



President's Committee on the Staff Senate
Final Report
on the Committee's Work and Recommendations

October 18, 2016

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President's Committee on the Staff Senate Executive Summary

Background

On February 4, 2016, the Executive Committee of the University of North Texas Staff Senate determined that the Staff Senate needed to perform at a higher level of effectiveness and needed to offer increased service and greater advocacy for staff constituents.

On February 9, 2016, University of North Texas Staff Senate presented UNT President Neal Smatresk a resolution requesting that he appoint a committee composed of UNT administrators, staff and standing members of the Senate to make recommendations that would strengthen the Senate organizationally, improve its effectiveness and improve engagement with constituents.

In response, President Smatresk created the President's Committee on the Staff Senate and appointed Cabinet members Vice President for Institutional Equity and Diversity Joanne Woodard and Vice President for University Relations and Planning Deborah Leliaert to co-chair the Committee. Woodard and Leliaert serve as the president's co-liaisons to the Staff Senate. He also requested each member of the President's Cabinet nominate a staff member from their administrative unit to serve on the Committee. President Smatresk appointed the Cabinet's nominees, a staff member from the Office of the President and selected members of the Staff Senate to serve on the Committee. For purposes of this document, administrative units comprise the university's eight (8) divisions, the Office of the President and the Athletics Department.

President Smatresk gave the Committee its charge during its first meeting on April 29, 2016, to study the current practices of UNT's Staff Senate and best practices of similar organizations at other universities. He asked the Committee to make recommendations to him to improve the Senate by making it organizationally more effective, to help it become a better vehicle for receiving and sharing staff issues and concerns with the campus community and the university administration, and to improve its engagement with constituents and administrators.

The Committee undertook a thorough examination of the Staff Senate's current structure, activities and level of engagement with constituents and administrators. Its members reviewed documents and interviewed current and former members of the Senate, and others on campus, to learn of their perceptions and ideas about the Staff Senate.

The Committee also undertook research of staff senate and similar organizations at other universities, identified best practices, and compiled the information for use by its two subcommittees – the Composition Subcommittee and the Bylaws Subcommittee.

The Composition Subcommittee undertook a review of the current composition of the Senate, its proportional representation by job classification, and the electoral process. The Subcommittee also examined perceived effectiveness and staff member engagement through representation by job classification. The Subcommittee recommended a change to proportional representation by administrative unit and developed an implementation plan and schedule.

The Bylaw Subcommittee undertook a review of the Senate's current bylaws and recommended simplification and revision of the bylaws, utilizing some of the content to create a procedures manual to guide the Senate's future operations.

In the course of its work, the Committee discovered that the university policy authorizing the Senate had been eliminated in April 2013. The Composition Subcommittee undertook drafting a new UNT policy.

Recommendations

At a meeting with President Smatresk on October 18, 2016, the President's Committee on the Staff Senate presented its recommendations. The president subsequently shared the recommendations with the President's Cabinet on October 25, 2016, and met with the Executive Committee of the Staff Senate on November 3, 2016. The Committee made a presentation to the full Staff Senate on November 8, 2016.

The Committee recommended the Staff Senate composition be elected from a representative pool of candidates in each of the university's administrative units – eight (8) divisions, the Office of the President and the Athletics Department, creating the opportunity for the University's staff members to have more engagement with their Staff Senate representatives and for Senators to have more opportunities to understand the concerns of constituents and to share information with them. The Staff Senate recommended the number of representatives per administrative unit be proportional to the number of Staff employed by each Unit. Accordingly, the size of the Staff Senate initially would change from 48 members to 36 members. The Committee offered a two-year implementation plan for the transition from election and representation by employee classification to election and representation by administrative unit. The Committee also recommended an annual review that would provide for adjustments to proportional representation, as needed.

The Committee recommended a new University policy legitimizing the Staff Senate and offered a draft policy. The Committee recommended simplifying and updating the bylaws of the Staff Senate. Accordingly, the Committee offered new bylaws and a procedure manual for operations of the future Staff Senate. The Committee recommended changes to the bylaws require the approval of the University President, while changes to the Staff Senate's procedures would require only a vote of the Staff Senate.

The Committee recommended an online staff survey be conducted to create a baseline of staff members' current perceptions of the Staff Senate and that a new survey be conducted after the recommendations have been implemented and experienced by the University's staff members.

The Committee emphasized the importance of cabinet member engagement and support of the Staff Senate, including encouragement of staff members in their units to seek nomination for service on the Staff Senate.

The Committee also emphasized the importance of regular interaction with the president and President's Cabinet through the Senate's Executive Committee and through Staff Senate representation within each unit.

Recommended Staff Senate Bylaws

I. Preamble.

The University of North Texas (UNT) Staff Senate is created by the authority of the University President and reports directly to the president or president's designee(s). The Staff Senate represents the collective body of UNT staff members and promotes its general welfare as it relates to the university.

