July 08, 2020

1. Roll Call
   **Present:** Pax Abrams, Vanessa Balderrama, Frankie Branham, Michele Brown, Joy Camp, Naomi Emmett, Shahrukh Farooq, Karen Garcia, Jan Gebhard, Debbie Greszler, Dennis Guten, Andy Helgeson, Elizabeth Hernandez, Richy Innis, Heidi Kessell, Jennifer Klunk, Jeannie Knott, Melanie O’Brien, Mara Jackson, Ben Piper, Lynne Perler, Alice Presti, Sadhana Pulukuri, Beverly Reed, Pinky Reyes, David Richardson, Michelle Rinehart, Helen Roth, Brooke Schafer, Marie Schier, Carrilaine Schneckner, Jackie Schmitz, Fatema Syeda, Vy Trang Melani Sherbet, Aaron Simpson, Sally Skow, Shelly Turner, Hieu (Heather) Ton, Charles Vincent,

   **Absent:** Rolando Medrano, Harrison Angel

   **Guests:** Dr. Richard Scotch, Dr. Ravi Prakash, Colleen Dutton, Dr. Calvin Jamison, Lori Matthews, Brian Dourty, Sandee Goertzen, Ayoub Mohammed, and several others via Microsoft Teams.

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

2. **Guest Speaker:** Colleen Dutton – Chief Human Resources Officer
   a. Spoke on:
      a. Annual Enrollment
         i. July 15-31, 2020
      b. Virtual Benefits Fair
         i. July 20th, 2020
      c. No increase in premiums this year
      d. HR Forum
         i. Was last week
         ii. RIF (Reduction in Workforce) Documents are online
      e. Return to Campus
         i. No change in plan currently
         ii. Hybrid classes being discussed
         iii. Encouraging people to work from home as long as possible.
1. Rafael Martin: Have provided direction to all VPs to come up with an Essential Personnel Plan. In addition to the phased in reopening plan. A plan for expanded essential personnel is in place. Should be taken to mean those people who are necessary to operate campus or to prepare campus for the return of students in the fall, or who are required to serve students directly on campus. We want to target very carefully who is returning to campus. Asking all administrative/support units to WFH as long as possible.

2. Additional guidance for COVID-19 will be on the website.

f. COVID-19 Website
   i. There have been a lot of updates on information and resources, especially for Supervisors. Under the ‘Administrative Continuity’ section.
   ii. Karlynda Poage is the COVID-19 coordinator for employees.
   ii. Questions? Email: C19resource@utdallas.edu

g. Human Resources Website
   i. HR Dept is getting trained on how to make our own updates. Working with Office of Communications to continue working on it and making changes from feedback.
   ii. HR is launching Find Out Fridays.
      1. Employment and Compensation Team is coordinating it. It is a mini HR Forum focused on Employment and compensation.

h. Questions?
   i. **Do we need to buy new parking permits?**
      1. Dr. Jamison: Yes, you will have to purchase a new permit, available in the next week or so. Will discuss more in a few minutes.

3. **Guest Speaker: Dr. Calvin Jamison** –VP Facilities and Economic Development
   a. Spoke on:
      a. Current status of campus
b. Please see: Appendix A for slides and details

4. Rafael Martin: In regards to the SPN Wellness Center and Activity Center. Memberships will not be allowed this Fall, we need to focus on supporting students. Locker rooms and showers will not be available. That may change in the future, but for right now they will not be available for the Fall Semester.

5. Questions?
   i. For those that are not returning to campus right away, what is the expectation for parking passes? Can it be delayed?
      1. Still working through that, but if you think you will be coming to campus for any reason, you should buy one.
   ii. There are still people who are not wearing masks. With elevators and the masks, what assurances do we have that folk who don't wear masks are going to?
      1. We all need to wear a mask. As far as enforcement, we need to encourage each other to wear masks. Report to supervisors and it goes up. Staff to HR, and if it is a student? Student Affairs. If it is Faculty? Goes to the Dean.
   iii. Can there be a reduced parking for those that are not on campus full time? Can permit purchase be delayed?
      1. We can look at that. Some may want to buy the green pass and park accordingly. We will look at the options for delayed parking.
   iv. Heard that there is no moving crew assistance for rearranging/moving furniture in Auxiliary buildings. Will there be assistance with this?
      1. Individuals have been deployed strategically due to reduced numbers. We can accommodate most requests.
   v. Will air dryers in bathrooms be replaced with paper?
      1. Paper towels will be available and located in high traffic areas. Doing everything we can to make sure the campus is sanitized.
6. **Guest Speaker: Lori Matthews** – Director of Purchasing, Procurement Management  
   a. Spoke on: Changes to eProcurement layout  
      i. Please see: Appendix A for slides and details

