December 11, 2019

1. Roll Call
   
   **Present:** Pax (Jamie) Abrams, Debbie Greszler, Bryan Black Frankie Branham, Michele Brown, Joy Camp, Naomi Emmett, Jan Gebhard, Dennis Guten, Andy Helgeson, Elizabeth Hernandez, Richy Innis, Mara Jackson, Heidi Kessell, Jennifer Klunk, Melanie O’Brien, Ben Piper, Sadhona Pulukuri, Beverly Reed, Pinky Reyes, April Rice, David Richardson Michelle Rinehart, Helen Roth, Brooke Schafer, Marie Schier, Carrilaine Schneckner, Jackie Schmitz Melani Sherbet, Sally Skow, Fatema Syeda, Shelly Turner Vy Trang, Adrienne Wilson

   **Absent:** Alejandro Acero, Vanessa Balderrama, Shahrukh Farooq, Karen Garcia, Julian Murillo, Lynne Perler, Alice Presti, Sadhona Pulukuri, April Rice, Katie Robinson, Hieu (Heather) Ton

   **Guests:** Dr. Richard Scotch, Dr. Ravi Prakash, Colleen Dutton, Ayoub Mohammad, Hope Cory, Sandee Goertzen, Rafael Martin

2. Call to Order: Meeting called to order by Staff Council President, Brooke Schafer at 10:15am

3. Guest Speaker: Colleen Dutton – Chief Human Resources Officer
   
   a. No report given, Colleen will present at the January meeting.

4. Review of November 2019 Minutes
   
   a. Motion to accept, made by: Pinky Reyes
      
      i. Motion 2nd by: Frankie Branham
         
         1. Minutes Accepted

5. Committee Reports
   
   a. Executive Board (Brooke Schafer)
      
      i. Met last week.
a. Discussed the ad hoc committee for Staff Council Elections, and would like feedback.
b. Staff Council display case
   1. Has not been updated in some time, and is not all Staff Council items inside. Reaching out to the UTD Archivist to see if there is anything they want to keep.
   2. Discussing award recognition plaques as an alternative. Rafael supports this and we are trying to find a space.
      • Would list the CARE Award winner names from 2006-present.
c. Video Recordings
   1. The uploads have not been viewed. Per the statistics analysis (provided at end of packet) the longest viewing is 13 minutes. Would like to stop recording them. We will still be web-streaming the meetings for those not on campus, and will have the approved minutes.
      a. Can we still record them and not post them?
         Would like to have them kept for records purposes.
            i. Per Debbie Greszler: For storage, they could be stored in OIT.
            ii. Per David Richardson: I think it’s a good idea to keep them.
               1. Per Brooke Schafer: It’s a duplicate efforts issue, and nobody is accessing them. We are currently recording the minutes and posting the minutes. If the concern is the minutes not being detailed enough? That is a different issue.
               2. Per Ben Piper: There is not point in keeping them for records-sake. It’s a waste of resources and time that we could be using for other things. If we need to go back, there has to be another way.

a. Attendance Report (Debbie Greszler)
   i. Attendance is good and I am receiving copies of committee minutes. That helps.
   ii. Alternate list
      a. There is a pool of alternates for 2020 that did accept.
      b. We have 2 vacancies:
         1. Katie Robinson (District 5) – Alternate: Jeannie Knott
         2. April Rice (District 3) – Alternate: Rolando Medrano
i. Roll call vote to accept the pool of alternates and
the alternates to fill the 2 vacancies.

ii. Roll call vote: Passed

b. **Benefits Committee** (Jennifer Klunk)
   a. Scholarships
      a. Top applicants by scoring have been organized.
      b. Looking at how many we can award, would like to award
         10.
   b. Timeline proposal
      a. Benefits Committee has a written response drafted and
         would like to close that out today. Will share the drafted
         response later in the meeting.
      b. Also discussed a visual representation of the timeline.
         Will be discussing that with the Executive Board.
   c. Discussion on Lunch and Learn topics
      a. Will give that those suggested topics to Benefits and HR.
   d. Did You Know?
      a. Suggestions for articles have been sent to the
         Communications committee.
   e. EAP has several offerings for Staff.
      a. Joy compiled those to share.