As a representative shared governance organization, the Staff Senate serves as an advisory body to the president and president's cabinet about university policies, procedures and long-range plans pertinent to Staff Senate. It serves as a conduit of information to and from the president and President's Cabinet about matters affecting staff as a whole and matters related to the performance of their work in support of institutional goals. It appoints or recommends Staff Senate representatives to university committees.

Staff Senate is a forum for members to communicate with one another on matters of mutual interest or concern. It endeavors to communicate with constituents about issues, policies and activities affecting them.

The Staff Senate does not serve as a substitute for the formal grievance procedures of the university. It does not engage in specific individual or group employee/employer disputes or grievances and does not serve as a bargaining entity.

II. Mission.

It shall be the mission of the Staff Senate:

- to serve as a vehicle to share staff issues and concerns with the administration;
- to improve engagement with the universities constituencies and administrators;
- to foster communication within the campus community; and
- to advance the university's mission.

III. Composition of Staff Senate.

a. Eligibility and Membership.

- i. Membership of the Staff Senate shall consist of full or part time benefits-eligible staff employed by UNT for a minimum of one (1) year.
- ii. The number of senators shall be proportional to the number of total staff per each administrative unit.
 1. One senator for the first 50 staff employees (or portion thereof), one for the second 50 (or portion thereof), and then one for every 100 (or portion thereof).

b. Voting and Non-Voting Members.

- i. Voting Senators shall consist of staff members elected to the Staff Senate.
- ii. Non-voting members shall consist of:
 1. The current chair, unless the vote is needed as a tie breaker.
 2. Ex-officio members of the Staff Senate.
 3. Guests of the Staff Senate.

c. Staff Senate Officers.

- i. The Officers and Executive Committee shall consist of a chair, chair-elect, parliamentarian, secretary/treasurer, communications coordinator, the past chair (ex-officio), and a representative from Human Resources (HR), ex-officio.
 1. The chair-elect shall assume the role of chair in the next election year.

- d. Terms of Office.
 - i. Senators serve a staggered two-year term.
 - 1. One-half of the Staff Senate is up for election each year.
 - 2. Each senator serves two (2) consecutive terms.
 - ii. At the completion of the senator's second term, the senator shall be required to take a one-year absence from the senate before becoming eligible to seek reelection.
 - 1. Officers serve a standard one-year term.
 - 2. Officers may serve two (2) consecutive terms by election of the voting membership.
 - 3. The chair-elect will serve a 3-year term:
 - a. The first year as the chair elect;
 - b. The second year as the chair;
 - c. And the third year as the past chair, not a voting member.
- e. Vacancies.
 - i. Vacancies within the Staff Senate shall be filled from those staff members nominated by the administrative unit, but not elected during the last election, in order of highest number of votes received.
 - ii. Any officer vacancy may be filled at the regular meeting, at which a quorum is present, following the announcement of the vacancy.
- f. Elections.
 - i. The Bylaws and Elections Committee will assist each administrative unit with the nomination and election process.
 - ii. The Bylaws and Elections Committee Chair shall conduct the business of nominations and elections of Staff Senate officers annually during the month of August.
- g. Operating Budget.
 - i. The university shall establish an operating budget sufficient to fulfill the mission of the Staff Senate, as approved by the president or president's designee(s).
 - ii. The chair of the Staff Senate will be responsible for approving all Staff Senate expenditures, working with the account holder assigned by the president.

IV. Staff Senate Expectations.

- a. Attendance.
 - i. Excessive absences (defined as 3 or more) of any type may subject a senator to removal. Refer to vacancies, Staff Senate Procedures [insert link].
- b. Meetings.
 - i. Regular meetings of the Staff Senate shall be held every month, September through August.
 - ii. The Staff Senate may request to go into closed session by a majority vote of Senators in attendance. Guests are not present during executive sessions.
 - iii. Special meetings of the Staff Senate may be called by a majority of the senators on the Executive Committee.
 - iv. The Executive Committee may request to go into closed session by a majority vote of the Executive Committee in attendance. Guests are not present during executive sessions.
- c. Quorum.
 - i. The Staff Senate shall not transact official business without the presence of a quorum. A quorum shall exist when a simple majority of the voting senators is present. A simple majority requires 50 percent of all senators plus one.

- d. Parliamentary Authority.
 - i. All proceedings and deliberations of the Staff Senate and its respective committees will function under *Robert's Rules of Order, Newly Revised (most current: 11th Edition, released 09/27/2011).*

V. Staff Senate Committees.

- a. The Executive Committee shall:
 - i. Reserve the right to consider all matters brought before the Staff Senate and may take official action on matters that do not require the Staff Senate's vote or consent.
 - ii. Exercise general oversight of the Staff Senate and its committees and may refer matters to committees when necessary.

