CALL TO ORDER

Staff Council President Naomi Emmett called the meeting to order at 9:00 am.

GUEST SPEAKER

Ellen Ammons – Human Resources Group Manager

- HR website update has launched. It is easier to navigate, fresher and newer.
- Staff Scholarship link has been added to the HR tuition assistance page at the HR benefits page.
- Peoplesoft Fluid rolling out early March. Timesheets will look different, so a preview will be presented at the next HR Forum scheduled for March 3rd.
- Remote work arrangement guidelines will be previewed at the next HR Forum. The policy is still pending.
- Annual review season. Spreadsheets have been sent to division heads and Deans. The annual reviews are due May 31st.
• The search for the VP of Diversity, Equity and Inclusion has launched. Dean Adams is the chair. See https://www.utdallas.edu/execsearch/vp-diversity-equity-and-inclusion/ for more information about this search.
• Fatema Syeda is the Staff Council representative on this search committee.

RECOGNITION OF FALL 2020 SCHOLARSHIP WINNERS

• Lisa Adams
• Suzanne Shoda
• Cameron Woods
• Lena Uhing
• Julie Rooney
• Laura Goldstein
• Victoria Infinger
• Klarissa Perez
• Shirley Anderson

ROLL CALL
A quorum was met.

APPROVAL OF PREVIOUS MEETING MINUTES

Motion to approve the January 2021 meeting minutes was made by Richey Innis and was seconded by Charles Vincent. Vote was unanimous to approve. Minutes for January were approved.

ACKNOWLEDGEMENT OF STAFF COUNCIL REPRESENTATIVE CHANGES

• Jeremy Ritchey left UTD and this vacancy is now filled by David Richardson. David will be joining the Fundraising Committee.

• Marie Schier will leave UTD on 2/19/2021 and this vacancy will be filled by Melanie Sherbet. Melani will be joining the Staff Development Committee.

• Neil Gregerson has left UTD and Edgar Miranda has filled this vacancy. Edgar joined the Communications Committee.
COMMITTEE REPORTS

• EXECUTIVE BOARD (Naomi Emmett)
  
  Work on outstanding proposals, two will be presented at this meeting.
  
  Reviewing and revising website. Representatives asked to review the website and identify improvements.

• HOP Committee
  
  Bylaws changed to remove sending to UT System for approval. Office of the Attorney and then the UTD President, but not to UT System.
  
  Transfer of equipment policy change which will be reviewed by Staff Council today.

• ATTENDANCE REPORT (Debbie Greszler)
  
  Attendance is really good. New meeting link for the general meeting, please pass on to anyone that may want it. New link is on the website.

• BENEFITS COMMITTEE (Jennifer Klunk)
  
  Closing Spring 2021 scholarship applications on March 1st. Includes the Rick Dempsey scholarship for the first time which has an award of $500.

  Retirement presentation being worked on to be aligned with open enrollment this summer. It will be a walkthrough of ‘I want to retire, what do I do next?’.

• COMMUNICATIONS COMMITTEE (Melanie O’Brien)
  
  SUN will be out the end of this week.

• FUNDRAISING COMMITTEE (Joey White-Swift)
  
  Thanks to Heidi for overseeing the fundraising meeting this month. A cookbook is in the works for helping to raise funds. Look for the request to submit recipes to be included.

• STAFF DEVELOPMENT (Fatema Syeda)
  
  No updates.
• TREASURER’S REPORT (Naomi Emmett)
  
  Scholarships have been disbursed.
  No operating costs this past month.
  Working on new format of report.

STUDENT GOVERNMENT (Sara Brennen)
  
  Proposed moving the Love Jack in March to the North Mall.
  Homecoming happening this weekend with a virtual tailgate.
  Reviewed the ready education application and will have a demonstration next month.
  Elect Her seminar upcoming to encourage women to get involved.
  New senate will be in place in May.
  Considering making freshmen elections instead of appointments

FACULTY SENATE (Dr. Ravi Prakash)
  
  UT System cancelled the staff monetary awards for budget reasons. There was also movement to scrap the Regent’s Outstanding Teaching awards for budget reasons. The UT System Academy of Distinguished Teachers (made up of a subset past winners of the Regent’s Outstanding Teaching Award) made a passionate lobby for retaining this award and they were successful. The number of awards was decreased from 27 to 15 to help with the budget constraints. Maybe provides context for staff awards and encouragement for Staff Council to continue to push for reinstatement of the staff award.

