STAFF COUNCIL
APPROVED MEETING MINUTES

Sept 09, 2020 9:00 AM – 11:00 AM

Roll Call


Absent: Erin Wakefield

Guests: Dr. Richard Scotch, Dr. Ravi Prakash, Colleen Dutton, Pam Stanley, Dr. Meghna Sabharwal, Rafael Martin, Sandee Goertzen, Brooke Schafer, and several others via Microsoft Teams.

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

Guest Speaker: Colleen Dutton – Chief Human Resources Officer

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

Spoke on:

1. Return to campus
   a. Nothing has changed, still working remotely. On campus working depends on your unit, or school. Depends on the needs now with students back on campus.
   b. If returning to campus, be sure to follow all protocols: social distancing, masks, etc..
2. Remote Work Locations
a. Policy is under review. May not be possible for some positions.
b. Also depends on state laws, allowing out of state work. The Cabinet members are looking at many factors and will be deciding in the next couple month.

3. Immigration VISAs
a. Dept of Homeland determines your residential area.
b. UTD is considered the Greater DFW area.

4. Reduction in Force
a. Action as of 09/08: 52 total positions eliminated, and 58 Staff impacted
b. 2 reduced FTS and 4 were offered other positions. Some are still under review.

5. Employee Assistance Programs
a. Includes: counseling and work-life services
b. 24-hr access, remote sessions are available.
c. [www.dearoakseap.com](http://www.dearoakseap.com)
d. Resources for wellbeing: Live webinars
e. Posted on the HR website and on Intercom.
f. Help for students and student workers is available

6. Wellness Update
a. Flu Shot clinics: Oct 05 and Oct 06
b. [www.utdallas.edu/wellness](http://www.utdallas.edu/wellness)
c. Held in the HR Suite with social distancing practices. Must report at your appointed time and complete a daily health screening prior to your appointment.

7. Find out Fridays
a. Sept 11, 2020 at 10:00am
b. Discussing the following:
   i. Dispositioning of candidates and applicants in PA7. ii. Will be more of a strict requirement, so please attend.
   iii. Immigrations updates
   iv. Faculty Benefit Cancellations

8. Talent Development
a. Will resume Sept 14, 2020
b. Admin U
   i. Beat the 'Tigue (fatigue)
   ii. [https://www.utdallas.edu/hr/download/Live_Professional_Development_Opportunities.pdf](https://www.utdallas.edu/hr/download/Live_Professional_Development_Opportunities.pdf)
      1. Per Debbie Greszler: The courses were not in LEO?
         a. Will be by the end of the week
         b. Per Debbie Greszler: Per Jillian – 9am today
c. **Question: How do you sign up for Find out Fridays?**
   ii. Email: Nancy Joseph

**Guest Speaker: Pam Stanley – Director of Auxiliary Services**

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Spoke on:

i. Dining Hall West and Retail areas
   1. Major changes include:
   2. Removal and rearranging of seating.
   3. Adding plexiglass at every potential contact point

ii. New vending machines and options available, including:
   1. Comet card use for purchases
   2. Digital refunds for card purchases
   3. Masks and hand sanitizer available via vending machines

iii. Bookstore
   1. No shopping in textbook section, books will be ready by the time you get to the checkout
   2. Aisles set up to promote proper queuing and social distancing.
   3. Limiting number of people in the store at a time.
   4. Plexiglass installed and curbside pickup is available.
   5. New UTD apparel for fall, online and on campus

iv. **Question: Are meals provided for those in quarantine? Who is handling the quality?**
   1. Has been in place with housing. Breakfast Lunch and Dinner are delivered to Canyon Creek

**Guest Speaker: Rafael Martin – Chief of Staff**

Spoke on:

a. Update on campus:
   i. In very good health across campus, we have very few confirmed positive cases.
   ii. Remaining vigilant and following up with contract tracing of any cases and making sure any necessary testing and precautions are taken.

b. Police Oversight Committee
   i. In June, asked to convene a taskforce to look at the role between University Police and the University Community. Goal is increased transparency and trust.
1. Charge has been sent to: Academic Senate, Staff Council, and Student Government.

2. After Dr. Benson approves, will go to HOP to become actual policy.

3. Looked at several Universities, based our charge off UT Austin Oversight Committee Charge
   ii. Includes representation from: Faculty, Staff, Students and key administrators.
      1. Charged to meet at least 4x a year – 2 meetings must be open for everyone to attend.
      2. Were some concerns from the Non-Binary/Gender-neutral members of the UTD community. PD had reached out the Galerstien Gender Center and will be undergoing training.
   iii. Questions?
      1. **Question: What is the process to get this approved? What are the next steps to formalize this?**
         a. Per Brooke Schafer: As Staff Council we can make a motion to support this, since it has been reviewed within our body.
         b. Per Rafael Martin: Requires stakeholder review before becoming policy, including making a request if anyone thinks revisions are necessary.
         c. No discussion or revisions requested from the Staff Council.

**Guest Speaker: Dr. Meghna Sabharwal – Public and Nonprofit Management Program**

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**Review of August Minutes**

1. Motion to accept Charles Vincent
2. Motion 2nd: Keri Burns
   a. Passed

**Staff Council Elections, FY 2021:**

1. Staff Council President
   a. Nominee: Naomi Emmett
      i. Accepted
b. Floor Nomination: Charles Vincent, self-nominated
   i. Accepted
   1. Vote result: Naomi Emmett 1.