7. **CARE Award Winners: Spring 2020**  
   1. Pulin Bhatt  
   2. Andrew Bittner  
   3. Jennifer Klunk  
   4. Beverly Reed  
   5. Melani Sherbet  
   6. Sylvia Smiley  
7. On campus ceremony has been postponed, working with the Office of the President and Rafael for something in the future.

8. **Review of June Minutes**  
   a. Motion to accept: Lynne Perler  
   b. Motion 2nd: Charles Vincent  
      i. Passed

9. **Staff Council Executive Board (Brooke Schafer)**  
   a. Colleen Dutton will be 2nd Supervisor for Pax Abrams, going forward, for continuity purposes,  
   b. **EAC**  
      a. Naomi’s Term is continuing. Paula Austell term is ending, Alt: Adrienne Wilson is no longer at UTD.  
         i. Delegate: Jennifer Klunk  
         ii. Alternate: Raul Hinojosa  
   c. Sandee Goertzen Award Guidelines  
      a. Updates are being reviewed  
   d. **Title IX Conduct Policy updates**  
      a. Was sent via email to the Staff Council members, please review the policy and email any questions to the listed email.

10. **Attendance (Debbie Greszler)**  
    a. Attendance via Teams has improved  
    b. One vacancy has not been filled. Vacancy will be filled via District 6 alternates list after the elections.  
    c. If there are any issues for voting, please contact Pax Abrams: jma150730@utdallas.edu
11. Benefits Committee (Jennifer Klunk)
   a. Rick Dempsey Scholarship
      i. 500$ award with preference to Facilities Management, or Military (Vet or Active Duty)
      ii. Application is in process. Will be advertised when active.

12. Communications Committee (Carrilaine Schneckner)
   a. Flare will be out at the end of the month.
   b. Send anything uplifting/entertaining for the Facebook page to Carrilaine.

13. Fundraising Committee (--)
   a. Per Richy Innis: Nothing to report

14. Staff Development (Andy Helgeson)
   a. Met last week.
      i. Looking at a virtual trivia game with prizes.
      ii. Ideally July 31 (Friday). Planning on doing 3 10am 12p and 3p in the day, and working with Pax to see what can be done for prizes.
      iii. More details to come later. Looking to finalize next week.

15. Treasury Report (Pax Abrams)
   a. Scholarships have hit our accounts, so the winners should have them. There is only one off-campus that is left to be put through. Got confirmation this morning that the vendor has been added to eProcurement. That should go out in the next few days.

16. Retiree Association (Sandee Goertzen)
   a. Haven’t met since February. Getting together to decide what we will do next.

17. Faculty Senate – Dr. Ravi Prakash
   a. The Committee on Committees met twice over June and finalized the list of Faculty nominees for the Committees. Would like to thank Staff Council for recommendations for Staff appointments.
   b. Alternative calendar has been approved. Classes begin as scheduled on Aug 17, and stop the day before Thanksgiving.
      i. Exams will be online after Thanksgiving Break
c. Reduction in travel will help reduce pandemic exposure.
d. Reduction of 1 class hour on Thurs but otherwise would be minimal.
e. Faculty were asked to submit their top 2 teaching modalities, which are now being taken under consideration.
f. Schedules will be appropriately adjusted.
g. Kudos to OIT for working very hard to make sure the teaching online transfer goes smoothly. Teams is being integrated into eLearning to replace Blackboard collaborate.
h. Regarding students abroad being required for face to face classes
i. University of Boston has sued for a temporary injunction on that order.

18. **Student Government (Ayoub Mohammed and Hope Corey)**
   a. Filing for elections is reopened on July 15-19th
   b. Elections will be Aug 26-28.
   c. Hope and I are filling in during the interim.

19. **Campus Facilities (Janice Gebhard)**
   a. No report made

20. **University Safety and Security (Naomi Emmett)**
   a. No report made

21. **IT Planning and Policy (Dennis Guten)**
   a. Met, but no updates to give.

22. **Auxiliary Committee**
   a. No report made, updates covered in Dr. Jamison’s presentation.

23. **HOP Committee (Brooke Schafer)**
   a. Will most likely discuss the updates to Title IX.

24. **Student Fee Advisory Committee (David Richardson and Debra Greszler)**
   a. No report made

25. **Committee for Support of Diversity and Equity (Carrilaine Schneckner, Daniel Hernandez, Alice Presti, Nora Hernandez, Melanie O'Brien, Aisha Evans, Molly Dickinson)**
   a. No report made
26. Intellectual Property Advisory Committee (Melani Sherbet)
   a. No report made

27. University Sustainability Committee (Craig Lewis)
   a. No report made

28. Accessibility Committee (Pax Abrams)
   a. No report made

29. Wellness Committee (Pinky Reyes)
   a. Watercooler Wednesdays
      i. Continuing to host them at 10:00a and 3:00pm
      ii. More info on the website.
   b. Stress Management Lunch and Learn
      i. July 16, 2020, at 11:00am
      ii. Held via Teams

30. Proposals:
   a. **2014-004p**: Executive Board is looking into an ombudsman for employees
      i. In process, will follow up with the Ad Hoc.
   b. **2020-007p**: suggest that Staff Council look into ways to improve processes
      that enhance customer service and data or form submissions. (Executive Board)
      ii. In process. If you see where when can improve? Please email StaffCouncil@utdallas.edu.

31. Suggestions:
   a. **2020-022s**: Is there a dress code being put in place for virtual meetings?
      1. Brooke Schafer: Motion on the floor to adopt or not?
         a. Jennifer Klunk: Motion not to adopt
         b. Richy Innis: 2\textsuperscript{nd}
            i. Not adopted
   b. **2020-023s**: I am very discouraged that in the Presidential town hall staff being given a choice to pick WFH or be in the campus office was not mentioned even one time. Provost and others mentioned very clearly the choices faculty and students have in online, hybrid and face to face formats. My immediate supervisor may not let me work
from home even when I have proved these 3.5 months and in the past that my work can be done remotely only because he's old fashioned. How can I get approval to WFH when UTD reopens?

1. Andy Helgeson: Motion to forward to Colleen Dutton in HR, feel like they can provide guidance.
2. Beverly Reed: 2nd
   a. Colleen Dutton: That is a Unit Supervisor decision, Ultimately up to the Supervisor. Currently we are strongly encouraging folk to work from home as long as possible. If they want something indefinite? That is a different conversation.
   b. Jennifer Klunk: I know who this came from. Part of the concern was that the Supervisor had said 'you must come back to campus'. What would be the Staff options?
   c. Colleen Dutton: This is a few issues. Just want to work from home? Or due to COVID-19? That is a Supervisor/ Unit Leadership decision.
      i. Jennifer Klunk: If its someone who has a viable reason, would they be able to work from home? Would HR intercede if the Supervisor is not responding?
      ii. Colleen Dutton: Yes, we would be happy to help resolve that
         1. Will forward to HR.

c. **2020-024s**: Will the UT Dallas campus or the entire UT System consider removing Confederate Heroes Day as part of Holiday schedule?
   i. Colleen Dutton: Confederate Heroes Day is a State Holiday, we do not celebrate it. The hours are applied to Winter Break, such as others like: Independence Day, San Jacinto Day, etc..
   ii. To remove it would be a State Legislature Act. We don’t have the option to not apply the hours, we either have to recognize it or apply the hours because it is a State Benefit.
      1. Richy Innis: Living our Values Task Force is looking into this and will be reaching out to Staff Council, Faculty and Student Government to draft a statement on this.
      2. Brooke Schafer: Motion to adopt/not adopt?
      3. Andy Helgeson: Motion to not adopt, but would like that we sign it.
         a. Debbie Greszler: Would like to amend that signing be forwarded to Living our Values Taskforce
         b. Jennifer Klunk: 2nd
            i. Not adopted, but will forward feelings to taskforce
d. **2020-25s:** I am suggesting that all university committees have a staff co-chair if the committee has any impact on staff. As it stands now, very few committees have staff as co-chairs. I strive to see staff council as an equitable comparison to faculty senate. Additionally, in the same way that faculty senate must vote and approve staff recommendations to committees, staff council should be able to vote and approve faculty recommendations to committees. This would go a long way to having the two groups have more similar power structures. As it stands now, faculty hold the majority of the power.

