Staff Council General Meeting
November 11, 2020
9:00am
1) Call to Order
2) Roll Call
3) Colleen Dutton – Chief Human Resources Officer
4) Brian Dourty – Associate Vice President and Chief Technology Officer
5) Sandee Goertzen and Peggy Attari – Presenting information on the Retiree Association
6) Review of October 2020 Council Minutes
7) 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)
8) 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)
9) 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)

10) Suggestions
11) Continuing Business
12) Unfinished Business
13) New Business
   i) Academic Calendar policy review
   ii) Proposed policy changes for Workers Compensation
   iii) Campus Wellness Committee charge proposed changes

14) Misc.
15) Reminders:
16) Staff Council Scholarships
   1. Next Deadline: March 1, 2021
17) CARE Awards
   1. Next Deadline: March 31, 2021
18) Adjournment
19) Next Meeting: 12/09/2020
20) Upcoming Guest Speakers:
   i) TBD
STAFF COUNCIL

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.

October 14, 2020 9:00 AM – 11:00 AM

Roll Call


Absent: Jan Gebhard, Harrison Angel, Meredith Hamilton

Guests: Dr. Richard Scotch, Dr. Ravi Prakash, Colleen Dutton, Chief Larry Zacharias, Terry Pankratz, Rafael Martin, Sandee Goertzen, Brooke Schafer, and several others via Microsoft Teams.

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

Guest Speaker: Terry Pankratz – VP of Budget and Finance

For presentation slides, please see the uploaded meeting video: https://www.utdallas.edu/staffcouncil/news-and-events/meetings/meeting-videos-archive/

Spoke on:

FY2021 Revenue Update

1. Question: Is it a 2-year financial model? Have we adjusted to the new baseline, especially with the decrease in state funds we have?
   Model goes out about 4 years. 2-years we feel confident about, but it’s very difficult to predict years 3 and 4.
2. Question: Was there a penalty to use for debt deferment? Can we exercise this next year?
   There were no penalties for debt deferment. Our lender is UT System, which offers more flexibility. If we do this again? We may have the opportunity to do so.

3. Question: When will you have an answer on sweep returns?
   We are not doing anything with sweep returns. Should be no changes.

4. Question: With the NRUF funds (Natl. Research University Funds), they are usually a specific fund. When they are reallocated for a different use; we don’t usually do that, correct?
   That is not something we typically do. It was used to fund University priorities on a One-Time basis, to keep departments from taking further budget cuts.

Guest Speaker: Colleen Dutton – Chief Human Resources Officer

For presentation slides, please see: https://www.utdallas.edu/staffcouncil/news-and-events/meetings/

Spoke on:
- Consensual Relationships Training UTDBP3103

Guest Speaker: Larry Zacharias – Chief of Campus Police

For presentation slides, please see: https://www.utdallas.edu/staffcouncil/news-and-events/meetings/

Spoke on:
- UT Dallas Police Department had several awards Presented to Officers on October 01, 2020

Staff Council Pledge

Roberts Rules of Order

- Reviewed by the Council. Summary page has been shared with the members of Staff Council.
Review of September 2020 Minutes

1. Motion to accept Charles Vincent
2. Motion 2nd: Jennifer Klunk
   a. Passed

Committee Reports

Executive Board

Report given by: Naomi Emmett.

- Executive Board
  o Will be meeting the 4th week of the month.

- HOP Committee
  o Has not met yet.

- Minutes format
  o Looking at a new template for our minutes.

- Discussed Robert’s Rules of Order.

Per Rafael Martin: Abby Kratz is retiring and Tim Shaw will be the new chair of the HOP Committee.

Attendance

Report given by Debbie Greszler.

- Great! Starting a new year.

Benefits Committee

Report given by: Jennifer Klunk.

Benefits met last week.

- Drafted up an announcement for the Rick Dempsey scholarship.
- Changes for the website are going to the Executive Committee for final approval.
- Hoping to start sending out more information about the Rick Dempsey scholarship by next week.
**Fundraising Committee**

Report given by: Joey White-Swift

- Met and will be discussing ideas at the next meeting, including working around the complexities of Covid-19.

**Communications Committee**

Report given by: Melanie O’Brien

- First meeting will be tomorrow.
- If you have any ideas for content? Please email Melanie or Communications Committee members.

**Staff Development Committee**

Report given by: Fatema Syeda

- Will be meeting tomorrow.

