he is at TCU and also a private chef contact, but we don’t know if either would be available, or free...

  Jeremy just seems genuinely willing to help with anything, but his unique talents seem to show that he would be most helpful in a technical role in our group maybe able to assist each team with a small aspect of their event rather than be the lead on one in particular.

  We also revisited meal prep and wondered if this was more of a wellness thing and why would people want to pay for it? It seems like there are lots of free opportunities to get wellness tips and such these days.

Staff council cookbook (Ben, Kyrsta)
  Ben had this idea and will lead the small group in exploring options and ideas to make this work. We plan to move forward with this idea, but it might not be feasible for it to be ready in January for some of the other ideas that were presented at the meeting.

  We discussed ideas about it being just recipes from staff Council member, but were not sure that was the best idea as we had a poor response to our survey. We think will target Staff
Council, use the Communications teams to reach the UTD community as well as our own contacts/word of mouth.

This is a great idea and the sub-group will work out the details and present deadlines to the TEAMS group for final approval via December “email meeting” if enough details are had by that time from the sub-group.

We discussed options of ePub, on demand print, and adobe or webpage access etc... sub-group will need to determine the best recommendations to the group.

Jeremy is willing to take on the task of formatting for whichever scenario is determined best if some special format is needed.

Calendar (time sensitive? – Joey, Krysta)

Joey had done some background work on prices and such. We would need to get this set up for pre-order to not print too many or print on demand if not cost prohibitive. The calendar would feature different areas from around campus. We would need the area’s approval to use the photos and to get photos from different areas.

Contacting Office of Administration (FED?) office might produce some stock photos of some key areas on campus they might be willing to let us use.

We discussed coming up with a general model of how to do an online event then we could just program it differently. We need to know the technical logistics of paying for, hosting/restricting access, and such to be successful in future planning. Maybe when they pay they can get a link in their auto reply, maybe not. We need these details to be able to plan future programs– (Joey and Jeremy )

Ben also seems to feel the most comfortable with MarketPlace. Joey will get the information on how it works in the Staff Council way and maybe Ben could lead that effort once Joey gets the details.

Mixology virtual class- (Vanessa, Karen, Heidi)

Vanessa reached out to Chartwells and did not hear back. She will follow up again in hopes we can have later in the Spring for a pre-summer fun virtual event. Karen and Heidi agreed to assist with this virtual event.

T-shirt fundraiser

A write in idea on the survey was to have a covid tshirt for staff with some catchy phrase or something. Concerns were same as some other items – would people want to pick up on campus would on demand printing price us out of any opportunity for profit.

We are trying to raise money but it seems hard in covid times. Perhaps best we assign function assignments to get some of these virtual ideas going and create the “shell/template” for future fundraisers?
Action Items for Next Month’s Meeting (December):

- Next Month’s meeting will be an “email meeting” that will consist of sending any updates you have to Joey, and he will compile them into notes that will be broadcast to the group. Beyond that any immediate needs can be sent out to the Teams Sub-Group.

- Work with small group to determine next steps for your fundraiser.
- Be prepared to update the group at the next meeting with progress made and resources needed.
- Check Teams in the next couple of days for minutes from Heidi to suggest corrections before the minutes are sent to Pax.

Regular meeting times resume in January, but keep in contact via chat so we can get things done. It is OK to chat and sub-groups meet outside the regular time for the group. Ask others for help as needed, but maybe more would move quickly in these smaller sub-groups.

Make sure to check your notification settings on the Fundraising Channel to stay in touch with the group: