March 11, 2020      JSOM 1.517      9:00 AM – 11:00 AM

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: Dr. Richard Scotch, Dr. Ravi Prakash, Colleen Dutton, Sandee Goertzen, Rafael Martin, Lindsey Boeshans, Debra Boss, Mark Powell, Cynthia Sorto, Nora Pena

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

2. Photo of Fall 2019 CARE Award Winners present:
   a. Lindsey Boeshans   d. Cynthia Sorto
   b. Debra Boss         e. Nora Pena
   c. Mark Powell

3. Guest Speaker: Chief Larry Zacharias - Campus PD
   a. Spoke on:
      i. New commander over Criminal Investigation division.
         1. Lt. Adam Perry
      ii. Crime on campus
         1. Remains low, but the main crime is theft.
            Do not leave backpacks being left unattended.
2. Is usually strangers coming on campus.

iii. Bicycle theft

1. Cheap locks are easy to cut, and make bikes easy to steal.

iv. New records management mobile system

1. Squad cars have computers in the cars. Richardson police hosts and also sharing computer system and radio. Database searches include campus PD and Richardson PD.

v. Interoperability between Richardson PD and Fire for radio calls.

1. UTD Emergency Medical Response team has now hired their own Director. Her name is Sheila Elliott, and is a paramedic. In the process of getting UT Dallas certified to host EMT groups/classes on campus.

2. 60 student volunteers on campus who are EMTs. 2 have pursued Paramedic status and have achieved it.

3. Officers are now going to paramedic training, and paying for it themselves from funds earned from sponsoring EMT classes. So now, several paramedics will be on campus to respond. They respond to about 700 calls per semester.

   • Offices
   • 2 are Green Hall, and they get walk-in patients now.
   • 3rd university in Texas with a volunteer EMT program. Rice, and A&M also have them.

vi. Lost and Found

1. Rafael Martin did budget presentation yesterday, and we have gone from 2500 items to pick up, to 3200 in one year. Last year, over $260,000 worth of lost property items returned.
2. When Lost and Found property is found, call Campus PD for pickup. Do not keep or send it to Surplus!

3. Property Evidence Technician Jessica Grantstaff, has developed a relationship with Apple Security. Anytime an Apple Product comes in she can email them the serial # to help find the owner from the product registration.

4. If you have lost something, call us right away!

vii. Bike Theft Prevention Programs

1. Have been rather successful. PD has software that can check pawnshops/online, also tell students to keep an eye on ebay and craigslist for their stolen bikes.

2. Call response time is getting difficult due to road closures.

viii. Questions?

1. **Any move to restrict bikers/skateboarders in pedestrian areas?**
   - Student government is looking at implementing and recommending a ‘Dismount Zone’ policy. Would include areas like the Plinth. Timeline is TBD

2. **Are the EMTs getting further funding?**
   - **They were self-funded before with sponsorship.**
   - They are still a 501C-3, but we were able to get them a large budget. They are a 24/7 operation. Day station in Green Hall and night station to deploy from the apartments. Working on bringing over Sheila over (Elliott) to UTD Staff. UEMR are paying Sheila’s salary, and have bought bleed kits that are installed in
buildings. As well as purchasing more bleed kits and ADDs.

3. **Are the EMRs getting Coronavirus training?**
   - Yes, they have a protocol. Even before we had cases in the United States we developed a protocol reviewed by the County Health Director and also the Health Center. Our dispatch center also screens those. If someone calls Dispatch for a non-trauma medical issue; they will be screened if they have been travelling/exposed.

4. **Does the police dept on campus have protocol in place if there is a big problem in the Dallas area?**
   - Yes, Facilities and PD will remain if school closes. Things may scale back on operations, but we would do nothing that would impact public safety. The primary core groups would have to be here, just like over Spring and Winter break. Patrol and Dispatch will remain. We may scale back a bit, but everything externally would still be in operation.

4. **Guest Speaker: Colleen Dutton** – Chief Human Resources Officer
   a. Spoke on:
      i. **Staff promotion deadline:**
         1. March 15th, 2020
         2. Be sure to use the online tool. We will continue to refine it, and will be using it moving forward.
      ii. **Annual reviews**
         1. Not due to HR until May 31st. Some Provost/Faculty have an earlier deadline, you need work with the Provost directly if you fall under that. All employees must have one done.
iii. Coronavirus

1. In the event that UTD needs to reduce services due to significant absenteeism, or work remotely. Closure of campus does not mean vacation. You need to make sure you have the capability to work remotely from home. Discuss with your supervisor and have a plan in place; and be aware of what your responsibilities are. Some essential personnel would be required to stay on campus in the event that we will be working from home.