i. Lynne Perler: Are Staff Council not on all committees?

ii. Brooke Schafer: The majority require Staff members but to not specify Staff Council. There are only a few that require Staff Council.

iii. Brooke Schafer: There are staggered terms. Staff are on every University Wide Committees, but not all Committees require Staff Council.

1. Dr. Richard Scotch: Varies from committees, each has their own charge. In some cases, it’s Faculty, some are Administrative. The President makes the appointments, but the Senate makes the charges. If you’d want changes made, it would need to go through the Senate. The Faculty controls the Faculty member appointments.

2. Dr. Ravi Prakash: Faculty Senate approves the Faculty appointments, not the Staff. The Staff recommendations come from Staff Council.

3. Would like to discuss having a co-chair in specific instances where the concern is a broader constituency

4. We would consider that.

   a. Pinky Reyes: A committee was formed as a response to an issue, that had Staff on it, but the Staff were chosen by the Provost Office. I agree with Jennifer that maybe not adopting as-is, but something we can do that when committees are put together as an ad hoc, that Staff Council are consulted on the Staff representation appointments. Just like the Living Our Values Taskforce, the Staff Council was not consulted for representation.

   i. Brooke Schafer: Outside of the campus wide committees, unless we are directly asked, the
Provost may have something come up where they need to make a committee.

ii. Debbie Greszler: Would like to adopt this for further discussion and investigation, as there is a lot.
   1. Lynne Perler: 2nd
   2. Adopted for further discussion

5. Jennifer Klunk: We need to assign this to a Committee.
6. Brooke Schafer: Open for volunteers, or the Executive Board.
7. Debbie Greszler: I think it is appropriate that the Executive Board takes this.
   a. Andy Helgeson: The wording ‘co-chair’ seems odd.
   b. Debbie: That will come up in the discussion.
      i. Assigned to: Executive Board
   c. Dr. Ravi Prakash: One thing that sets Academic Government apart, the Faculty gets to nominate who they would like to be their Faculty representative.
      i. Debbie Greszler: Thank you Dr. Prakash
      ii. Brooke Schafer: Thank you

32. Misc
   a. Jeannie Knott: Facilities has sadly lost Balddemar Flores, on the 6th. Would like to share links for visitation and donations.
      i. Visitation:
         Wed, 7/8/2020
         1-3:00 PM @ ALLEN FAMILY FUNERAL OPTIONS
         2112 W Spring Creek Pkwy
         Plano, TX 75023
      ii. Funeral:
         1. Following visitation at 4:00 PM at the funeral home
   b. Moment of silence held in remembrance.

33. Upcoming guest speaker for August:
   a. Rafael Martin, Chief of Staff

34. Unfinished Business:

35. Motion to adjourn
   a. Motion made by: Lynne Perler
   b. Motion 2nd by: Richy Innis
      a. Adjourn 10:55am
Respectfully recorded and submitted,
Pax Abrams
Staff Council Admin. Assistant
COVID-19 Campus Readiness at UT Dallas


Presented by:
Dr. Calvin Jamison
Vice President for Facilities & Economic Development
Preparing Campus for Re-Entry

COVID-19 Working Groups:

- Working groups convene regularly to discuss what each area is doing to prepare their department for return to campus, discuss issues that need to be addressed and provide suggestions to ensure the health, safety and security of the campus community.

