

**UT Staff Council  
General Meeting Minutes  
August 17, 2017  
POB 2.302  
2-3:30pm**

In Attendance (35 total)

Manuel Arsiaga (431)  
David Barrett (190.1)  
Mirna Benhamou (382)  
Sara Bernier (600.1)  
Christopher Bookout (451)  
Joseph Bussey (460.2)  
Trina Calkins (692)  
Larayne Dallas (130.2)  
Amanda Davilla (351)  
Jaime Davis (110.1)  
Shaleiah Fox (251)  
Courtney Glynn (560.4)  
Elizabeth Goeller (701)  
Teresita Gonzales (300.2)  
Larrimie Gordon (560.1)  
Tepera Holman (160.1)  
Elizabeth Korves (140.1)  
Erika Lueker-Tarango (360.1)  
Eda Matthews (540.1)  
Victoria Miller (491)  
Stephanie Myers (999.1)  
Wendy Nelson (470.2)  
Wendy Nesmith (130.1)  
Thomas Pearce (550.1)  
Rachel Poole (342)  
Alexandra Reshanov (240.2)  
Marisol Sanchez (660.3)  
Sean Saxe (442)  
Dustin Slater (999)  
Jenna Smith (641)  
Jacqueline (Page) Stephens (230.2)  
Richard Stimpert (681)  
Susan Stockton (610.1)

Caroline Taylor (550.2)  
Rachel Wester (120.1)

Watched via webcast (3 confirmed)

Elizabeth Arredondo (621)  
Jean Bruner (151)  
Charla Carrington (371)

Absent (30 total)

Ana Aguilar (360.2)  
Margaret Alvarado (130.3)  
Elizabeth Busse (180.1)  
Tiffo Carmichael (291)  
Sean Cartell (560.3)  
Sandra Catlett (282)  
Tracy Demont (540.2)  
Cynthia Duckworth (210.1)  
Jocelyn Elder (660.2)  
Justin Hayes (482)  
Maureen Kelly (220.2)  
Karen Krc (180.2)  
Kristine Mae Manahan (160.2)  
Crystal McCallon (240.1)  
Patrick Olson (652)  
Derrick Ozuna (600.2)  
Sarah Parker (210.2)  
Anthony Pass (560.2)  
Phillip Pool (322)  
Amy Reyna (202)  
Maria Ruffino (660.4)  
Timothy (Miles) Sapp (672)  
Sara Somabhatta (180.2)  
Karla Steffen (999)  
Christine Stephan (999)  
Theresa Thomas (170.1)  
Aaron Ulmer (190.2)  
John Vernon (140.2)  
Stephen Walker (550.3)  
Michael Walker (470.1)

Meeting was called to order by Chair Jaime Davis at 2pm.

- I. Welcome to New Reps (4 new attending)
- II. Guest Speaker: Briana Duran from Office of Sustainability
  - Green Offices Program– started in 2016 by an undergraduate student from Campus Environmental Center (student org sponsored by Office of Sustainability)
    - Student led, managed by Office of Sustainability
    - Points-based certification program (Bronze/Silver/Gold/Platinum)
    - 30 total offices currently certified
    - An “office” is defined as a shared space with at least 2 people
    - One person is Green Steward that encourages others in the office in green practices
    - Email [greenoffices@utenvironment.org](mailto:greenoffices@utenvironment.org) with questions or if interested in participating
    - Info Sessions: September 5 @12p @ Jester A209A and September 6 @2:30p @ SSB Glenn Maloney Rm. More to come in the spring
    - Students will come to office and do a consultation
    - Goal is to build a community around sustainability
  - Green Labs Program
    - Started as Green Fee funded program as recycling initiatives by a graduate student
    - Sharing sustainability best practices and resources for campus laboratories
    - Labs are one of the biggest energy users on campus
    - Offering specialty recycling:
      - Styrofoam recycling: 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month in MBB loading dock
      - Batter recycling: SSB next to the pharmacy and RLM
      - Cold pack recycling (donated to non-profits)
      - Nitrile glove recycling
    - Provide a consultation with an option to become a Certified Green Lab
    - Email [utgreenlabs@gmail.com](mailto:utgreenlabs@gmail.com) with questions or if interested in participating
  - Green Fee Program
    - Competitive grant program open to students, staff, and faculty with ideas for sustainability projects
    - Applications open in January 2018
  - Questions
    - 
    - Incentives for being certified as green office or lab? *Not at the moment, hoping to develop something in the next year*
- III. Review of July 20 Retreat – Jaime Davis
  - 53 people attended (out of 65)
  - Overall feedback was positive
    - Generally enjoyed the Wildflower Center despite the distance and bugs

- Biggest negative was the room, auditorium style hard for committee work. All the classrooms were booked for summer camps
- A lot of feedback on the values discussion
  - Jaime liked having everyone's input on what values SC should focus on
  - Narrowed values down to 7 during retreat: Effective Communication, Advocacy, Innovation, Collaboration, Opportunity, Diversity/Inclusion, Integrity. The Executive Committee will take these and narrow down to 3-4 values and refine the ideas
  - Reps with strong feelings about values and want to contribute, please email Jaime or Page