2. Globally, campus-wise, there is a taskforce advising the President. There are different working groups:
   - Academic Continuity: RUO: Dr. Musselman
   - Research Continuity: RUO, Joe Pankrazio
   - Administrative Continuity: RUO, Colleen Dutton

3. Working to make sure the core administrative functions of the University keep functioning; payroll, IT, mail services, admissions, enrollment, etc…
   - There are a lot of critical intricacies that rely heavily on things like mail services. It’s not as simple as ‘everyone work from home’. Working with Bob Fishbein to see what their plans are so those units that rely heavily on mail services, how we can make that work.

4. Advise caution and think broadly.

5. In regards to VPN? Not everyone needs it to do their work, it’s not needed to access a lot of things. Not designed to handle mass-strain of everyone logging into the system.

6. If you are not feeling well? Please stay home and take proper precautions.

iv. New Committees:

1. On Campus Housing Readiness Committee, RUO: Gene Fitch
2. International Travel, RUO: Provost
3. Domestic Travel, RUO: Terry Pankratz
4. Communications Committee, RUO: John Walls
5. Campus Readiness Committee, RUO: Dr. Jamison
   - Adding people to these groups, as well as ad-hoc committees
v. International Travel
1. Form must be filled out (found here: https://www.utdallas.edu/rs/staff-authorization/)

   • If someone is travelling to another state (within the US) with a lot of Covid-19 cases; do you want to know that?
     • At this point, domestic travel is not restricted. Things may change. Go ahead and report it. Domestic travel that is not already approved, will need to go through the approval process. It’s better to report it than to not. If someone has been exposed or returning from an area that is a Level 2 or above: We are asking them to self-quarantine for the 14-day incubation period.

   • Are we treating Student Workers differently in that regard? Staff Vs Student?
     • They would fall under the Student category. If you have to be a student to fill a position, then your Student Status trumps your Employee Status. A student worker would fall under the student protocol.

   • Are people needing to use sick time if Quarantined or Working from Home?
     • Not using sick time at this point, just working from home. Unless you just don’t want to come in/work and don’t meet one of those self-quarantine criteria. If you are asked to self-quarantine due to exposure, you are not charged sick time. Arrangements would be made.

   • In the event that we do need to close, there is a process in place for workforce deployment.
• Meaning, some of the campus operations may change. Additional help may be needed in certain areas. Notices were sent to Deans and VP’s.
  • There are about 100 that can be reassigned because their job is not a WFH. We can find something for them to do. We aren’t sure what will happen, but we have plans in place.

2. Per Bryan Black: Please make sure you are prepared and have DUO set up. Take steps in advance.
  • Per Colleen Dutton: Also think about your hardcopy files in your office, in case you need those from home/what you will need.

3. In CVL, we share the building with other companies. Let’s say: someone comes down with it (Covid-19), how would that translate for us?
  • Will have to take a look at that. Things are a case-by-case basis. It may not be the case that everyone needs to be sent home.

4. Would classes go to an online format, or cancelled if we are not on campus?
  • The plan would be to do online as much as possible.
    • Per Brooke Schafer: Our health insurance also includes MDLive (not available in all states), there is no Co-Pay, access to Counselling and medical doctors. Please check when travelling to make sure that they are certified in whatever state you are travelling to.
    • Per Colleen Dutton: Best thing to do is call your health care professional if you are not feeling well or think you might be exposed. Can also use MD LIVE if under UT Select, 24/7.
• Per Brooke Schafer: If you have any events going on, consider contractual agreements with your Vendors. Serve shelf-safe packaged food, if possible. Campus preparedness committee the Facilities employees are doing a fantastic job and the custodial staff is cleaning regularly and wiping down all metal surfaces/door handles. During spring break, a deep clean will be happening around campus; but not personal offices or meeting rooms.

• Email received from Pam Stanley: Following locations open during Spring Break, Monday-Fri:
  • Moes 11-3
  • Chick-fil-a 11-5
  • Starbucks 9-2
  • Moe’s will be open for delivery via Starship Delivery bots.