**Administrative Assistant Report**

Report given by: Pax Abrams

- Only activity is on Period 1, which were boxes for mailing the Spring 2020 CARE Awards.

**Student Government**

Report given by: Rutendo Chando

- Have had a few meetings.
- Looking at new ideas and informing students of where they can vote in the upcoming election.
- Appointing reps to the University wide committees.
- Ad-hoc formed with Student Government, devoted to Diversity and Equity.

**Faculty Senate**

Report given by: Dr. Richard Scotch.

- October meeting for the Faculty Senate will be next week.
• PAC Working Group
  1. The Faculty Senate is represented in the Provost Academic Continuity working group. The working group is meeting Bi-Weekly, and also has representatives from Staff and Student organizations.
  2. Spring Semester
     • Suggested that it operate similarly to Fall of this year.
     • Allowing Faculty to choose a mode of operation and allowing students to choose the mode of class participation they are comfortable with. (In Person, Hybrid, or Virtual)

• Academic Senate
  o Received a recommendation from Committee on Committees, for staffing Faculty on various University committees.
  o Report has been received from the Provost that there have been no changes on Faculty for this year.
  o Will be voting on campus on Election Day, in the Visitors Center (Dallas Co.) and Callier (Collin Co.)

• Dean of Natural Sciences and Mathematics
  o Interviews are ongoing.
  o Hoping to have a decision by the end of the semester.

• National Faculty Advisory Council.
  o 2 senate members (Dr. Warren and Dr. Hefley) from UTD are reps at the National Council of Faculty Senates, a few weeks ago.

• Spring semester classes, as suggested by the Academic Calendar committee:
  o Will start on Jan 19 and end a week late. Last day of classes to be on May 8th.
  o Spring break: March 15th through 21st
  o No commencement this Fall

Retiree Association

Report given by: Sandee Goertzen

• Retirees have not met since February.
• Had elections and have new officers, will share more information later.
University-wide Committee Updates

IT Planning and Policy Committee

Report given by Dennis Guten, via email

Met on: Oct. 9, 2020

- Frank Feagans returned from long sick leave
- Too many databases that repeat data exist at the university
- Federated IT unit in OIT, other units have IT teams (24 at present)
- Strategic Needs of campus:
  - Survey of IT units over summer was done, federated IT meetings are beneficial & will continue
  - OIT focused on 6 big areas since Covid-19 started, big budget cut 25% to OIT overall, 8 open positions lost & 9 RIF lost
  - OIT proactive assisting individual faculty with technology, training classes being conducted
  - Information overload is a big problem, no central info site exists for university
  - Will resend survey for fall to catch people having tech issues, reaching out to individuals is something OIT will do
  - Want to figure out how to keep older employees at UTD that are finding the new tech too difficult to use
  - Develop training to get faculty up to speed quickly on how to teach with technology

Auxiliary Services

Report given by: Pam McElrath

- Meets for the first time on October 21. Should have an update for next month.

Proposals:

1. **2020-025p**: All university committees have a staff co-chair if the committee has any impact on staff. (Executive Board)
   a. Still investigating this, and will have an update next month.
2. **2020-028p**: District rep distribution needs to be monitored closely each year and staggering terms should be rebalanced as needed. (Executive Board)
   a. Would like to set up an ad-hoc. Jennifer Klunk from Executive Committee + 1 member from each district.
      i. If willing, please email: Pax, Naomi, and Debbie.
      ii. Deadline: Oct 21, 2020
3. **2020-029p:** There is talk of a UTD Police oversight committee. Is this a University Committee? (Communications)
   a. Communications Committee recommends retiring this, as it will be a University Committee.
      News Center article about this committee:
      i. Charles Vincent: Motions to retire this proposal.
      ii. 2nd by: Bryan Sherwood
          • Roll call vote taken, Passed
          • Proposal retired.

**Suggestions:**

**2021-001s:** I would like to suggest that the UT Dallas Graduate Student Assembly be added to the Staff Council Agenda for updates. They now have a standing spot on the Academic Senate Agenda and I think that it would be great for Staff Council to also give them space to provide information as well.

