1. Roll Call


Absent: Alejandro Acero, Shahrukh Farooq, Megan Grey-Hering, Rolando Medrano, Julian Murillo, Alice Presti, Sadhona Pulukuri, Jackie Schmitz, Fatema Syeda, Beverly Reed, Vy Trang

Guests: Jeremy Ritchey, Victoria Morales, Christina McGowan, Shawn Stewart, Janet Maltos, Dr. Richard Scotch, Dr. Ravi Prakash, Colleen Dutton, Sandee Goertzen, Rafael Martin, Melissa Ray, Marco Mendoza, JD Thomas, Pulin Bhatt, and Melinda Colby

1. Call to Order: Meeting called to order by Staff Council President, Brooke Schafer at 9:02am

2. Photo of Fall 2019 Scholarship Winners present:
   a. Jeremy Ritchey
   b. Victoria Morales
   c. Christina McGowan
   d. Shawn Stewart
   e. Janet Maltos

3. Fall 2019, Staff Scholarship Winners:
   a. Adam Boyle
   b. Tiffani Jantz Fox
   c. Autumn Howell
   d. Luis Arturo Silva Lozano
   e. Janet Maltos
   f. Christina McGowan
   g. Victoria Morales
   h. Jeremy Ritchey
   i. Katie Robinson
   j. Shawn Stuart
4. **Guest Speaker: Collen Dutton** – Chief Human Resources Officer
   a. Spoke on:
      i. Rolled out Crucial Conversations
      ii. BRIGHT Leaders
         1. 2nd Pilot Group
         2. Will be open to campus, need supervisor permission and will build it into the registration process
         3. Time commitment is 2 full days (Monday and Friday 9:00-4:30) With assignments in between
         4. Still getting info
   5. **Also available to Faculty?**
      
      • Yes, Crucial Conversations is, just requires supervisor approval.
   6. Cohorts still in pilot and delayed a bit before being fully rolled out.
   ii. Regarding suggestion, 2020-017s: Volunteering with Staff Council in the local community: Great idea, but cannot be allowed during work hours. Can use Vacation, Comp Time, or Personal Time but not part of a work assignment.
      1. **What about volunteering for UTD events?**
      • That is completely different, that is for UTD

5. **Guest Speaker: Marco Mendoza** – Senior Director of Compliance
   a. For presentation slides, See: Appendix A
   b. Spoke on:
      i. Title IX Initiatives
   a. Questions:
      ii. **When you were describing what to report, it's just what they disclose to us?**
      1. Just what they share. Do not ask for more detail. You can let them know up front that you are responsible to report. If they choose to not share the information? Let
them know that you are there to help and put them in contact with the Title IX Office or Counseling Center.

iii. What if you observe it but don’t interact but see harassment, do you report it?
   1. Yes, it’s considered 3rd Party Harassment

iv. What if you don’t know who it is?
   1. You still need to report it

v. Harassment vs attack, that you are not a part of?
   1. Yes, that could affect your ability to work; so report it.

vi. What if the incident is off campus?
   1. The policy covers an incident if it’s off-campus/sanctioned by UTD.

vii. What if you were talking to someone, they don’t really say something but start and then stop. What do you do in that instance? Should we report it as a possible situation?
   1. In a situation like that, you need to use your judgement. If they provide enough, then you need to report it.

viii. What about 2nd or 3rd party stories?
   1. If it’s within the scope of your employment, then report it.
      • 2 ways to report:
        • Online form or send an email.

ix. If you have questions before reporting, feel free to call the office.

6. Guest Speakers: Pulin Bhatt and Melinda Colby – OIT
   a. For presentation slides, See: Appendix B
   b. Spoke on:
      i. Teams is replacing Skype for Business
      ii. With some people in UTD and not, to create a meeting – does that go into TEAMS and create a meeting?
         1. It will create a meeting for teams, you have to click ‘add teams’
      iii. What if they don’t have it (Microsoft TEAMS)?
1. They can still dial in, or upload the stream.

iv. What about video?
1. That is included.

v. Will outlook automatically update?
1. It will be automatic. If not, please call

vi. If someone outside the University has TEAMS, can you chat with them?
1. You cannot add people outside UT Dallas.
   'TEAMS meetings; is different, and can add external as well as internal. Certain Universities we can federate with/chat (like UT System), and certain companies. Comes down to security protocols and in those cases? Yes

vii. Is the Advanced training already available?
1. The advanced training is on request basis at this time. Please email to request.

viii. Closed captions tool on TEAMS is very good! Also provides transcription as you speak.

ix. Does UTSW have this?
1. Most of the UT System schools are transitioning to it. Skype is phasing out entirely, and we are switching to TEAMS.

x. 2 questions

1. Burden of expense on a department?
   • We don’t know the financials are yet, based on the pilot a recommendation will be made.