- b. The Bylaws and Elections Committee shall:
 - i. Research and present bylaw changes, as needed.
 - ii. Assist each administrative unit with the elections process.
 - iii. Manage the Staff Senate officer election process.

- c. The Communications and Public Relations Committee shall:
 - i. Exercise responsibility for event and program planning.
 - ii. Work collaboratively with HR for staff events.
 - iii. Use the university's key communication vehicles, including the web and social media, to inform staff members about issues, developments, and events.

- d. The Staff Development Committee shall:
 - i. Identify professional development opportunities for staff.
 - ii. Execute learning and training activities, as needed.

- e. The Policy and Benefits Committee shall:
 - i. Identify and research Human Resource issues and concerns brought to its attention.

- f. The Ad Hoc and University Committees:
 - i. Staff senators shall be represented on university committees that affect UNT staff.
 - ii. Ad hoc committees may be established to review a specific issue at any regular meeting of the Staff Senate upon a simple majority vote of the members present.

VI. Adoption of Bylaws.

- a. Any Senator wishing to amend the bylaws should submit the proposed amendments in writing to the Executive Committee for consideration.

- b. Adoption of the proposed changes shall require a two-thirds vote of the members present and voting at a scheduled monthly meeting.

- c. Any amendments to the bylaws recommended by the Staff Senate shall be submitted to the university president, or designee(s), for approval.

Recommended Staff Senate Procedures

I. Operating Procedures.

- a. The following procedures outline the classification, details, processes, and best practices for operating within the Staff Senate bylaws at the University of North Texas.
- b. The Bylaws and Election Committee will review the procedures annually.
- c. The procedures are subject to change with a two-thirds vote of senators.

II. Composition of the Staff Senate.

- a. Membership.
 - i. Refer to Staff Senate Bylaws for eligibility requirements *[insert link]*.
 - ii. Staff Senate size is based on the total number of staff members within each administrative unit.
 - iii. Staff count of administrative unit shall be reviewed annually to guarantee each Unit is represented by the correct number of senators.
 1. HR shall supply the list of employees within each administrative unit.
 - iv. Eligible individuals shall seek permission from their immediate supervisor to serve on the Staff Senate.
 - v. Senators will:
 1. Make informed decisions
 2. Vote on matters brought before the Staff Senate
 3. Serve on at least one (1) standing committee
 4. Serve on university committees when requested or appointed
 - vi. The following employee positions are excluded from serving as a Staff Senator:
 1. President,
 2. Provost,
 3. Vice president/associate vice president/assistant vice president,
 4. Dean/associate dean/assistant dean,
 5. Teaching Fellow/Teaching Assistant/Research Assistant/Graduate Student
 6. Individuals in positions classified as student positions
 7. Faculty/lecturers/professional librarians/adjunct professors/special appointed faculty,
 - a. Unless otherwise considered first, and foremost, a regular staff member
 8. Employees of the UNT System and its other member institutions.
- b. Voting / Non-Voting Members.
 - i. For voting and non-voting member classifications, refer to Staff Senate Bylaws *[insert link]*.
- c. Staff Senate Officers.
 - i. For Staff Senate officer compositions, refer to Staff Senate Bylaws *[insert link]*.
 - ii. For Staff Senate officer expectations, refer to Article III within this document *[insert link]*.
 - iii. For terms of office, refer to Staff Senate Bylaws *[insert link]*.
- d. Vacancies.
 - i. Vacancy within the Staff Senate.
 1. A vacancy due to termination of employment or removal from the Staff Senate will be filled within 30 days.
 2. The Elections and Bylaws Committee will research the prior election results and nominations within the impacted administrative unit.