- Debbie Greszler: They are a student organization, and there are a large number of student organizations. Our agendas are already quite full and our meetings are open. Concerned about using our time wisely, that we have for our work.
- Rafael Martin: The GSA is being set up similar to Student Government, but for Graduate Students. Academic Senate has already considered, or will be considering adding their participation. I think this would be an appropriate parallel (to have them on Staff Council agenda)
  - Dr. Scotch: The Student Government represents the Undergraduates, and the Graduate Assembly represents the Graduate students.
  - Charles Vincent: Has this already been taken to the Executive Committee?
  - Debbie Greszler: This was looked at by the Executive Committee but we do not take actions before the Council has had discussion.
    - Jennifer Klunk: Do we need to adopt this or can we move forward?
    - Debbie Greszler: We need to adopt this to move forward.
    - Charles Vincent: We should reach out to them first and see if they want to send a Representative.
  - Charles Vincent: Motions to adopt and refer this to the Executive Committee for further research and report back.
    - Joey White-Swift: 2nd Motion
Per Vy Trang: Kara Peak is the President of the GSA.
  • Passed

Continuing Business

Staff Council Bylaws Review

Vote to accept the revisions as stated.

Charles Vincent: Motions to approve the revisions, to be sent to the HOP Committee for approval
  • Motion 2nd by: Richy Innis
  • Vote taken
    • Passed, will send the revised Bylaws to the HOP Committee for approval.

Sandee Goertzen, Staff Member of the Year guidelines review

Charles Vincent: Motions to accept the revised guidelines.
  • Motion 2nd by: Richy Innis
  • Vote taken
    • Passed, revised guidelines have been approved

New Business

Staff Council Recordings

Per Debbie Greszler: Last year we stopped recordings due to storage and lack of viewing. As we are now doing Teams, I would like to see them made available for viewing.
  • Joey White-Swift: Would this be something where they are in Microsoft Stream, and make available?
  • Debbie Greszler: Yes, but posting the link to the website.
    • Joey White-Swift: Will that incur any additional cost?
    • Debbie Greszler: No
  • Charles Vincent: Do we need to vote on this or we can just start it?
  • Bryan Sherwood: We are talking about making this available to anyone internal to UTD?
  • Debbie Greszler: Yes
    • Jennifer Klunk: Before we stopped, because it took too much time. Now, with Teams, it is much easier and faster to provide these recordings.
  • Joey White-Swift: Motions that recordings be provided.
Charles Vincent: 2nds the motion.
O Voting taken to having the recordings made available via Microsoft Stream to UTD-members only.
  i. Passed.
• Will release recordings via Teams link.
• Joey White-Swift: Does it make sense to split the presentation so the business and presentations are separate?
  o Pinky Reyes: Yes, that is possible.
  o Bryan Sherwood: If the reason we stopped was due to time consumption, then we shouldn’t take up time to split things apart.
    i. Jennifer Klunk: We can add timestamp notations to allow people to skip to specific spots. Also, would like to motion to extend the meeting.
    ii. Charles Vincent: 2nd to extend the meeting.

Motion to approve Sept. 2020 minutes
• Charles Vincent: Motions to approve the minutes
• 2nd by: Jennifer Klunk
  o Passed

Reminders
1. Scholarships Deadline:
   a. March 01, 2021
2. CARE Awards Deadline:
   a. Oct 31, 2020

Next month’s guest: Sandee Goertzen

Adjournment:
Meeting adjourned at: 11:04am

Respectfully recorded and submitted,
Pax Abrams
Admin Assistant, Staff Council
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Benefits Committee Meeting

Thursday, October 8, 10:00 am

Attending: Jennifer Klunk, Aaron Simpson, Michelle Rinehart, Jasmine Johnson, Zahra Nourani, Marita Yancey, Joy Camp, Jacqueline Schmitz

Absent: Harrison Angel, Meredith Hamilton

I. Website updates
   Changes approved

II. Fall Scholarship Applications
   Application just closed, process beginning now
   Remember to be consistent across applicants

III. Rick Dempsey Scholarship
   a. Review of application and process
   b. Communication Plan
      Flyer, Solar Flare, Intercom
      Zahra will create a draft article for announcement

IV. HR Updates – UT System and UTD topics
   Remember to check October paychecks
   Flu shot event was successful, limited to 500 participants

V. Benefits topics for this FY
   Jennifer is one of two UTD representatives to EAC (UT System Employee Advisory Council), will be working on UT System Telecommuting Policy updates
   Work/Life Balance good topic for this year considering remote work

VI. Did You Know suggestions – status and additional suggestions
   Discount program – any way to use remotely? Jennifer will check with SG
   Will preparation

VII. Reminders …
   Fall 2020 Scholarship application deadline October 1
   Fall 2020 CARE Award nomination deadline October 31
Agenda - Staff Council Fundraising Committee
September 24, 2020 - 09:00-10:00

Attendance

Absent: Krystyna Stopyra

Fundraising Idea Introduction and Group Brainstorming
Based on the ideas provided by each person, work to determine which ideas seem feasible and which ideas to be parked until a later date.