8. **Review of February Minutes**
   a. Motion to accept: Richy Innis
   b. 2nd: Jennifer Klunk
      i. Passed

9. **HOP Committee (Brooke Schafer)**
   a. Committee on Parking & Transportation meets quarterly, and want to adjust wording in policies. Want to make sure that any recommendations or suggestions that are forwarded to them are getting addressed.
      i. Questions that were raised:
         1. How often do they meet?
         2. How are the concerns being forwarded?
         3. What becomes of them?
4. How are they being responded to?
   a. Will be passed on to the committee for answers.
   b. Staff Council Bylaws
      i. Requested a benchmark across the schools. Most schools = 4 hours + the meeting hours.
      ii. May want to consider rewording the hours as “6 hours in addition to General and Standing Committee meetings.”
         1. Will be looking at reviewing Bylaws closer in April
   c. Regarding Coronavirus
      i. Staff Council paint night was cancelled due to instructor being ill. Contingencies need to be in place.
      ii. When planning events, or getting information out, we need to look at the bigger picture and plan better.
      iii. Also need to look at what we are doing to support our Staff here on campus.
         1. We need everyone to help and assist your Committee Chairs. When you sign up for Staff Council, there are times you need to do things outside work hours. It can’t just be the same people every time. Everyone needs to help.

10. Retiree Association (Sandee Goertzen)
   a. Nothing to report

11. Benefits Committee (Jennifer Klunk)
   a. Scholarships
      i. Scholarships are open: Fall 2020 application.
         1. Deadline = October 1, 2020
   b. New Scholarship: Rick Dempsey
      i. Criteria will be different but will be open when details are worked out.
   c. Staff Council Survey:
      i. Looking to get feedback on Staff Council, is anon. Open until Friday April 3rd.
   d. The Rick Dempsey Scholarship, who does it give preference to?
      i. Veterans and Active Duty Servicepeople as well as Facilities Management.
         1. Per Debbie Greszler: It’s also established by the University.
12. **Communications Committee (Carrilaine Schneckner)**
   a. If you have anything that happens in your office, that you think someone would like to see a picture of? Send it to Carrilaine. We want to highlight the fun/lighter moments on Facebook.
   b. **Solar Flare:**
      i. Coming out at the end of the month
   c. **Microsoft Teams**
      i. Dennis is working with Pax for Teams with Staff Council.

13. **Campus Facilities (Jan Gebhard)**
   a. **Facilities-Doug Tomlinson**
      i. Virus issues: Will do a “deep clean” over spring break and then once a month thereafter. Surfaces will be cleaned with substance that will kill virus for 24 hours. Individual offices will not be included.
      ii. Discussed installing the foot door openers for all restrooms but it is a large project and expensive. Estimate when all costs are tallied-about $250.00 per door.
      iii. Ongoing project to install a lock on the inside of classroom doors that when engaged, the door cannot be opened from outside without a key. Police department will have keys.
      iv. Science building is pretty well completed. 13 classrooms and numerous labs.
      v. Working on Rutford pedestrian mall.
      vi. Dean Roemer requests updates for restrooms in Johnson.
   b. **Media-Darren Crone**
      i. Installing cables in the new science building.
      ii. Will be updating 20% of campus classrooms over the next year.
   c. **Auxiliary Services-Bob Fishbein**
      i. Summer projects: Grab n Go for the new science building. Refresh for Dining Hall West, JSOM Grab and Go. Library coffee shop will be changing to Lemma (same as currently in the ATEC building).
      ii. Robots making about 525-550 deliveries per week. Will start making deliveries to the soccer fields on weekends.
   d. **Parking-Cris Aquino**
      e. Currently testing parking with virtual permits. Truck with license plate reading equipment is monitoring parking lots. Only virtual permits will be issued for the fall. You will be allowed up to 5 vehicles on your permit.
however only one can park on campus at time. License plate reader software will show if more than one is on campus during same time period.

14. Per Debbie Greszler: **Will Temp Purple passes for Depts still be available?**
   i. Will ask Elena about that

15. **Faculty Senate – Dr. Ravi Prakash**
   a. Senate met, and went to Austin twice: Texas Council of Faculty and UT System Faculty Advisory Council
   i. Across the state, schools are experiencing enrollment declines, and we are one of them. Enrollment is declining at the Graduate level from students in other countries choosing to go elsewhere (Europe or Australia).
   ii. It will take many more Undergrad students to cover the tuition deficit, of 1 single Graduate Student.
   iii. At some of the smaller public universities, they have been hiring recruiters to recruit students. This is lucrative for them but unclear if it is increasing the number of attendees at Universities.
   b. Discussed a concern that some departments need to buy chemicals in small quantities from other countries. Ordering and shipment can take time, which impacts research.
      i. The Question was raised whether we could build a chemical storage facility here, for the chemicals that are needed on a regular basis. So that we could maintain a stock. There are several issues:
         1. Proper storage and transport costs.
         2. Chemical expiration dates.
         3. We are looking at various options and what other Universities do. Some Universities do have a system in place. Chemistry departments teaching labs do have storage, but not research labs.
   c. Also discussed reinforcing classrooms in an Active Shooter situation. There is an issue that things that have multiple steps, it can be a problem in the situation or it will hinder rescue efforts.
      i. Have invited Chief Zacharias to come speak to Faculty Senate.
   d. Accessibility of academic material is being discussed more often.
      i. All materials put online should be accessible to people with various accessibility needs (eReaders, closed captioning, etc…).
ii. There was a judgement against Harvard, as they had not made materials accessible to people with visual impairments. As of now, Harvard has removed the non-accessible material but that is not the right thing to do.

