STAFF COUNCIL
APPROVED MEETING 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/](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/](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)
  o Dr. Scotch: The Student Government represents the Undergraduates, and the Graduate Assembly represents the Graduate students.
  o Charles Vincent: Has this already been taken to the Executive Committee?
  o 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.
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