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
  - Instagram: utdauxiliaryservices [https://www.instagram.com/utdauxiliaryservices](https://www.instagram.com/utdauxiliaryservices?hl=en)
  - Facebook: UTDAuxiliaryServices [https://www.facebook.com/UTDAuxiliaryServices/](https://www.facebook.com/UTDAuxiliaryServices/)
- Attached QR code will always have the current dining hours of operation:

  ![QR Code for Dining Hours](image)

- The Tech Store is having their Fall Sale: November 1-30 instead of one day this year [https://store.hied.com/](https://store.hied.com/)
- Future Projects:
  - Dining Hall West refresh starting in the next month that will include cosmetic updates.
  - JSOM Market remodel due to the JSOM flood.
  - 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