2. What is the potential for failure with integration with this? If my computer is down, can I still use my phone?
   • Per Pulin Bhatt: Yes, Only applies with a headset. TEAMS needs to be on your cell phone.
   • Per Melinda Colby: Two brown bag sessions next week, given by Microsoft during lunch. In the
Center for Teaching learning room.
- Registration is open now and on the comet calendar if you’d like to sign up. Mon-Tue 12-1.

7. **Guest Speaker: Dr. JD Thomas** – Director of Academic Affairs and Provost
   a. For presentation slides, See: Appendix C
   b. Spoke on:
      i. New Student Engagement Board
         1. Mission
         2. Organizational Chart
         3. Primary goals
         4. New Student Engagement Fund
         5. Applicant Criteria
      ii. Is this totally student driven contained, or has faculty/staff?
         1. We are trying to create a student advisory group to pull more student voices into this.

8. **Guest Speaker: Melissa Ray** – Dir. Of Academic Affairs and Provost
   a. For presentation slides, See: Appendix D
   b. Spoke on:
      i. Assessment and Human Research Subjects webinar
         1. Webinar at the end of this month, online.
         2. Wed. Feb 26, 2020 from 2-3pm
         3. If you have any questions? Please e-mail, Melissa Ray

9. **Review of January Minutes**
   a. Motion to accept as amended: Carrilaine Schneckner
   b. 2nd: Lynne Perler
      i. Passed

10. **Retiree Association (Sandee Goertzen)**
    a. Would like to donate money for Scholarships, $650.00
    b. Friday is Valentine’s Day, and we are having a luncheon on campus. Dennis Kratz will be speaking.
10. Benefits Committee (Jennifer Klunk)
   a. Fall 2019 Scholarship recipients were recognized today.
   b. Deadline for Spring 2020 is Feb 15.
   c. Explore Engineering Day is Saturday, and volunteers are still needed.
   d. Updates to the Scholarship website will be made after the Spring deadline has passed.

11. Communications Committee (Carrilaine Schneckner)
   a. Flare will go out this month.
      i. If you have any new information/photos to share, please email Pax or the Staff Council email.
   b. If there is anyone you’d like to see an interview done with? Please email Pax.

12. EAC Update (Naomi Emmett)
   a. Met in January 28-30th, at UT Austin at UT System.
   b. Staff Councils at other Schools, are renaming themselves as ‘Staff Senate’, and rebranding to be in line with Faculty Senate.
   c. UT Medical Branch in Galveston updated us, that the Galveston National Labs are ready to handle Coronavirus.
   d. UT System spoke: The army futures command read a memo, regarding diversity and inclusion. The EAC members will send it out when it is received/made public.
   e. Michael Heddingsworth spoke – 635 sworn police officers in UT System, receiving over 1M calls over the year. Average = 3,000 arrests and 80% of the arrests have no affiliations with the schools.
      1. Main concerns: Persistent threat of an active shooter, suicides/Attempts, alcohol abuse, sexual assaults, social media attacks, and terrorism.
      2. Per Rafael Martin: College campuses are statistically one of the safest places in the Country. However, safety is taken very seriously on Campus.
   f. ADEIL
      i. Working on a white paper to have to the Board of Regents by the end of May. Getting the metrics on women in leadership, of AVP and above.
   g. Rooney Law, trying to also push that down to the Director level.
h. International Women’s Day
   i. March 8th, 2020
   ii. #EachforEqual
i. Also met with the Faculty Senate

13. Wellness Committee (Pinky Reyes)
   a. Email will be going out with a compiled list of all upcoming events.
   b. Heart Walk was lead by Rafael Martin this year.
   c. There was concern for students with early 7am classes not being
      able to get breakfast. Dining Hall West is now open earlier so
      students can get breakfast before early classes.
   d. Next meeting is next week, Tuesday at 2:30pm.

