STAFF COUNCIL GENERAL MEETING MINUTES
May 12, 2021 @9am


ABSENT: Keri Burns, Meredith Hamilton, Jasmine Johnson, Jeannie Knott, Krystyna Swindle

GUESTS: Colleen Dutton, Dr. Ravi Prakash, Ryan Short, Sandee Goertzen

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

GUEST SPEAKER:
Colleen Dutton – Chief Human Resources Officer

- Benefits Fair will be virtual this year and be held July 19th through July 21st.
- Benefits enrollment will open July 15th and run through July 31st.
- No information available yet if there will be premium increases.
- Reminder to please get your COVID vaccination.
- Effective May 1st, if you report you are vaccinated you can opt out of the daily health check and not wear a mask outdoors.
- Beginning June 1st, if an employee needs to quarantine due to COVID exposure or being symptomatic, they will need to use accrued leave. Supervisors may allow remote work option during COVID quarantine period.
- HR walk-in office hours will be 10am – 2pm M-F, beginning June 1st. Time sensitive or urgent matters will be addressed even without an appointment. All are encouraged to set
appointments which will be available 8am – 5pm M-F. In August meetings can be in person or Teams.

- Classified pay ranges will be increased by 3% effective September 1st.
- Campus climate survey goal is to be out next January or February. Third party will be leveraged for this survey. Focus will include diversity, inclusion and equity. Two staff council representatives are on this committee – Joy Camp and Jan Gebhard.
- Final interviews for VP of DEI completed. Hoping for an announcement by the end of the month.
- Promotions approved for FY21 be implemented for FY22 and do not have to be resubmitted.

NEW STAFF COUNCIL MEMBER

Welcome Don Proeschel. He replaces Allynn Delaney and will be joining the Communications Committee.

ROLL CALL

A quorum was met.

APPROVAL OF PREVIOUS MEETING MINUTES

Motion to approve the April 2021 meeting minutes was made by Charles Vincent with the addition of Heidi Kessell as absent and a spelling correction in the staff morale section. The motion was seconded by Richey Innis. Vote was unanimous to approve. Minutes for April were approved.

COMMITTEE REPORTS

- EXECUTIVE BOARD (Naomi Emmett)
  Discussed the elections and will be providing a recommendation for the imbalance of staggered terms.

  HOP Committee
  - Telecommuting being a topic discussed.

- ATTENDANCE REPORT (Debbie Greszler)
  Attendance continues to be good. Adding of Don fills any openings we had. Thank you for all your work and labor for standing committees and other university committees.

- BENEFITS COMMITTEE (Jennifer Klunk)
  Meeting next week.
  Finalizing the Spring 2021 scholarship applications.
  Looking to announce the recipients at the June meeting.
Reached out to Sandee Goertzen to have retirees participate in the upcoming Benefits Fair to discuss insights into retirement and have some retirees willing to participate.

- COMMUNICATIONS COMMITTEE (Melanie O’Brien)
  
  Next issue of the SUN coming out next month.
  Welcome to Don to the committee.

- STAFF DEVELOPMENT (Fatema Syeda)
  
  Resume and networking event is tomorrow at 11am and will be presented by Tom Kim from JSOM.
  All are invited to attend.

- FUNDRAISING COMMITTEE (Joey White-Swift)
  
  Thank you for those that have submitted recipes.
  Compiling and formatting will begin.
  Comet Giving Days is set up to accept donations to Staff Council scholarships.
  Please keep sending in recipes and invite others to also submit recipes.
  Pictures can be sent in later – send to staffcouncil@utdallas.edu.
  All Staff Council cookbook sales go directly to Staff Scholarships.
  Recipes of all food categories are being accepted.

- TREASURER’S REPORT (Naomi Emmett)
  
  A $300 amount is being investigated and findings will be brought to next month’s meeting.
  Staff Scholarships and CARE Award spending will be occurring next month.

STUDENT GOVERNMENT (Ryan Short)

Not in attendance.

FACULTY SENATE (Dr. Ravi Prakash)

Dr. Angela McNulty, colleague in Interdisciplinary Studies passed away over the weekend. This is very sad news.

Senate elections were held and seated all senators. Dr. Ravi Prakash continues in his second year of his term. Dr. Bill Hefley reelected secretary. Dr. Richard Scotch and Dr. Shilyh Warren were elected as vice speakers.

Senate approved the revised mission statement of the university that Dr. Benson put in front of the Academic Senate.
UT System meeting of Faculty Advisory Council. Proposal to create a COVID-19 legacy project on how this has impacted faculty work and recovery activity. Meeting ended with Dr. Murray Leaf being honored for his exemplary leadership in UT System Administration and Shared Governance.