  UT System has a new Vice Chancellor of Academic Affairs, Dr. Archie Holmes. Met with faculty to discuss the pandemic and intellectual property rights. Does the institution own the recordings that faculty make? Faculty is arguing that the custodian of the intellectual property is not the owner otherwise every library would be the owner of all the intellectual property in their collection.

  Academic Senate has been formalizing the representation of graduate students in various committees.

  The Academic Senate approved in a special meeting the President’s request for special grade handling for the Fall 2020 and Spring 2021 semesters.
Proposal is that Fall 2021 will return to in-person classes.

RETIREE ASSOCIATION (Sandee Goertzen)
The retiree association has donated $630 to the staff scholarships. They will be doing their first virtual meeting using Zoom.

UNIVERSITY WIDE COMMITTEES
- Electronic Forms and Administrative Efficiency (Cathie Ranta)
  Met last Friday. Reviewed the charge of the committee.
  Working on the Fluid interface.
- Information Technology, Planning, and Policy (Dennis Guten)
  Meeting tomorrow

CONTINUING BUSINESS
Proposals:
- **2020-025p:** All university committees should have a staff co-chair if the committee has any impact on staff. (Executive Board)
  Still working on this and plan to have a recommendation in April.
- **2020-028p:** District rep distribution needs to be monitored closely each year and staggering terms should be rebalanced as needed. (Executive Board)
  Michele Brown has replaced Jeremy Richey on this ad hoc committee. Still gathering building and occupancy information.
- **2021-001p:** UT Dallas Graduate Student Assembly to be added to the Staff Council Agenda for updates. (Executive Board)
  Recommendation proposed:
  *Due to our minimal impact, and in order to prevent setting a precedent that any student organization can have standing meeting privileges, the executive committee suggests that we vote to not allow them to be recognized in the same way that we would a member of the current campus governance. At some point in the future, when they are a separate entity and recognized as an independent governance body by the institution policy, then we would recommend they come back for a similar approval that we would consider at that time.*

Any organization can reach out to staff council any time they would like to be added to the agenda to provide an update they want to present to staff council.
Joey White-Swift motioned to accept the recommendation and Richey Innis seconded the motion.

The majority voted to approve this motion.

NEW BUSINESS

Suggestions:

- 2020-29s – Last year there was a lot of discussion about an additional staff award, can we get an update?

  Debbie Greszler motioned to not adopt but move this topic to old business to keep it on the agenda for providing regular updates. Charles Vincent seconded the motion. Majority voted to approve the motion.

  Clarifying question from Joey White-Swift as to if this was to be on the Staff Council general or Staff Council Executive agendas. Response was both.

- 2020-30s – As a vast majority of staff have been working remotely for a large part of 2020, I would like to know if the university will provide any support or guidance in filing taxes with write-offs for remote work or home office. Some people had to invest in additional resources or increase their personal bills by working from home. Can we get some help or a presentation from a tax professional?

  Motion to adopt and assign to the Benefits Committee made by Joey White-Swift and seconded by Charles Vincent. Majority voted to approve this motion.

  Presentation of new policy for Transfer of University Resources (Leigh Hausman and Greg Argueta)
  Staff council voted to approve the policy as presented.

REMINDERS

- Staff Council Scholarship applications due by March 1st.
- Spring 2021 Staff Council Care Awards nominations due by March 31st.
- Next Staff Council meeting is March 10, 2021.
- Guest presenters for the March Staff Council meeting are Sandee Goertzen and Peggy Attari to discuss the founding of Staff Council.

Staff Council Fall 2020 Award Ceremony was virtual. View the ceremony here: https://www.youtube.com/watch?v=MLITro9NDuQ&feature=youtu.be

Information Security website – lots of information for working safely from home while
using technology.  https://www.utdallas.edu/infosecurity/

The Office of Budget and Finance has a new Teams channel to stay informed, to the following link to learn more and sign up: https://finance.utdallas.edu/resources/get-involved/

Update requested on the Staff Council elections ad hoc committee. The election process has been documented and will be presented next month.

ADJOURNMENT

Motion to adjourn was made by Joey White-Swift and seconded by Charles Vincent, with no opposition. The meeting was adjourned at 10:23am.

Recording of meeting located at https://www.utdallas.edu/staffcouncil/news-and-events/meetings/meeting-videos-archive/