



THE UNIVERSITY OF TEXAS AT DALLAS

Erik Jonsson School of Engineering and Computer Science

ECS Dean's Staff Advisory Meeting - MONTHLY

October 27, 2021 @ 2pm

PRESENT: Betsy Willis, Kaysi Hendley, Sabrina Martinez, Joy Camp, Suzy Newsom, Ashley Bradberry, Irene Marroquin, Amanda Moilan, Sourav Patnaik, Mark Powell, Cathie Ranta, Aura Thomas, Marissa Tornakian

CALL TO ORDER

- Betsy Willis, Staff Advisory Chair called the meeting to order at 2pm

WARM UP QUESTION – Who was the most influential person in your life as a kid?

APPROVAL OF PREVIOUS MEETING MINUTES

Motion to approve the September 29, 2021, meeting minutes was made by Sabrina Martinez. The motion was seconded by Cathie Ranta. Vote was unanimous to approve. Minutes for the September meeting were approved. (With the exception of correcting the spelling of Cathie Ranta's name)

AGENDA ITEMS

Committee Reports

- **SOCIAL COMMITTEE – Mark, Betsy, Ashley, Kimberly, Marissa and Suzy**

Have met twice, focused on community activities and some campus social activities.

- Comet closet, run by JSOM, awaiting a response from Associate Director
- Mark Powell investigated EPICS, student groups working on different projects accessibility withing Engineering students (i.e., Engineering a Ramp – student in wheelchair to ride a horse) – possibly engage with students as they present their projects
- Stop the Bleed & CPR
 - CPR is \$50/person
 - Stop the Bleed is free, impactful & useful in our daily lives
- Consult with UTD Benefits department for other trainings in the community
- Cathie Ranta suggested a wellness event and to reach out to UTD's HR department
- Comet Cupboard, host our own food drive or a community garden
- Toys for Tots
- MLK program
- TANGO Tab
- Centering on a date, does help with participation
- Ice cream social – something like this type of event
- Staff picnic – Engineering team created and hosted
- Food truck, shaved ice, ice cream truck parked centrally (incorporate Starship robots)
- Bowling event



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- **PROFESSIONAL DEVELOPMENT**

- Don was absent from this meeting but will update the group next meeting

GROUP DISCUSSION

- **Promotion and Merit Process**

- What is needed to get promotions or a higher merit? – Was forwarded to the Professional Development as a topic of discussion. Proposal put together a road map for the staff to understand the process
- Dean Pearson has established a committee where she wants to review job titles in ECS, more defined and more applicable to the job duties
- The process for both were very difficult regarding how to process/submit this information
- Got held up in the provost's office without any information, status updates, etc. – Was difficult for those expecting this
- Turn around time to provide information, was difficult and challenging
- Metrics for staff evaluation
- Were told as a staff there was no money for promotions, but then someone was promoted, so the transparency was not available
- School wide org chart or directory of staff within ECS
- Often questions arise – how do I post an internal job posting or is there a special place to go for internal job postings? Perhaps a link in ECS of job postings, for those that want to move within the school
- Once the merits were established, an individual letter was sent to each staff and faculty with the amounts
- Salaries were already populated before staff/faculty were notified or before Dept Heads were notified
- Creating a roadmap would also lead into social committee ideas of establishing connections among peers in other areas of ECS

REMINDERS

Next Staff Advisory meeting is November 17, 2021

ADJOURNAMENT

The meeting was adjourned at 2:55pm