Staff Council Vice President:
  a. Nominee: Debbie Greszler
     i. Accepted
  b. Floor nominations: none
     1. Vote result: Debbie Greszler

Sandee Goertzen Staff Council Member of the Year Award
2020 Winner: Debbie Greszler

Committee Reports

Executive Board
Report given by: Brooke Schafer.

1. The Executive Board met with Academic Senate leadership to discuss the suggestion of Staff Co-Chairs on the University Wide Committees.
   a. To clarify: Academic Senate do not vote to approve Staff appointments to the committees. They only handle the Faculty side. The Staff appointments are made by the Staff Council President.
   b. The incoming Executive Board and Faculty Senate will look at each committee charge and see if there are specific committees that require a certain amount of Staff membership, or which committees would benefit from more Staff input.

2. Appointment Letters
   a. Still waiting on letters to go through the Provost’s Office. If you have been appointed, and notified of the appointment, you are on that committee. We are working hard to see what is going on with the letters.

Attendance
Report given by Debbie Greszler.

1. Great! Starting a new year.

Benefits Committee
Report given by: Jennifer Klunk.

1. Scholarships
   a. Deadline for Scholarships is the 1st.
   b. Now $300 instead of $250
   c. Info on the Staff Council website, or email: SCScholarships@utdallas.edu
Administrative Assistant Report

Report given by: Pax Abrams

1. Quarterly distributions have hit our accounts and a few donated gifts were received, which are much appreciated.

Faculty Senate

Report given by Dr. Richard Scotch.

1. Will be with us through fall, as Dr. Prakash has a schedule conflict.
2. Faculty Senate will meet next week
3. Academic Council met last week
   a. No reductions in Full-time Faculty, but there are a few retirees. Some cutbacks have happened in Part Time Faculty.
4. Calendar changes
   a. Classes will start on the Tues after MLK Jr Day (Jan 19th) and end right before Thanksgiving/
   b. Will have spring break and classes will continue a week later in May.
   c. New Spring 2021 calendar to be voted on: Sept. 16
   d. Per Senate meeting:
      i. Last day of classes Saturday: May 8
      ii. Exams end Saturday May: 15
      iii. Summer classes begin Wednesday: May 25
      iv. Spring Commencement date: still uncertain
5. National Council of Faculty Senates has been established.
   a. 2 reps will be from UTD
6. Ad-Hoc committee has been formed to see how Microsoft Teams works with classes
   a. Has not met yet
7. **Question: When will classes end in May?**
   a. Per Dr. Scotch: May 8th

Retirees

1. Per e-mail from Sandee Goertzen, the Retiree Association has not met since February.

Proposals:

1. **2020-025p:** All university committees have a staff co-chair if the committee has any impact on staff. (Executive Board)
a. Discussed previously

2. **2020-028p**: District rep distribution needs to be monitored closely each year and staggering terms should be rebalanced as needed. (Executive Board)
   a. Assigned to the Executive Board for further investigation.

3. **2020-029p**: There is talk of a UTD Police oversight committee. Is this a University Committee? (Communications)
   a. Discussed previously per Rafael

**Question: Shared Services coming to UTD, but they have no physical location. What district are they in?**

1. Per Collen Dutton: Budget and Finance is under Terry Pankratz
2. Per Rafael Martin: Scheduled to be in SPN2 but working remotely. Staff Council may want to discuss this.
3. Per Debbie Greszler: If there are ones without a list, they go to a bucket/general.

**Suggestions:**

1. **2020-30**: How will we get updates from the Living Our Values Taskforce?
   a. Per Rafael Martin: News Center going out with information on what they are doing. Will share more info as we get it.
   b. Charles Vincent: Motion to not adopt
   c. Richy Innis: 2nd
      i. Not Adopted

**Additional HR Updates**

1. Employee Resource Groups
   a. Dr. Benson has approved hours to use (2 per month), officers =4hrs a month paid time
   b. Regarding SS Taxes deferment: UTD will not be following that (it is employers’ choice)

**New Business:**

**Bylaws Review**

1. Brooke Schafer: Regarding the last updates, is there a motion to approve to move on to HOP?
   a. Jennifer Klunk: Motions to approve the amended bylaws
   b. Beverly Reed: 2nd
      i. Charles Vincent: Objection, lots of new people on Staff Council and may no longer have a quorum.
ii. Jennifer Klunk: Rescinds motion till new members can review the Bylaws.

iii. Brooke Schafer: Motions to table remaining so that the Staff Council can review?
    1. Charles Vincent: Motions
    2. Jennifer Klunk: 2nd
    3. Bylaws and Sandee Goertzen guidelines review postponed until October meeting.

Reminders:

1. Scholarships Deadline:
   a. Oct 1, 2020
2. CARE Awards Deadline:
   a. Oct 31, 2020

Next Speaker: Terry Pankratz

Adjournment:

1. Motion to adjourn: Charles Vincent
2. Motion 2nd by: Richy Innis
   a. Adjourned: 10:52am

Respectfully recorded and submitted,

Pax Abrams

Admin Assistant, Staff Council