Ben:
- grocery store charity group
  - found out we already are does anyone know we are at Tom Thumb or Kroger
    - confirm still active and then re-share.
  - This idea came up a few times and seems like a good idea to check and remind people but isn’t likely a huge money maker as it has been in existence for some time.
- The supporter cookbook “What’s cooking at UTD 2003” – submit recipe and complied and pay to purchase, sent out or picked up. Used to be super popular.
  - Maybe on online cookbook – Jeremy
  - Maybe mix of videos and recipes and get access to it after pay
  - Maybe have it publish on demand through Amazon, can buy ebook or print and we’d get the royalties
- Parking pass – give X $ entered into a drawing to win a parking pass

Richie:
- Virtual paint night
- Virtual chef night
  - others also thought of this seems to be most common idea
  - Chef Gene left UTD
  - Richie will ask Chartwells if there is interest in the cooking class, if not he might know someone for a virtual cooking fundraiser
  - Or maybe we could use a staff council member
  - When would we want to do this?
    - Ben- maybe January for healthy food and tie to New Year’s resolutions
    - Maybe before the holidays for baking
    - Whenever the guest chef/cook is available
  - Maybe meal planning for a week/freezer meals
  - Or maybe what to do with leftovers
- Netflix night
- Virtual scavenger hunt
Vanessa:
- Mixology class- bartender -Chartwells
  - Will reach out to Chartwells to see if there is interest in virtual

Heidi:
- Virtual concert
  - Karaoke night- Richie
    - Concerns over how this might work?
    - Prerecorded then a watch party?
    - End of the year karaoke enough time to set up and have a watch party

Jeremy:
- Emails to Richardson businesses
- Staff talent show
  - Could also be prerecorded and a watch party
  - Pay to enter and pay to watch? Both or one or the other?

Pinky:
- Restaurant night
  - many live so far away
- Halloween / Easter baskets
- Holiday Plant sales
  - Concerns about picking up on campus
  - Could do a pick up off campus location
  - Last year it was pick up on this day at this time and caused some issues
    - Idea raised for a survey to see if demand and go from there

Karen:
- Virtual bike/run
- Virtual garage sale
- Virtual Bingo/game night

Joey:
- highlight things on campus – calendars
  - use print shop
  - Calendar has an expiration date what if they don’t sell/ pre-order?
    - Similar as the cookbooks we don’t have to have too many extra on hand if they don’t sell well

Survey – ask Pax to set up and send out including these ideas and also a blank write in slot.
- No objections to the survey idea. If we need to do it our selves Jeremy has some experience with Qualtrics
Opinion of all staff not just council.

- In the end we decided we wanted to send out a survey so we can focus on events that might be most popular. We will collect money through marketplace. Once we decide on our first event then we will get in touch with Melanie and Jeannie on communications committee to spread the word.

09:57 - Action Items for Next Month’s Meeting (November)

- Joey will reach out to see how to proceed with the survey about our ideas by emailing Pax.
- We will use TEAMs Fundraising group to keep in contact and try to move forward with one of the ideas as soon as possible.
- November meeting time will be updated and new calendar invite sent
Staff Development Committee

Attendance:

1. Fatema Syeda
2. Michele Brown
3. Beverly Reed
4. Web Pierce
5. Elizabeth Hernandez
6. Vy Trang
7. Marie Schier
8. Sivya Leventhal
9. Helen Roth
10. Shahrukh Farooq

- Meeting started at 10:03am
- Request for everyone to type here in chat for attendance.
- Michele will send minutes to committee before Pax for editing.
- Discussion of Callier site previous events.
- Discussion of previous events.
- Budget discussion led by Fatema.
- SC box.com folder
- Gift allowances discussion, possible waiver for virtual gift cards?
- Possible professional development events discussion.

Meeting ended at 10:33am