c. **Communications Committee** (Carrilaine Schneckner)
   a. Solar Flare
      a. No Flare this month.
      b. Both the Flare and Sun will be out in January.
         i. If you are willing to be interviewed, please e-mail
            Pax.
   b. Kerry Miller spoke to the committee. Suggested the possibility of a
      survey
   c. FAQ Page
      a. Report given by Dennis Guten:
         i. Would like Staff Council to assist in putting it
            together. Will send out an e-mail form that will
            collect questions/answers/information.
         ii. Would like to try to get some of the common
             suggestions we get repeatedly at Staff Council,
             that people can go look up the answer.
      b. Airtable
         i. Spreadsheet software that will create the form for
            us. When someone sends a form in, it adds it to
            the spreadsheet.
         ii. Info will then go to Pax for compiling.
a. Fundraising Committee (Adrienne Wilson)
   1. Holiday plant sale
      a. Sold last year: 107
      b. Sold this year: 177
      c. Profit: $542.52
         i. Funds 2 scholarships

a. Staff Development Committee (Andy Helgeson)
   1. Staff Appreciation
      a. Working on the event for Callier
      b. January 8, 2020 is the Staff Council Meeting.
         i. Currently working with Callier to find an alternate.
            1. May 20, 2020 is the proposed date.
      c. Volunteers needed!

b. Secretary and Treasurer’s Report (Pax (Jamie) Abrams)
   i. Staff Council Operating Account
      | Beginning Balance: New Cost Center |
      | Net Revenue - Fiscal Year 2020      |                |
      | Net Expenses – Fiscal Year 2020     | $4,013.69      |
      | Net Transfers                       | $31,310.00     |
      | Encumbrances – SC AA Payroll        | No changes     |
      | **Current Available Balance: November 30, 2019** | $17,424.32   |

      ii. Staff Council Fundraising Account
      | Beginning Balance:                 | $12,062.98     |
      | Net Revenue – Fiscal Year 2020      |                |
      | Net Expenses – Fiscal Year 2020     | $1,517.50      |
      | FY20P4 – Garden Acre Growers (Holiday Plants) | $1,517.50 |
      | Net Transfers                       | $6,000.00      |
      | Funds moved to Endowments           |                |
      | Encumbrances                        |                |
      | **Current Available Balance: November 30, 2019** | $4,545.48 |

      iii. Staff Council Endowed Scholarship
      | Beginning Balance:                 | $1,477.67      |
      | Net Revenue – Fiscal Year 2020      |                |
      | FY20P3 – Quarterly Distribution     | $627.59        |
      | Net Expenses – Fiscal Year 2020     |                |
      | Net Transfers                       |                |
      | Encumbrances                        |                |
      | **Current Available Balance: November 30, 2019** | $2,105.26 |
      | Endowment Market Value: $54,289.82   |                |

      iv. Jody Nelsen Scholarship
<pre><code>  | Beginning Balance:                 | $892.40        |
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<td>Net Transfers</td>
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<td>Endowment Market Value : $ 42,363.47</td>
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<td>v. Staff Scholarship</td>
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<td>$25.00 – currently investigating, source unknown</td>
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<td>$256.97</td>
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c. **Faculty Senate** (Dr. Ravi Prakash)
   i. Met in November, and will meet again in January.
      a. Discussed the campus climate survey
         I. Senate has approved 2 Faculty members to work on the survey:
            a. Shilyh Warren – Arts and Humanities
            b. Gregg Dieckmann – Science and Mathematics
         b. Also discussed testing accommodations needs of students with the Office of Student Accessibility.
   ii. Change in leadership at the Texas Higher Education Coordinating Board: Raymond Paredes has stepped down, Hanson Keller will be taking his place.
   iii. The Coordinating Board has been approving various Fields of Study.
         a. Meta-majors have been discussed.
            I. Meta-majors have some courses in common with each other. UTD would like Meta-majors to replace Fields of Study, but this is still in process.

d. **Student Government** (Ayoub Mohammad and Hope Cory)
   i. Report given by: Hope Cory
      a. The last meeting of the semester was las week.
      b. Student Amenities have been updated.
         i. Student Government made an allocation
for new HDMI cables and cable locks.
  ii. Student Union charging cables also need updated, near Panda Express and the plinth.

c. Medical Emergency Response Workshop
  i. January 23, 2020
     1. CPR
     2. Overdose training
     3. Bleeding Control
     4. Etc...
     a. Available to Staff, Students, and Faculty

d. Art Initiative
  i. Would like to continue this. Currently forming a working committee involving several stakeholders across campus.

e. Suggestion Box
  i. Located in the Starbucks in the Student Union.
     1. Would like to add more boxes.
     2. Suggestions by e-mail are also accepted. Send suggestions to the Student Government inbox.

Motion to extend the meeting needed.
  a. Motion made by: Beverly Reed
  b. Motion 2nd by: Jennifer Klunk
     a. Meeting Extended

b. Retiree Association (Sandee Goertzen)
  i. Nothing to report.