14. HOP (Brooke Schafer)
   a. Bylaws with updates were submitted.
   b. Request to increase hours allotted for Staff Council was submitted
      with the updates.
      i. We were asked to benchmark the hours across the other
         schools.
      ii. Many had the caveat that the hours are in addition to meetings.
      iii. Gathering more information from other schools.
   c. There was also an addition of information regarding the EAC (to the
      Bylaws). It was not in our Bylaws before, so the question was raised
      at the HOP Committee as to why it was included in our Bylaws
      update.
      i. Gathering all the information together right now. It was added
         in to make sure that we have a streamlined process, regarding
         a vetting process to those suggested to the President on who
         should serve at the EAC.
      ii. Will keep everyone posted on updates.

15. Faculty Senate – Dr. Scotch
   a. Not much new activity.
   b. Continuing to adjust catalog and academic policies.
   c. Discussions on Free Speech with Student Affairs, and the University
      Attorney.
   d. Discussion was held on policy regarding cancelling classes, and
      notice.
   e. Also a discussion at the next meeting about the implications of a
      lawsuit between Harvard v National Association of the Deaf. Which
may require UT System to provide further Accessibility to those with Visual and Hearing impairments.

f. Dr. Prakash and Dr. Scotch went to Faculty Advisory Council and met with the EAC

g. Fac. Advisory Council met with new Commissioner of Higher Education, hoping for more flexibility with policies coming out of the coordinating board.

h. Discussion on leave policies for Staff/Faculty, will be making recommendations to the Board of Regents.

i. Discussion also held on the selection of Presidents of Universities.

16. **Student Government** (Ayoub Mohammed and Hope Corey)
   a. Absent, no report made

17. **Proposals:**
   a. **2014-004p**: Executive Board is looking into an ombudsman for employees
      i. Ad Hoc met on Tuesday. Looking at the other institutions and seeing what they are doing. Inside and outside UT System.
   b. **2019-46p**: Research the evolution of the SPN wellness center and what is to come; how it will affect Staff. (Staff Development)
      i. In Process
   c. **2020-007p**: suggest that Staff Council look into ways to improve processes that enhance customer service and data or form submissions. (Executive Board)
      i. In process. If you see where when can improve? Please email StaffCouncil@utdallas.edu.

18. **Suggestions:**
   a. **2020-014s**: I would like to suggest placing a stop sign at the southeast corner of SPN, at the intersection of the drive that runs along the south edge of the building, and the parking lot that runs along the back of the building and straight out to Synergy Park Blvd. I suggest that the stop sign be placed facing the cars that drive along the south end of the building and need to turn right into the drive that exits onto Synergy park. I have almost been hit on numerous occasions by cars and Comet carts, which are turning right without looking and yielding to the traffic driving straight through the back parking lot to the exit onto Synergy Park. Thank you for your consideration of this suggestion.
      i. Was forwarded to Dr. Jamison and Chief Zacharias.
1. Placing a stop sign is something that the owner of the SPN building needs to provide approval for. The concern is currently being discussed with their management, in an effort to support and manage traffic safety around their property.
   a. Motion to retire: Lynne Perler
   b. Motion 2nd by: Helen Roth
      i. Retired

d. **2020-016s:** On Friday, Jan. 10, I went to get lunch at the Student Union & there were no dining options. On the way back to my office, I spoke with several other people who expected to be able to get food, only to find nothing open. At least one Student Union food vendor needs to be open to serve lunch, even if classes aren't in session.
      i. Was forwarded to Pam Stanley, Intercession hours found at Social Media and Auxiliary Services, as well as the app:
      ii. Per Rafael Martin - Would it be helpful for Dining Services to send out and update? Will ask that they send them out
      iii. Per Melani Sherbet: You can sign up for the updates to be sent to you.
      iv. Per Pinky Reyes: When they advertise, it would be nice to know what restaurants are open for robot delivery.
         1. Motion: Not adopt Andy Helgeson
         2. Motion 2nd by: Richy Innis
         c. Not adopted

b. **2020-017s:** Are there any opportunities to volunteer with Staff Council in our local community? I think it would be great if there was an organized effort at least 1-2 times per year that staff could sign up to participate in (e.g. collaborate with Office of Student Volunteerism, Habitat for Humanity, North Texas Food Bank, etc.).
   i. Addressed earlier in the meeting by Colleen Dutton.