iii. We (UTD) are looking at and discussing these issues, to see how we can meet these needs.

e. New Commissioner for Texas Higher Education Board: Harrison Keller
   i. Says we (Coordinating Board) should work upfront with campuses and gain their trust. An issue that caused discussion in the past was ‘Fields of Study’.
   ii. For now, the fields of study have been suspended.
   iii. While the previous legislative session was K-12 Education, the next session will most likely be Higher Education.
   iv. Looking to use all kinds of data that we have, and come up with a comprehensive picture.
   v. Hopeful he will create a positive environment.

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 needs to meet again
   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. **Council motion needed on suggestion, 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. Per Brooke Shafer: Per discussion with Colleen, Volunteering is great but unless it is a University Event? You cannot use work hours. Must use vacation time/personal time.

1. Motion: Not to adopt from David Richardson
2. Motion 2nd: Richy Innis
   a. Not adopted

b. **2020-019s**: I would like to know why the FALL Care Awards were taken away. The website lists the spring 2020 awardees. Also, I look at the agenda each month and I cannot find ANYWHERE that these individuals were listed as winning. Obviously, there was a ceremony because there is a picture. When was it held and who was invited?????? I asked my Staff Council rep and they didn’t even know there was a ceremony or who the winners were. Staff Council needs to look into why the members of the council don’t even know what is going on, especially if they are representing their districts. RIDICULOUS! (anon.)

i. Per Dennis Guten: It’s been rumored that the reason why it wasn’t widespread knowledges that it was happening is that the President’s Office didn’t have the money for a large event.

1. Per Brooke Schafer: Every department on campus deals with a budget. The CARE Awards Ceremony is hosted and paid for by the President’s Office. Staff Council works to coordinate the nominations/secret committee to choose the winners. In the planning, there was some miscommunications in the past, where the invitation open to Staff Council (unbeknownst to the Event Coordinators) when it was not a Staff Council Event.

2. Per Dennis Guten: The reason I bring this up is because, this addresses the fact that why Staff didn’t know about it and weren’t able to attend. At the Coffee with the President, Dr. Benson was asked ‘Why wasn’t Staff invited to the CARE Awards?’ and he seemed unaware.
   a. Per Colleen Dutton: This would be good to bring up to Rafael, I was also surprised that is was not opened up.

3. Per Brooke Schafer: The goal of the CARE Awards is to celebrate the winners. The winners were allowed to RSVP 1-2 guests plus their Supervisors. Want to make sure that it was an intimate event and would to be able to accommodate
the proper number of guests. There needs to be a clearly defined line. Opening it up to campus/large crowds means a larger expense/venue. This award is meant to be about the recipient. We do not pay for the event, so discussions need to be had about the restrictions.

a. Per Carrilaine Schneckner: My guess is that the President has Event Coordinators, he does not work directly with you on this.
   i. Per Colleen Dutton: No, Dr. Benson does not make those decisions. So we need to talk about this with Rafael

4. Per Dennis Guten: In the past, wasn’t an email sent out?
   a. Per Carrilaine Schneckner: Depends on how far back, it’s been different.

5. Per Debbie Greszler: This is the only Staff Award we can give, I would like to see discussion on opening this up.
   a. Per Carrilaine Schneckner: The other issue is, information didn’t get out. What bothers me is this person says ‘my rep didn’t know’. Minutes go out, we should know. It bother me that their answer was ‘I don’t know’ rather than ‘I will try to find out’.
   i. Per Brooke Schafer: If there is something you aren’t clear on? Reach out to the Executive Board, or Pax. No matter what the issue is. The appropriate answer is ‘Let me check on that, and get back with you.’

1. The CARE Awards was not a way to leave anyone out. It was meant to be an intimate ceremony to celebrate the winners.

2. If we want a bigger event, we need to be prepared to have more fundraising efforts and pay for that ourselves. Or have them come to Staff Council instead of having a regular meeting.