- The University released a “Comets Return to Campus” workforce guide, which provides specific guidance to faculty, staff and students as it authorizes a phased re-entry to campus.
Preparing Campus for Re-Entry

COVID-19 Working Groups: Campus Readiness Committee

- The Campus Readiness Committee is comprised of staff members from the Office of Emergency Management & Continuity Planning, Environmental Safety, Student Affairs, Facilities Management, Communications, Campus Safety, Research and other areas

Campus Readiness Committee Members

- Amy Walker- University Safety & Security Council
- Angela Dees- OEMCP
- Annette Rogers- Insurance & Risk Management
- Bob Fishbein- Auxiliary Services
- Brian Carmichael- Research
- Brooke Schafer- Staff Council
- Dr. Calvin Jamison- Facilities & Economic Development
- Courtney Spooner- OEMCP
- Cris Aquino- Parking & Transportation
- Dee Lambert- Facilities & Economic Development
- Dorian Evans- Research
- Doug Tomlinson- Facilities Management
- Joan Wickersheim- Research
- Judy Barnes- University Events
- Kelly Kinnard- Facilities Management
- Chief Larry Zacharias- University Police
- Laura Smith- Student Affairs
- Lea Aubrey- Student Health Center
- Matt Grief- Housing Operations
- Naomi Emmett- University Safety & Security Council
- Paul Bottoni- Communications
- Ravi Prakash- Academic Senate
- Rena Piper- University Events
- Shane Solis- Research
Preparing Campus for Re-Entry

“Comets Return to Campus” Phased Re-Entry Process Guidelines

OPERATIONS
• Essential operations never ceased on campus (i.e. Facilities Management, Auxiliary Services, Campus Safety, Housing Operations, etc.)

RESEARCH
• Strategically selected faculty, staff and graduate students will be the first group returned to campus at the end of May 2020.
• Researchers and associated staff sign up for working times between 8am and 10pm Monday- Friday so as to not exceed the 25% space capacity within facilities. They are looking to expand hours to the weekend also.

ADMINISTRATION
• Plans are in process to determine next steps regarding administrative staff.
• Whose work can be completed remotely? What staff members need to return to campus for work?

TEACHING
• As decisions have now been made for the Fall 2020 academic calendar, plans are underway to determine in-person, hybrid and online-only classes. This group will be among the last to return to campus.
Here’s the Campus You’ll Be Returning To!

Beautiful Landscaping

Sciences Building & Courtyard
Here’s the Campus You’ll Be Returning To!

CLEP III Promenade

Enhanced Signage

New Nitrogen Tanks
Here’s the Campus You’ll Be Returning To!

Northside- Phase 3 featuring Starbucks

Northside Apartment “Smart Rooms”
Here’s the Campus You’ll Be Returning To!

City of Richardson & UTD Water Tower
Campus Sanitization: What Has Been Done

Full deep cleaning of campus by custodial staff
• Wipe down of all desk surfaces, door handles and push plates, handrails and other community use areas
• Electrostatic sanitization of areas where deep surface cleaning is not appropriate

Purchase of 2-oz personal bottles of hand sanitizer and cloth masks for campus distribution
• Students (including student workers) can request sanitizer through Hayley Minton (Housing Point of Contact)
• Supplies for faculty & staff will be distributed through the process set up with departmental representatives for each mailstop.

Purchase of permanent & wall-mounted sanitizing stations
• Stations are being installed in high-traffic areas of campus (i.e. McDermott Library, Student Union, etc.)
Campus Maintenance/Safety: What is Being Done

• Working to secure sufficient stock of cleaning supplies and personal protective equipment (PPE) for facilities management staff and cleaning personnel. Our challenge:
  • Vendors reserving supplies for hospitals and institutions of health
  • Significant lead times upon ordering to receive supplies

• Upon receipt of work-order requests, Facilities Management is installing plexiglass at heavy-traffic customer service points across campus (freestanding countertop options or hanging plexiglass shields will be installed as appropriate)

• Continuing routine maintenance and infrastructure operations to ensure campus is ready whenever it is safe for faculty, staff and students to return.
Auxiliary Services: What is Being Done

- Installation of Plexiglass barriers at all customer interface points related to Food Services and Parking & Transportation.

- The Office of Parking & Transportation has completed the full implementation of the License Plate Recognition program. The new system will limit the number of customers needing to visit the office to pick up physical decals for vehicles.