3. Within the administrative unit where the position is vacant, the nominee that received the most votes, but did not attain a senator position (the runner-up), will be offered the role.
 4. If the runner-up declines the position, the next in line with the most votes within the unit will be offered the position.
 5. In the case where there are no available nominees to fill the vacancy, the Elections and Bylaws Committee will work with the administrative unit to develop an election to fill the vacancy.
- ii. Vacancy due to administrative unit changes.
 1. If a senator changes roles that require a transition into a different administrative unit, the senator will complete their term as a representative of the original unit.
 2. When the term ends, a senator may seek reelection from the new campus unit where the senator is currently/newly employed provided the senator has not served the maximum number of years without a break.
 - iii. Vacancy within the Executive Committee.
 1. Refer to the Staff Senate Bylaws for clarification *[insert link]*.
- e. Elections.
- i. Staff Senate nominations.
 1. Coordinated by the Elections and Bylaws Committee.
 - a. No senator up for reelection shall assist the committee with the election process.
 2. Administrative units shall be notified by the committee of the number of open seats available within each unit.
 3. The chair of the committee will work with the administrative unit leader or designee to establish the nomination and election process for that unit.
 4. Administrative units shall email the names of nominees to the Elections and Bylaws Committee no later than the week after spring break.
 5. Nominees' information will be emailed to the appropriate administrative units for voting.
 - ii. Voting.
 1. All elections shall be conducted by secret ballot.
 2. The nominees shall be listed as candidates.
 - a. Candidates shall only be viewed by the employees from the administrative unit in which the nominee is housed.
 3. Specific instructions shall be placed on each ballot for voting assistance.
 4. Ballots shall be counted under the supervision of the Elections and Bylaws Committee.
 5. Election results shall be communicated to all staff no later than the Friday before spring commencement.
 6. Election results and ballots shall be retained until the next election is concluded the following year.
 7. Election results may be contested up to 30 days following the announcement of the election results.
 8. In the event of a tie, a run-off election shall be used to determine the winner.
 - iii. Officer Elections.
 1. Officer elections are to be coordinated by the Elections and Bylaws Committee.
 2. Nominations for an officer position can also be emailed to the chair prior to the August meeting.
 3. At the August meeting, nominations will be taken from any senator in attendance for an officer position.
 4. Officers will be elected in the month of August for the upcoming year.
 5. Having given prior consent, nominees need not be present to be considered for an officer position.
 6. Officers will take office on September 1 of each year.
 7. Qualified officer nominees must have prior service as a Senator for a full academic year.
 8. All present senators, current and incoming, are qualified to vote during an officer election.
 9. Voting shall be counted by the Elections and Bylaws Committee.

10. A simple majority of votes shall determine the elected officers.

III. Staff Senate Expectations.

a. Staff Senate Officers.

- i. Each Officer position is one (1) year in length.
- ii. The chair shall:
 1. Preside at all regular and special meetings.
 2. Vote only in the event of a tie.
 3. Enforce all regulations and policies.
 4. Preside over the Executive Committee.
 5. Oversee all committees.
 6. Prepare the organizational chart of the Staff Senate.
 7. Approve agendas and minutes.
 8. Represent the Staff Senate at all functions which require representation of the Staff Senate, or appoint a designee.
 9. Call special meetings.
 10. Communicate Staff Senate operations to the president or president's designee(s).
 11. Approve all financial transactions and authorize the disbursement of funds in collaboration with the account holder assigned by the president or the president's designee(s).
 12. Establish ad hoc committees as approved by the Staff Senate.
 13. Perform other such duties as associated with this office.
- iii. The chair-elect shall:
 1. Prepare to fulfill the role of chair in the following year.
 2. Preside over meetings in the absence of the chair.
 3. Assist chair in performing leadership responsibilities.
 4. Fulfill any term vacated by the chair.
 5. Perform other such duties as associated with this office or deemed appropriate by the chair.
- iv. The parliamentarian shall:
 1. Oversee the execution of Staff Senate business to ensure adherence to the Charter and Bylaws.
 2. Advise the chair on parliamentary procedures in accordance with *Robert's Rules of Order, Newly Revised*.
 3. Perform other such duties as associated with this office or deemed appropriate by the chair.
- v. The secretary/treasurer shall:
 1. Record attendance.
 2. Call for agenda items, prepare draft agendas and take minutes of all Staff Senate and Executive Committee meetings and maintain them as permanent records.
 3. Email the minutes to each Executive Committee members within ten (10) days prior to next meeting.
 4. Email agendas and minutes to the full Staff Senate prior to a meeting, ensuring both are posted to the Staff Senate website.
 5. Maintain all records of the Staff Senate including: fiscal records, mailing lists (electronic and physical addresses), list of senators and term limits, and list of committees and serving senators.
 6. Make chair-authorized disbursements of funds in collaboration with the account holder designated by the president or the president's designee(s).
 7. Submit quarterly financial reports to Executive Committee.
 8. Perform other such duties as associated with this office or deemed appropriate by the chair.