3. Give us a proposal to pursue and have those discussions with the President’s office.

6. The money that we have in our budget needs to go to make sure our campus is a safe place. We are trying to get the
other Staff Award (monetary) to be awarded in Spring. If you want the CARE Awards bigger, then we need to consider the size, location, and costs.

7. I'm wondering if its time to review how the CARE Awards are presented? Give it a fresh look/awareness? There is some disconnect between what they were and what they are now.
   a. Per Helen Roth: Maybe take off Staff Council from it? Motion to move that it goes to Colleen and Rafael for discussion.
   b. 2nd Richy
      i. Per Pinky Reyes: They just ask why the Award information wasn’t out. Could just be the tone of the email but they probably asked a Staff Council member. They may have said “let me check into that” but if someone is upset? They would have interpreted it as “don’t know”.
      ii. Per Jennifer Klunk: This being the case that everyone has a view on how things should be handled, this is a great thing to bring up on the survey. Would like to motion to not adopt.
      iii. Per Brooke Schafer: Already Motioned to not adopt and 2nd

1. Not adopted, Colleen will take concerns to Rafael

c. 2020-020s: Managers and people of authority need to have a mandatory soft skills sessions set in place here at UTD. By having these session can obtain more wisdom on how to lead their employees with respect. (anon.)
   i. Per Pinky Reyes: Colleen, most of the upper management don’t have the time to attend these classes and things. How do we get the higher levels to buy in and make the time to attend? They are not interested or valuable use of their time.
      1. Per Colleen Dutton: That is a longer conversation. Mostly a leadership issue, and an expectation need to be set that this is important for Leadership. It is something that as an institution we need to take it seriously.
a. Per Alice Presti: This is not the first time that this sort of comment has come up. Are we voicing that enough to stay that the Staff are concerned?
   i. Per Colleen Dutton: Hoping the climate survey will address this, but people need to come forward with specifics and where it’s happening. It takes us being able to say ‘there is a problem in ‘x dept’ not just that ‘Staff don’t feel appreciated’.

2. Motion made by: Jennifer Klunk, not adopt but address in next communications that go out. Encourage Staff/Faculty to have more buy in

3. Motion 2nd: Melani Sherbet
   a. Not Adopted

19. Reminders
   a. Approvals are necessary for any purchases for events. Plan ahead for your events so they can be purchased with our card/through our accounts. We can have things on hand and be prepared.
   b. Regarding distribution lists:
      i. Perhaps we look at maintaining momentum with the Social Media/Flare, but designate 1 person to send out an email to constituents/District?
         1. Per Alice Presti: Before I left, I had worked on a template. Could that be used?
            a. Per Brooke Schafer: Yes, and maybe within your districts, rotate who sends them out.
            i. Per Bryan Black: Communications committee has had discussion that ‘do we have enough info’ to even send out District Specific?
               ii. Per Brooke Schafer: Would it make it better to maybe send them out every other month?
                  1. Per Debbie Greszler: What are some examples of ‘district specific’ info? Does it need to be district specific?
                  2. Per Alice Presti: Could put out information like upcoming guest speakers, or summaries of speaker presentations.
                     a. Per Debbie Greszler: That still isn’t district specific.
                     b. Per Alice Presti: That one person would be responsible to add any district specific information.
c. Per Brooke Schafer: If we start using them the distribution lists more, we can get feedback from the districts and get more local-level things from them

3. Per Jennifer Klunk: With the Sun Flare, possible to adjust so that each District has a footer to highlight the Reps in their districts.
   a. Per Alice Presti: That’s also along line with the suggestion like that issue with the CARE Award, maybe they didn’t know who their other reps were.
   b. Per Jennifer Klunk: Having a footer that has the representative information. if a District newsletter comes out, it feels more intimate and personal.
      i. Per Carrilaine Schneckner: -Someone from UTD Communications came and spoke to the committee on the best way to reach people. This is a larger conversation that is more than the 10 minutes that we have.
         1. Further discussion tabled till more discussion can be made.

20. Staff Award Committee, need more volunteers
   a. Carrilaine Schneckner
   b. Melanie Sherbet
   c. Alice Presti
   d. Frankie Branham

21. Also need Election Committee Volunteers
   a. Andy Helgeson
   b. Debbie Greszler
   c. Marie Scheir
      i. Shouldn’t be more than 1 or 2 meetings about 1 hour to go over processes/details.
      ii. Please email Brooke, Debbie, or Pax

22. Motion to Adjourn
   a. Motion: Richy Innis
      i. 11:00am

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