c. **2020-018s:** In trying to leave work around 5pm, there is a long line of vehicles building up in PS4 and the 4-way stop intersection of Franklin Jenifer/Drive H. Is there anything Parking and Transportation is looking into doing to address this? There is a second entrance to PS4 onto Franklin Jenifer that would be ideal as a second exit (if not entrance), but it is blocked last I checked. Any chance this will get
opened up to relieve the congestion? With many choosing to turn left from the exit, people who want to exit right are stuck. I contacted Parking directly, and they indicated this was a campus police issue, but the more attention that can be brought to this the better.

i. Was forwarded to Chief Zacharias and Dr. Jamison, have not received a response.

1. Per Rafael Martin: We have a meeting today at 2:00pm with the City of Richardson. Will probably continue to be an issue, but we are working on it.

2. Per Lynne Perler: This is also a problem in emergency situations on campus.

a. Per Rafael Martin: Richardson Fire and Police are also present, when an emergency happens? Emergency vehicles can go where they need

b. Per Lynne Perler: What about an evacuation?

i. Per Rafael Martin: In an emergency situation like that? Every road (even one-way) will be an Exit. Police will be present to direct traffic. Also looking at more traffic lights, even on campus.

1. Motion to not adopt:
   Noami Emmett

2. Motion 2nd by: Richy Innis
   a. Not adopted

19. New Business

i. Scholarship
   1. Staff Council executive board discussed increasing the amount due to additional cost of classes.

ii. Staff Award Ad Hoc
   1. Need Volunteers/create
      a. Motion to accept: Jennifer Klunk
      b. Motion 2nd: Ben Piper
      c. Abstain: Helen Roth
         i. Ad Hoc Committee will be formed

iii. Bylaws
   1. Discussed earlier in HOP Committee report

iv. Staff Council Survey
1. Discussing sending out our own survey, to staff council members for feedback.

v. Financial Report:
   1. New look!
   2. More up-to-date information than previous source.
      a. Per Lynne Perler: Would like to see them broken down/more specific on the expenses.

vi. Staff Council Elections Committee – Per Bylaws we need to have the committee by Feb. Chaired by Pax.
   1. Email Pax if interested if serving on the committee
   2. Deadline: End of February

vii. Upcoming Speaker: Chief Zacharias

viii. Reminders:
   1. Coffee with the President: March 5th, 2020.
   2. Four seats are still available.

ix. Adjournment
   1. Motion: Richy Innis
   2. Motion: 2nd by: Lynne Perler
      a. Adjourned: 10.42am

Respectfully recorded and submitted,
Pax Abrams
Staff Council Admin. Assistant
Sexual Misconduct Policy

• It is the responsibility of every supervisor, administrator, and University official to promptly report potential incidents of discrimination and harassment to ICET.

• Responsible Employees include all administrators, faculty, supervisory staff, resident life directors and advisors, and graduate teaching assistants, except any employee with confidentiality obligations.

• Every member of the UTD community is encouraged to report incidents of discrimination, harassment, or sexual misconduct.
Senate Bill (SB 212)

• Every State of Texas employee, who works in higher education, must report to the Title IX Coordinator information reasonably believed to be:
  • Sexual Harassment,
  • Dating violence,
  • Stalking, and
  • Sexual assault.

• Reporting is NOT required if you receive a disclosure at a public awareness event sponsored by UT Dallas or a student organization (speakers reflecting on personal experience).

• This mandatory reporting obligation applies to all employees, except:
  • victims of the offense,
  • designated Confidential Employees (Counseling & Health Center providers), and
  • individuals whose employment is conditioned upon student status (such as student workers).
Confidential Employee

Employees designated by UT Dallas as persons with whom students may speak confidentially concerning

- Sexual Harassment,
- Sexual Assault,
- Dating Violence,
- Stalking,
- or who receive information regarding such an incident under circumstances that render the employee's communications confidential or privileged under other law (such as licensed counselors or medical doctors working with patients).