Committees on Committees has been reconstituted. This committee identifies faculty to work on the various University wide committees. Staff representatives are submitted by Staff Council.

RETIREE ASSOCIATION (Sandee Goertzen)

No news to report.

UNIVERSITY WIDE COMMITTEES

- Safety and Security Council – Melanie O’Brien
  Domestic and international travel report forms now that include CDC guidelines available and need to be completed.
  Risk assessment forms are required for events.
  Campus fire network upgraded and fiber maps completed.
  Facilities resetting all classrooms to be at full capacity for Fall.
  Improved lighting and trees trimmed.
  Working on completion of pedestrian mall along Rutford.
  Barrier report form for accessibility is available.
  Working on drone operation policy for use on campus.

- Information Security Advisory Committee – Vy Trang
  Phishing email challenge has a failure rate of about 18% and is not meeting the goals of the effort. Discussing next steps.
  Discussed annual compliance training for how beneficial and useful it is.
  CrashPlan Code42 is available for laptop and desktop backups.
  Discussion on return to campus computer maintenance.
  DUO authentication – additional applications for use and eLearning was identified.

- Police Oversight Committee – Debra Greszler
  Quarterly report content was discussed as to information should be included and what information is available.
  Chief Zack has offered for committee members to do some ride-alongs to become educated on how the Police Department operates.

- Sustainability Committee – Jan Gebhard
  Update provided with the agenda.
BUSINESS

Proposals:
- **2020-028p**: District rep distribution needs to be monitored closely each year and staggering terms should be rebalanced as needed. (Executive Board)

  Recommendation:
  It is the recommendation of the Executive Board that this proposal be retired. The Executive Committee recommends the following to address the immediate imbalance for District 1: We recommend that three of the seven seats up for election for FY22, be one-year terms to re-stagger the term expirations for District 1.

  The Executive Board will be taking forward all the recommendations made by the ad hoc committee to address future imbalances and improvements across all districts in regards to both terms and Staff Council representation.

  As part of the work of the committee, it has been highlighted the necessity that elections and redistricting become part of the Executive Board’s regular focus throughout the fiscal year.

  The Executive Board wishes to extend a sincere thank you to all members of the ad hoc committee for their participation and time on this proposal. Their input and research have been and will be extremely beneficial for ongoing improvements around elections and districting for Staff Council.

  Motion to retire by Jennifer Klunk and seconded by Fatema Syed. Roll call vote was taken and recommendation passed.

- **2021-003p**: “Faculty are sent an Evaluation of Academic Administrators. Why is this not also sent to Staff for review? It seems that the all staff email list is not being included on pertinent email communications.” (Executive Board)

  Not yet discussed by the Executive Board. There is a policy for academic leaders for annual feedback (UTDBP1047).

Suggestions:
- **2021-005s**: The responses from the Parking and Transportation Office and its leaders at the HR Forum, Academic Senate meeting, Staff Council meeting, and other public forums have been disappointing and at times, dismissive. The excuse of "we have to pay for the debt and upkeep of the garages" is wearing thin and thanking those employees who elected/had to purchase a FY2020-21 permit is insulting. Once we pivoted to remote work, employees who were fortunate enough to be able to work remotely were NOT ALLOWED to be on campus so we COULD NOT use the parking permits that we purchased for the remainder of the academic year (March-August 2020). The institution decided to not refund the staff (and
(staff and faculty) any portion of the parking permit price although they did refund the students. Now that employees are being told to begin transitioning back to campus, we have to purchase parking permits again. Though the permits are prorated, why do we have to buy new permits when we never got to utilize our permits from last year? Permits are not cheap and with ALL the challenges we all have had to face this past year, the least UTD could do is not make us pay for parking. Why is the burden being placed on employees (staff and faculty) to pay for the maintenance and debt for the parking lots and garages? How does this help boost the morale of employees who are all overworked and burned out mentally and physically? I strongly suggest Staff Council write a resolution about the parking permit issue so more attention can be given to this issue and the resolution can be escalated to university leadership. Staff Council should use its collective voice to make university leadership understand the concerns that staff has and not just brush aside our concerns.

Motion made by Debra Greszler to adopt the suggestion and assign it to the Executive Board. Charles Vincent seconded the motion. Motion passed.

CONTINUING BUSINESS
   No update on the request for an ombudsman.

NEW BUSINESS
   None

REMINDERS
   Next Staff Council meeting is June 9, 2021.
   Comet Giving Day: May 26th – 27th.
   Begin discussing that Staff Council nominations will be opening June 1st.

ADJOURNMENT
   Motion to adjourn was made by Joey White-Swift and seconded by Charles Vincent, with no opposition. The meeting was adjourned at 10:41 am.

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