University Committees
  a. Parking and Transportation (David Richardson Felicia Rivers)
     i. No report made
  b. Campus Facilities (Janice Gebhard)
     i. No report made
  c. University Safety and Security (Naomi Emmett)
     i. No report made
  d. eForms (Michele Brown, Debbie Buckner, DeAnn Hegi, Kelly Hanford)
     i. No report made
  e. IT Planning, and Policy (Dennis Guten)
     i. No report made
f. **Auxiliary Services Advisory** (Fatema Syeda)
   i. No report made

g. **HOP Committee** (Brooke Schafer)
   i. No report made

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

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

j. **Intellectual Property Advisory Committee** (Jay Silber)
   i. No report made

k. **Academic Calendar Committee** (Megan Gray-Hering and Sheila Rollerson)
   i. No report made

l. **Information Security Advisory Committee** (Daniel Calhoun)
   i. No report made

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

n. **Wellness Committee** (Pinky Reyes, Elena Galli, Marie Schier)
   i. No report made

o. **Accessibility Committee** (Dr. Richard Scotch and Pax Abrams)
   i. No report made

6. **Continuing Business**
   a. **Proposals**
      i. **2014-004p**: Executive Board is looking into an ombudsman for employees (Executive Board)
         1. Brooke Schafer – The ad hoc committee has been formed and will be meeting shortly.

      ii. **2019-46p**: Research the evolution of the SPN wellness center and what is to come; how it will affect Staff. (Staff Development)
         1. In process

      iii. **2020-005**: What is the timeline to receive a scholarship such as the Staff Council scholarship? (Benefits)
         1. Per Jennifer Klunk, the Benefits Committee drafted a response (see following):
            
            Scholarship applications are open for submission beginning once the previous semester deadline has passed and must be submitted by September 15 and February 15 for the fall and spring semesters, respectively. Once the applications are compiled and any identifying
information is redacted from the applications by the Staff Council administrative assistant and Benefits chairperson, the Benefits committee members will individually review the applications and rank them based upon a set of established guidelines. The chairperson does not rank the applications. The review process typically takes place from mid-March to mid-April (for spring semester applications) or mid-October to mid-November (for fall semester applications). Once the rankings are consolidated and a final review for accuracy is conducted by the committee (end of April-early May/end of Nov-early Dec before final exams), the Benefits chairperson will contact the scholarship recipients and request proof of grades. Upon verification of grades for scholarship recipients (in mid-May/mid-Dec), the chairperson will provide a list of awardees to the Staff Council President, Vice-President, and administrative assistant. At the end of May/December/early January, the Benefits chairperson will notify the recipients of their award including the specific scholarship type. Those who applied for a scholarship but were not awarded a scholarship will also be notified at this time. The administrative assistant will submit all necessary paperwork and confirm with the recipients they have received the disbursement. For recipients attending an outside institution, we ask for their assistance in communicating with the financial aid offices regarding their disbursement. Finally, the Staff Council President will invite scholarship recipients to a future General Staff Council meeting where they will be recognized.

a. Per Brooke Schafer: Motion to accept the response, and retire the proposal?
   i. Motion made by: David Richardson
   ii. Motion 2nd by: Richy Innis
      1. Retired

iv. 2020-007: suggest that Staff Council look into ways to improve processes that enhance customer service and data or form submissions. (Executive Board)
      1. Brooke Schafer - In process, welcoming of suggestions.

b. Suggestions
   a. 2020-012s: I’ve noticed someone has been putting baskets in the Women’s bathroom in my building with tampons and pads free to anyone who needs it. A note in the basket references #tampontax. I know some of the bathrooms have the dispensers where people pay a quarter for menstrual products and the gender center has some
available, but seeing the note made me think this might be something staff council could look at? Making free menstrual products more widely available on campus?

1. Per Brooke Schafer: This was discussed in the Executive Board meeting. It depends on the department, individual buildings and funds. Is there a motion, or further discussion?
   a. Motion to not adopt, made by: Helen Roth
   b. Motion 2nd by: Carrilaine Schneckner
   i. Not adopted

b. **2020-013s:** I would like to recommend that we don't award a staff scholarship to the same person 2 times in a row. Some people are awarded the scholarship year after year. I'm sure they're worthy, but others are, also.
   1. Motion to not adopt, made by: Andy Helgeson
   2. Motion 2nd by: Helen Roth
   a. Not adopted

7. Misc.

8. Unfinished Business
   a. **Ad Hoc Committee for Staff Council elections** – Volunteers are needed! If you are interested, please email Pax.

9. New Business

10. Reminders
    a. Staff Council Scholarships
        i. Deadline: February 15, 2020
    b. CARE Awards
        i. Next Deadline: March 31, 2020
    c. Coffee with the President
        i. March 5th date still has 5 seats open, please email Pax to RSVP

11. Upcoming Guest Speakers:
    a. Terry Pankratz, January 2020

12. Adjournment
    a. Motion to Adjourn
        i. Motion: Richy Innis
        ii. 2nd By: Vy Trang
        a. Meeting Adjourned at: 11:04am

Respectfully submitted by:
Pax Abrams
Staff Council Secretary/Treasurer
Staff Council general meeting videos
Statistics analysis: 2017-2019
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