- Changes to Dining Services Across Campus
  - Dining Hall West will remove approximately 300 chairs and tables to encourage social distancing. Lunch hours will also be extended to provide more space.
  - All Comet Café/Food Court facilities will be providing food services during lunch hours.
  - Food trucks will be further spaced to accommodate for social distanced lines outside.
  - Starship Food Delivery Robots will operate—Robots will be sanitized after each delivery.

- Implementation of Mobile Ordering System for Food Services (Boost Mobile)
  - Will identify various food pick-up stations around campus to limit lines
  - Will allow for payments via Comet Cards and Credit Cards
Auxiliary Services: What is Being Done

• The Bookstore and Tech Store will be open for pick up and drop off services until the Visitor Center is re-opened. Free FedEx shipping will be provided for online textbook and hardware orders.

• Comet Cabs are temporarily discontinued due to the close proximity of seating.

• The Comet Cruisers will continue service to serve faculty, staff and students needing public transportation assistance. ALL PASSENGERS WILL BE REQUIRED TO WEAR MASKS UPON ENTRY TO BUSES.

• Buses will be sanitized upon the completion of each route to reduce the spread of germs and/or disease.
Preparing Campus for Re-Entry: What Is Being Done

Campus Signage: Will greet guests upon entry to campus to encourage safe practices.
Preparring Campus for Re-Entry: What Is Being Done

**Campus Signage:** Creation of floor-level and eye-level social distancing and directional signage to be installed throughout high-traffic areas of campus with a focused message on **health, safety and security.**
Preparing Campus for Re-Entry: What Is Being Done

Reduce classroom, hallway & open area seat capacity.

• Placing bags over fixed seating
• Removing a number of chairs from classrooms, huddle rooms, conference rooms, and other common areas
• Taping off areas as needed
• Things to consider: Remaining ADA compliant and ensuring proper ingress/egress options for proper fire evacuation routes
Preparing Campus for Re-Entry: What Is Being Done

Campus Signage Considerations:
• Installation of signage to mark the placement of six feet between each person in elevators, food service areas, retail establishments and other locations
• Line management plans are under consideration for the Bookstore, Tech Store and Food Services locations
Other Topics Currently Under Consideration

Classroom Queuing
- Should students wait outside the classroom using six-foot designations in the hall?
- Staggered class schedules could allow for classroom cleaning between classes
  - Consideration of additional funding would be needed for cleaning staff and cleaning supplies

Staff Schedules
- Special consideration should be given in cubicle workspace environments
  - Monday-Wednesday-Friday schedules vs. Tuesday-Thursday schedules
  - Staggered reporting/departure times
  - Two weeks on campus/ two weeks remotely
  - Identification of positions that can work remotely long-term

Facilities and Processes for Testing and/or Quarantine
- Identifying processes and facilities on campus for COVID-19 testing, contact tracing and/or quarantine
- Partnerships with local hospitals and/or pharmacies
Questions?
A. Welcome

- **Director of Purchasing:** Lori Matthews
- **Purchasing Inbox:** purchasing@utdallas.edu

- Resources and information available at:
  - https://www.utdallas.edu/finance/purchasing/
B. **Purchasing** – “How to Buy”

- **Announcements Section**
  - **Check daily for continual updates**
  - It will include COVID-19 related issues
  - 90% of purchasing questions can be answered here

- Purchases above $50K using 2020 funds must be submitted to purchasing by July 16\textsuperscript{th} unless you are using a GPO (State, UT System or UTD contract) for year-end close-out.
ePro: Punch-outs
ePro page – User guides – Helpful links

Welcome to eProcurement
Have a Procurement Question? Ask Yoda

COVID-19 Purchasing Guidelines
COVID-19 Supplies

eProcurement’s website will have an enhanced look and feel starting on April 6, 2020. For more information on what you can expect regarding these changes, please refer to the following webpage: https://www.utdallas.edu/finance/purchasing/eprocurement/

Procurement Management Inboxes:
accounts payable@utdallas.edu
purchasing@utdallas.edu
travel@utdallas.edu
vendors@utdallas.edu

Encumbrance Issues? Need PO’s closed? Please direct inquiries/requests to Purchasing@utdallas.edu

Helpful Links:
UT Dallas Payment Services Web Site
UT Dallas Purchasing Web Site
Questions?