- vi. The communications coordinator shall:
 1. Create, edit, and maintain all content on the Staff Senate website, Facebook, and Twitter, and other social media accounts.
 2. Create and distribute the Staff Senate newsletter.
 3. Serve as historian by maintaining Staff Senate archives.
 4. Edit and maintain the communication plan set forth by the Staff Senate Executive Committee.
 5. Maintain electronic constituency list(s) of all staff by administrative unit with assistance of UNT System Information Technology Shared Services (ITSS).
 6. Perform other such duties as associated with this office or deemed appropriate by the chair.
 - vii. The past chair shall:
 1. Serve in an advisory capacity to the Executive Committee.
 2. Ensure continuity of multi-year projects, as assigned by the Executive Committee.
 3. Serve as an ex-officio member of the Executive Committee.
 - viii. The HR Representative shall:
 1. Serve in an advisory capacity to the Executive Committee.
 2. Serve as an ex-officio member of the Executive Committee.
 3. Assist with providing the annual list of employees, for election purposes, within each administrative unit.
 - ix. The president's designee(s) to the Staff Senate shall:
 1. Be appointed by the president annually in August.
 2. Serve as an additional resource and link between the Staff Senate and the president and President's Cabinet.
 3. Serve as a mediator in the needed instance of conflict resolution between members of the Executive Committee, senators, or a combination of the two.
- b. Members.
- i. All newly elected senators will attend an orientation held by the Executive Committee.
 - ii. Each senator will be given a list of constituents.
 1. List of constituents will be related to the administrative unit that the senator represents.
 2. List will contain the name and email address of each staff member within the administrative unit.
 - iii. Senators are responsible for staying in close contact with the constituents throughout the senator's term of office by:
 1. Introducing themselves at the beginning of each term, via email [Template link].
 2. Relaying pertinent campus and Staff Senate information to all assigned constituents, including meeting agendas and minutes.
 3. Answering any questions sent to the senator from fellow constituents.
 4. Escalating certain questions to the Executive Committee for research and response.
- c. Resignation.
- i. If a senator is unable to fulfill the responsibilities for the entirety of a term, the senator should formally resign.
 - ii. A senator's resignation will be accepted and finalized by the Executive Committee.
 - iii. The process to fill a vacancy shall be handled in accordance with the Staff Senate Bylaws [insert link] and Procedures [insert link].
- d. Attendance.
- i. Staff senators shall comply with the attendance policy stated in the Staff Senate Bylaws [insert link].
 - ii. Senators are expected to attend all meetings.
 - iii. The chair or secretary/treasurer should be notified in advance of a senator's planned absence.

- iv. A senator may choose a substitute from the represented administrative unit to attend the meeting in the place of the absent senator.
 - 1. The substitute will not have voting privileges.

- e. Meetings.
 - i. Refer to Staff Senate Bylaws for meeting guidelines *[insert link]*.
 - ii. All meetings will operate within the principles of *Robert's Rules of Order, Newly Revised*.
 - iii. All in attendance are expected to silence cell phones during Staff Senate meetings.
 - iv. The meeting agenda will:
 - 1. Be available to all staff members via the Staff Senate website two (2) working days prior to Staff Senate meetings and include prior meeting minutes.
 - 2. Include time and location of the upcoming Staff Senate meeting.
 - 3. Include the order of business and supporting documentation.
 - 4. Be developed by the Executive Committee.
 - v. The meeting minutes will:
 - 1. Be recorded by the secretary/treasurer.
 - 2. Be distributed by the secretary/treasurer to Executive Committee within ten (10) days of the adjourned meeting.
 - 3. Be posted on the Staff Senate website *[insert link]* for all to view.

- f. Quorum.
 - i. Refer to Staff Senate Bylaws for quorum guidelines *[insert link]*.
 - ii. When the presence of a quorum is challenged by a member of the Staff Senate, the secretary/treasurer shall conduct a roll call and announce to the chair the presence or absence of a quorum.
 - iii. In the absence of a quorum:
 - 1. The chair may only make informational announcements.
 - 2. Any business transactions that require a vote will be tabled until a quorum is present, with exception of committee reporting.
 - 3. Invited guests may address the Staff Senate or request to return at the next held meeting.

- g. Parliamentary Authority.
 - i. Refer to Staff Senate Bylaws for the established parliamentary authority *[insert link]*.

Recommended Staff Senate and Committee Composition and Background Information

I. Staff Senate Committees.

- a. Refer to Staff Senate Bylaws for information regarding guidelines on the following committees *[insert link]*.
 - i. Executive Committee,
 - ii. Bylaws and Elections Committee,
 - iii. Communications and Public Relations Committee,
 - iv. Staff Development Committee,
 - v. Policy and Benefits Committee, and
 - vi. Ad Hoc and University Committees.
- b. Each senator is required to serve on at least one committee throughout the senator's term limit.
- c. Committee chairs and co-chairs are to be elected by a caucus of committee members.
- d. At least one (1) Executive Committee member will sit on each committee as an ex-officio member in an advisory capacity and to facilitate open communications between committees and the Executive Committee.

II. Form of Staff Senate Representation.

- a. Proportionate to the number of full-time staff employees (.5 FTE and above) in each administrative unit
 - i. One representative for the first 50 staff employees (or portion thereof), one for the second 50 (or a portion thereof), and then one for every 100 (or portion thereof after this).