SB 212 requires Confidential Employees report only the type of incident reported to the Title IX Coordinator and may not include any information that would violate a student's expectation of privacy.
Responsible Employee Reporting Requirements

Responsible Employee Report

- Required information
  - all information concerning the incident known to the reporting person that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.

- Submit Report to:
  
  https://www.utdallas.edu/institutional-initiatives/title-ix/complaints/

- Email: TitleIXCoordinator@utdallas.edu
Failure to Report

- If an employee fails to make a required report or makes a false report, the law requires that the employee be terminated.

- Individuals who are required to report
  - Sexual Harassment,
  - Sexual Assault,
  - Dating Violence,
  - or Stalking,

- and who knowingly fail to make the report or who with the intent to harm or deceive knowingly make a false report commit a Class B Misdemeanor. Further, it is a Class A Misdemeanor if it is shown during the criminal trial of the Class B Misdemeanor offense that the employee deliberately tried to conceal the incident that was required to be reported to the Title IX Coordinator or a Deputy Title IX Coordinator.
Responsible Employees: Duty to Inform

- Responsible Employees should make every effort to ensure that students and other employees understand:

  - The Responsible Employee’s obligation to report all information regarding possible sexual misconduct, including names of individuals involved to the Title IX Coordinator;

  - A complainant’s option to request that the school maintain his or her confidentiality; and

  - The option to share information confidentially with confidential resources such as a counselor or healthcare professional.
Scripts

Responsible Employee:

• “It is necessary for me to inform you that I have been designated as a Responsible Employee at UT Dallas. This means that I will have to share this information with the Title IX Coordinator. It is essential for the university to provide the support you need to be safe from harm. Please know that this information will be shared only on a need to know basis and that I am here to help.”

• “I appreciate your willingness to share this information with me. Please know that I am here to help in any way that I can. If you would like to seek assistance from the University, I will help you connect with the Title IX Coordinator, so they can advise you of rights and resources related to this matter. It is important you understand that while your privacy is important, I cannot promise to keep what you share with me confidential. If you are still comfortable speaking with me, I am here to listen. If not, please let me help you connect with the University’s confidential resource at the Counseling Center. Above all, please know that the University takes this matter seriously and wants to help.”
UTDBP3105 – Protection from Retaliation

- Retaliation against any person bringing a discrimination complaint, participating in an investigation or disciplinary process of such a complaint, or opposing any unlawful practice violates University policy and is illegal.
Institution Obligations

Not less than once every three months, the Title IX coordinator of a postsecondary educational institution shall submit to the institution's chief executive officer a written report on the reports received under Section 51.252, including information regarding:

- the investigation of those reports;
- the disposition, if any, of any disciplinary processes arising from those reports; and
- the reports for which the institution determined not to initiate a disciplinary process, if any.

At least once during each fall or spring semester, the chief executive officer of a postsecondary educational institution shall submit to the institution's governing body and post on the institution's website a report concerning the reports received under Section 51.252.

The report:

- may not identify any person; and
- must include:
  - the number of reports received,
  - the number of investigations conducted as a result of those reports;
  - the disposition, if any, of any disciplinary processes arising from those reports;
  - the number of those reports for which the institution determined not to initiate a disciplinary process, if any;
  - and any disciplinary actions taken under Section 51.255.
Contacts in the Case of Sexual Misconduct

• Marco Mendoza, *Title IX Coordinator*
  TitleIXCoordinator@utdallas.edu or 972-883-2306

• UTD Police
  911 or 972-883-2222 (nonemergency)

• For additional resources, visit: utdallas.edu/institutional-initiatives/title-ix/resources/.

**Confidential Resources:**

• UTD Student Counseling Center
  972-883-2575
  After hours helpline: 972-UTD-TALK (883-8255)

• UTD Student Health Center
  972-883-2747

• Employee Assistance Program (EAP)
  214-648-5330

• Dallas Area Rape Crisis Center
  24-hour crisis hotline: 972-641-7273

• Turning Point Rape Crisis Center
  24-hour crisis hotline: 1-800-886-7273
Questions?