#### IV. Chair's Report – Jaime Davis

- Update on recent legislation –Only somewhat relevant was concerning TRS. The legislature requested money to offset rise in health insurance premiums, deductibles, etc. Currently at the Governor's office for approval.
- Announcements
  - Guest speakers for September meeting
    - Mary Knight – works for CFO Office, will give an update on how the legislature has impacted UT's budget. Typically gives these updates once a year
    - Noel Landuyt – update on Employee Engagement Survey results (University-wide). A few departments have already shared their results internally.
  - Parking Appeals Committee needs a new volunteer. This committee processes parking appeals. Faculty, staff, and students serve on this committee.
  - Talk with Susan Stockton (Diversity and Inclusion Committee) if you want to attend any future discussions about the incidents in Charlottesville. They will keep an ear out for concerns staff may have.
  - Elections – Larrimie Gordon
    - Mid-term elections begin in mid-September
    - Vacant districts: 120, 170, 210, 220, 230(2), 262, 300(2), 391, 411, 422, 460, 511, 522, 530(3), 610(3), 660(2), 712
    - 124 departments currently under-represented or not represented (can be found on our website)
    - Anyone in these departments that may be interested in joining SC, contact Larrimie
  - Presidential Social 2-3pm Monday, September 25, location TBD
    - Invitation from President's Office to coordinate a social or meet-and-greet with Staff Council
    - President Fenves wants to get out and meet staff. He wants to listen to what is happening on campus

#### V. Vice-Chair's Report – Page Stephens

- Updates from Executive meetings
  - Met with President Fenves once this summer

- Updated him on progress of building new Staff Council and goals for the year
- Main topic was on staff concerns about budget cuts which turned into a discussion about upward mobility and how that is difficult at UT. Some of the challenges are the same as communication challenges. UT is so spread out which limits communications that reach everyone clearly. President Fenves feels internal networking opportunities is something SC could be helpful in advancing. Professional development committee could see about taking this on
- Cindy Posey – Director of Internal and Campus Safety Communications
  - She was appointed to a campus climate council that President Fenves started
  - Cindy is a great advocate for staff, she is always consciously including staff when faculty and students are mentioned
  - Brainstormed ways to curate information that is specific to staff without relying on email. Ex: microwebsite, social media specifically for UT staff
  - Reps with feedback on these issues, contact Jaime or Page and they will forward it on to Cindy
- Debra Kress, AVP for HR
  - Next meeting in September

VI. Secretary's Report – Jaime Davis

- Caroline Taylor certified the quorum
- June minutes were approved without changes

VII. Unfinished Business – None

VIII. New Business

- Marisol Sanchez (District 660) – Parking: Staff member in DHFS has been on garage parking permit waitlist for 3.5 years and keeps getting bumped down. People get priority based on title and salary and he feels since he works for pest control that is why he keeps going down the list. Some hourly staff park at the meters and have to use a break to feed the meters. This causes some retention issues in DHFS.
  - Issues committee is currently investigating this. DHFS is not the only department that has brought this up.
  - Response from rep in parking, Chris Bookout (District 451) - All east lots are being closed and moved to garages. Eventually, most parking will all move to garages. Two new garages being built – one for Graduate Business School behind AT&T Conference Center (not open until September) and East Campus garage by baseball field will open soon. Prices will go up for those parking garages. Graduate or family apartments will be built where lot 14, 15, and 16 used to be.
  - Manny Arsiaga (District 431) used to work in PTS in a garage – Problem is not only about number of spaces but recovering fees from stealing parking spots and other violations that would help in building these new garages.
  - Elizabeth Cobbe (District 701) in charge of Sustainability Committee - They are working on a project to connect staff that want to carpool.

- Marisol – Can SC talk to the President’s Office about getting a certificate of retirement, like the certificates given for years of service?
- Marisol – Can university provide iPads for those that do not have a work station so they can check their emails? Could help with communication.
  - Dustin Slater (District 999) – Reminds that there are hundreds of computers available at the UT library branches for all staff
  - Joseph Bussey (District 460) – Work within department to try and include phone stipend in the budget
- Chris Bookout (District 451) – reminder to swap your parking permits to the current FY17-18 permit

IX. Committee Work – Jaime Davis

- 11 committees based on feedback so far
- There must be 3+ people to form a committee (per bylaws). Must have a chairperson. Most chairs have been selected already.
- Expectations of Committee Chair
  - Staff council is a collaborative group. SC works with a lot of departments and partners with them to get things accomplished.
  - Prioritize projects that are a benefit to the whole university as opposed to specific group
  - Take a long, holistic view. Projects don’t need to be completed in one year. They can be continued on as needed.
  - Act as project manager, lead meetings, facilitate discussion, keep records
  - As SC partners with other groups, such as Office of Sustainability, invite them to come present to SC to help build those partnerships
  - Provide regular updates to the Executive Committee (extra meeting per month) and occasionally present at SC meetings.
  - Write a report (and presentation) to the president’s office that is due in May
- To do:
  - Review list of committees. Each has the purpose of committee and chair of committee, if identified
  - Choose 1-2 committees you want to actively participate in before September meeting. Choose chairperson, if not already identified
  - View reports from previous years, which are on Staff Council website
  - Chairpersons asked to schedule a meeting with their committee within the next month and to narrow down project list

Meeting was adjourned to begin committee work at 2:47pm.

Minutes Approved \_\_\_\_\_

Ana Aguilar  
Recording Secretary