Benefits of Administrative Unit Representation:

- ii. The list can be broken down further by EEO categories to ensure appropriate representation of job duties/levels within an administrative unit.
- iii. It clarifies constituencies and promotes engagement.
- iv. It clearly determines size of the Staff Senate organization.
- v. It reinforces buy-in from President's Cabinet members

III. Senator Terms of Service.

- a. Two-year staggered terms
 - i. One-half of the Staff Senate is elected each year.
 - ii. This allows for two consecutive terms and then a senator must roll off for one (1) year before running for reelection.
 - iii. Each officer serves a one-year term in their position.

Benefits of Terms of Service:

- iv. A commitment of two (2) years of service is not too binding, yet ample time to provide informed engagement.
- v. The Executive Committee can be more fluid.

IV. Staff Senate Officers/Executive Committee.

- a. Chair:
 - i. Presides over the Staff Senate,
 - ii. Approves agendas and reports,
 - iii. Represents the Staff Senate both on-campus and externally,
 - iv. Meets with the president and president's designee(s) regularly with and without Executive Committee,
 - v. Has signature authority to approve expenditures in collaboration with the account holder assigned by the president, and
 - vi. Serves as tie-break vote if needed.
- b. Chair-Elect:
 - i. Assumes role of chair in the next election process,
 - ii. Presides over Staff Senate in the absence of the chair, and
 - iii. Assists in performing leadership responsibilities.

- c. Secretary/Treasurer:
 - i. Roles of the secretary and treasurer are combined under the new Staff Senate structure,
 - ii. Records minutes and submits to Executive Committee for review,
 - iii. Maintains attendance records,
 - iv. Monitors and reconciles accurate accounting records of expenditures/revenue and advises the chair on fiscal responsibilities/deadlines, works collaboratively with the account holder assigned by the president or president's designee(s), and
 - v. Works with other members of Executive Committee to build the annual budget requests, works collaboratively with the account holder assigned by the president or president's designee(s).

- d. The communications coordinator shall:
 - i. Create, edit, and maintain all content on the Staff Senate website, Facebook, and Twitter, and other social media accounts.
 - ii. Create and distribute the Staff Senate newsletter.
 - iii. Serve as historian by maintaining Staff Senate archives.
 - iv. Edit and maintain the communication plan set forth by the Staff Senate Executive Committee.
 - v. Maintain electronic constituency list(s) of all staff by administrative unit with assistance of UNT System Information Technology Shared Services (ITSS).
 - vi. Perform other such duties as associated with this office or deemed appropriate by the chair.

- e. Parliamentarian:
 - i. Oversees the conduct of Staff Senate business to uphold the bylaws, and
 - ii. Serves as authority on parliamentary procedures to maintain efficiency of Staff Senate meetings.

- f. Past Chair:
 - i. Serves as a non-voting member in an advisory capacity to the Executive Committee.

- g. Human Resource Representative:
 - i. Serves as a non-voting member to ensure smooth communications and collaboration with the UNT System Human Resource Office.

V. Standing Staff Senate Committees.

- a. The Bylaws and Elections Committee:
 - i. Researches and presents bylaw changes, as needed, and
 - ii. Manages the election process.

- b. The Communications and Public Relations Committee:
 - i. Performs event and program planning,
 - ii. Works collaboratively with HR for staff events,
 - iii. Keeps the web and social media outlets updated, employs university communication vehicles to disseminate information, and
 - iv. Reviews constituent lists monthly to ensure UNTS ITSS is making updated lists available.

- c. The Staff Development Committee:
 - i. Identifies professional development needs and opportunities for staff, and
 - ii. Executes learning activities and training, as needed.

- d. The Policy and Benefits Committee:
 - i. Identifies and researches HR-related inquiries regarding applicable policies or benefit issues.

The Composition Subcommittee of the President’s Committee of Staff Senate (PCSS) requested a list of all staff employees (.5 FTE or greater) sorted by administrative unit. The results are listed in the first column below. Based on the rule of representation of one for the first 50 staff employees (or portion thereof), one for the second 50 (or a portion thereof), and then one for every 100 (or portion thereof after this), the new number of senators for each administrative unit was determined. The total number of the senators based on the new composition would be 36 voting members. The current chair is not included in this count and serves as a voting member only for the purpose of breaking ties. With the past chair (ex-officio) and HR representative (non-voting) being part of the Executive Committee, the full Staff Senate would comprise 38 people.

Administrative Unit	# of Staff	# of Senators	Current Representation
Advancement	54	2	2
Athletics	98	2	2
Enrollment Management	151	3	2
Equity and Diversity	12	1	1
Office of the President	11	1	0
Provost	1033	12	19
Student Affairs	464	6	9
URCM	87	2	1
Finance	514	6	10
Research	36	1	0
Totals	2455	36	46

(Numbers are subject to change based on staff employed in each administrative unit. The number in each unit shall be reviewed annually and adjustments to the representation adjusted accordingly.)