Marco Mendoza, Senior Director of Institutional Equity and Title IX Coordinator

Email:
Sexual Misconduct: TitleIXCoordinator@utdallas.edu
Nondiscrimination: InstitutionalEquity@utdallas.edu
Accessibility: ADACoordinator@utdallas.edu

Location: Synergy Park North (SPN), Ste. 2.720

Web: https://www.utdallas.edu/institutional-initiatives/

SB212: https://legiscan.com/TX/text/SB212/id/2025353
Appendix B
Teams Update

Pulin Bhatt, Director
Melinda Colby, Senior Director
Microsoft Teams Telephony

Upcoming Milestones:
• February 2020: OIT begins piloting Teams telephony
• March 16, 2020: UTD upgrade to Microsoft Teams (deprecating Skype For Business)
• Late March: Engage Early Adopters to begin Teams Telephony migration
• In the works – Migrating UTD employee emails from UTD servers to Microsoft Exchange Online (cloud based)

• Questions: pbhatt@utdallas.edu
Skype For Business Upgrade to Teams UTD Upgrade Day – March 16th

What’s Happening?
• You have Teams now – Please start using it
• Sign-In to Skype For Business (S4B) at UTD will redirect to Teams
• S4B Meetings will remain in S4B until re-scheduled in Teams
• Previous S4B Conversations will stay in Outlook folder
• No impact to Skype personal app (non-business client)

Benefits
• Persistent Chat – Take chats with you!
• Enhanced Collaboration Features
• Improved Meeting Experience
• Improved Mobile Experience (iOS and Android)

Training is available now! Register at o365.utdallas.edu.
OIT Pilot of Teams Telephony

What’s Happening?
• Phone numbers for OIT staff will be moved to Teams and will ring in the client and on Teams-enabled phones/headsets
• Pilot users will be provided with a Teams-enabled phone or headsets and asked to provide feedback
• Call Quality Data will be monitored during this pilot

Benefits
• Consolidated interface for IM, Phone, Collaboration
• Better 911 Compliance & Dispatch Accuracy
• Duo Protection on Email & IM
New Student Engagement Board

The New Student Engagement Board (NSEB) exists to improve communication and facilitate collaboration between UT Dallas’ administrative offices and academic units so as to foster a culture of success for all new Comets.
NSEB’s primary organizational goals include:

- **Improving communication** across UT Dallas by bringing together stakeholders from the university’s administrative offices and Schools.
- **Sharing information** about programs, events, or opportunities that may increase new students’ involvement and sense of belonging.
- **Developing proposals, projects, or other initiatives** that have the potential to enhance the new student experience.
- **Maximizing university resources** and preventing duplications of effort or internal competition across campus.
New Student Engagement Fund

Funded by a University of Texas System grant, the New Student Engagement Fund is a new initiative that aims to increase student involvement and sense of belonging at UT Dallas.

NSEB will grant up to $30,000 in awards during the 2019-2020 fiscal year. Typical awards will range from $1,000 to $5,000, although exceptions may be permitted on a case-by-case basis. Projects must promote collaboration between units.
Four Steps:

• Stakeholder Discussions
• Group Chair Review
• Application Submission
• Leadership Team Review
NSEF applications must:

- be approved in advance by the Chair(s) of an NSEB Group.
- be submitted by a member of an NSEB Group.
- have a project lead (or team) in place to oversee the process and report out on results.

[https://eforms.utdallas.edu/orbit-nsef-application](https://eforms.utdallas.edu/orbit-nsef-application)
Appendix D
In collaboration with the Office of Assessment, the Office of Research is holding a webinar entitled, Assessment and Human Subjects Research: When does Assessment Cross Over to Research on Wednesday, February 26 from 2:00 -3:00 pm.

This webinar will provide an overview of the similarities and differences between program assessment and research and a brief introduction to the Institutional Review Board (IRB) application process for staff and/or faculty who are interested in conducting research with UT Dallas students. We recommend this webinar to staff and/or faculty who participate in program assessment, as well as faculty/staff who are interested in doing research on teaching and learning.

Meeting number (access code): 923 411 674
Meeting password: jN92peXX