Recommended Staff Senate Composition Implementation Narrative

To facilitate transition from the current Staff Senate composition to one recommended by the President's Committee on Staff Senate, the following steps should be considered.

Please note: This plan is designed so that no sitting member of the current Staff Senate is asked to step down. The reduction in the number of senators recommended by the President's Committee on Staff Senate occurs by attrition of positions as senators roll off and new elections are held.

Step 1: Elections in 2017

Listed below are the administrative units, and the number of seats to be filled, for full **two-year terms** as senator:

Advancement 1	Athletics 1	Enrollment 1
Institutional Equity & Diversity 1	Office of the President 1	

Listed below are the administrative units, and the number of seats to be filled, for a **one-year term** (counting as a two-year term) as senator for the following positions:

Advancement 1	Athletics 1	Enrollment 2
Provost & Academic Affairs 2	Student Affairs 1	URCM 1
Research 1		

These one-year appointments set up the rotating positions between the multiple representatives within administrative units.

Listed below are the administrative units and the number of **seats to be eliminated** as senators roll off in the 2017 elections:

Provost & Academic Affairs -4	Student Affairs -2	Finance & Administration -3
-------------------------------	--------------------	-----------------------------

Step 2: Elections in 2018

Listed below are the administrative units, and the number of seats to be filled, for full **two-year terms** as senator:

Advancement 1	Athletics 1	Enrollment 2
Provost & Academic Affairs 6	Student Affairs 3	URCM 1
Finance and Administration 3	Research 1	

Listed below are the administrative units, and the number of seats to be filled, for a **one-year term** (counting as a two-year term) as senator for the following positions:

Provost & Academic Affairs 1	Student Affairs 3	Finance & Administration 1
URCM 1		

These one-year appointments set up the rotating positions among the multiple representatives within each administrative unit.

Step 3: Elections in 2019

This fiscal year begins the alternating two-year terms within each administrative unit. Every Staff Senate position in the FY 17-19 service and every Staff Senate position in the FY 18-19 service rolls off and those positions are filled for two year terms (FY 19-21). The remaining positions will be elected for the FY 20-22 term and the positions will alternate yearly after that.

Implementation Plan - 2016-2017						Open For Election				
Division	Total Staff	Senators Needed	Current # Senators	Representation FY17	Position Name	FY17-18	FY17-19	FY18-19	FY18-20	
Advancement	54	2	2	Sonia Vasquez	Advancement 1		X			
				Susan Sanders	Advancement 2	X			X	
Athletics	98	2	2	Rachel McMullen	Athletics 1		X			
				Michelle Jack	Athletics 2	X			X	
Enrollment	151	3	2	Charlene Ballenger	ER 1		X			
				Liz Perkins	ER 2	X			X	
				* David Denny	ER 3	X			X	
Equity and Diversity	12	1	1	Christi Hestand	ED 1		X			
President's Office	6	1	0	* Cheryl Benningfield	Pres 1		X			
Provost	1033	12	18	Ana Garcia	Provost 1			X		
				Julie Ikpah	Provost 2			X		
				Katie McCoy	Provost 3			X		
				Ann Bartts	Provost 4			X		
				Christopher Cunningham	Provost 5			X		
				Claudia Taylor	Provost 6			X		
				Jessie Niu	Provost 7			X		
				Karen Goss	Provost 8					X
				Kathryn Beasley	Provost 9					X
				Tonya Riley	Provost 10					X
				Tammy McDaniel	Provost 11			X		X
				Crystal George	Provost 12			X		X
				Brandi Everett	Provost 13					
				Robert Tompkins	Provost 14					
				Lisa Cuevas	Provost 15					
				Amelia Hiatt	Provost 16					
Student Affairs	464	6	9	Nina Sichterman	SA 1			X		
				Stephanie Fields-Hawkins	SA 2			X		
				Daisey Gillam	SA 3			X		
				Kevin Sanders	SA 4				X	
				Wayne Campbell	SA 5				X	
				Kristi Ormand	SA 6			X	X	
				Russell Bouyer	SA 7					
				Ellysia Dierker	SA 8					
URCM	87	2	1	Gary Payne	URCM 1			X		
				* Melanie Dewey	URCM 2	X			X	
Finance	514	6	10	Margaret Gant	Finance 1			X		
				Travis Craig	Finance 2			X		
				Anna Pechenina	Finance 3			X		
				Ramona Rosborough	Finance 4				X	
				Lucas Imel	Finance 5				X	
				Nicole Savage	Finance 6				X	
				Lawrence Collamer	Finance 7					
				Linda Godoy	Finance 8					
				Dana Duke	Finance 9					
Research	36	1	0	* Nysa Love	Research 1	X		X		
Totals	2455	36	45			8	5	14	17	

* The four names highlighted in darker green are senators serving outside of their administrative unit, as such, they would not be eligible for re-election to that seat when it opens.

Position falls away in 2017

0.0.0 Staff Senate

Policy Statement:

It is the policy of UNT to authorize and support the development and operations of a university Staff Senate.

Policy Owner:

University president

Application of Policy:

All Staff

1. Policy

It is the policy of the UNT to authorize and support the development and operations of a university Staff Senate. The purpose of the Staff Senate is as follows:

- to serve as a vehicle to share staff issues and concerns with the Administration;
- to improve engagement with the universities constituencies and Administrators;
- to foster communication within the campus community; and
- to advance the University's mission.

2. Authority

The UNT Staff Senate is created by the authority of the university president and reports directly to the president or president's designee(s). The Staff Senate represents the collective body of UNT staff members and promotes its general welfare as it relates to the university.

As a representative shared governance organization, the Staff Senate serves as an advisory body to the president and President's Cabinet about university policies, procedures and long-range plans pertinent to staff. It serves as a conduit of information to and from the president and President's Cabinet about matters affecting staff as a whole and matters related to the performance of their work in support of institutional goals. It appoints or recommends Staff Senate representatives to university committees.

Staff Senate is a forum for members to communicate with one another on matters of mutual interest or concern. It endeavors to communicate with constituents about issues, policies and activities affecting them.

3. Membership

- Membership on the Staff Senate shall consist of full or part-time benefits eligible staff employed by UNT for a minimum of one year.
- The number of senators will be proportional to the number of total staff per each administrative unit. Administrative units comprise the university's 8 divisions, the Office of the President and the Athletics Department.

4. Operating Budget

- The university shall establish an operating budget sufficient to fulfill the mission of the Staff Senate, as approved by the president or the president's designee(s).

5. Bylaw Changes

- Any amendments to the Bylaws recommended by the Staff Senate shall be submitted to the university president or president's designee(s) for approval.

APPENDIX A

Staff Senate Resolution

RESOLUTION OF UNIVERSITY OF NORTH TEXAS (UNT) STAFF SENATE

PRESIDENT'S CREATION OF REVIEW AND RECOMMENDATION COMMITTEE

WHEREAS, the UNT Staff Senate was created to be an organization of elected members to serve as representatives of all UNT staff by fostering communication with the campus community, the administration, the faculty and the student body as well represent staff issues and concerns to the administration; and,

WHEREAS, the UNT Staff Senate Executive Committee, having a collective intent to achieve a higher level of effectiveness and an increased level of service and advocacy for our constituents opened discussion on the topic during our scheduled Feb. 4, 2016 Executive meeting; and

WHEREAS, the majority of the Executive Committee agreed that the current level of effectiveness and strength of the Senate could be significantly improved and determined to request assistance from the UNT President, now, therefore be it

RESOLVED, that this resolution serve as an official request by the Staff Senate to UNT President Neal Smatresk to appoint a committee comprising UNT administrators and staff, including select standing members of the Staff Senate, to study best practices, current practices and to make recommendations based on findings to improve the Staff Senate organizationally, the Senate's effectiveness, and to improve engagement with constituents and administrators.

Adopted this day, February 9, 2016

APPENDIX B

President's Committee on Staff Senate Members

Co-Chairs:

Deborah Leliaert, VP-University Relations & Planning

Joanne Woodard, VP-Institutional Equity and Diversity

Committee Members:

Rhonda Acker

Christi Hestand

Dan Naegeli

Thomas Augsburg

Scott Hobbs

Shaureece Park

Charlene Ballenger

Margaret Humphrey

Ruby Raines

Kathryn Beasley

Dilana King

Adam Wear

Lora Connaughton

Carla McGuire

Travis Craig

Pamela Milner

Rick Knight-Carr, Scribe

Subcommittees & Members

Composition Subcommittee:

Christi Hestand, *Chair*

Dilana King, Travis Craig, Adam Wear, & Dan Naegeli

Bylaws Subcommittee:

Rhonda Acker, *Chair*

Tom Augsburg, Kathryn Beasley, Pam Milner & Lora Connaughton

APPENDIX C

Meeting Agendas and Minutes

President's Committee on Staff Senate (PCSS)

University Union, President's Conference Room

Thursday, May 05, 2016 / 1:00pm - 3:00pm

AGENDA

1. Best Practices

2. Interview questions

3. Interview Assignments

4. Next Meeting

President's Committee on Staff Senate (PCSS)

May 5, 2016, 1:00pm – 3:00pm / University Union, President's Conference Room, Room 394

MEETING MINUTES

Attendees:

Co-Chairs:

Leliaert, Deborah

Woodard, Joanne

Committee Members:

Acker, Rhonda

Augsburg, Thomas

Ballenger, Charlene

Connaughton, Lora

Craig, Travis

Hestand, Christi

Hobbs, Scott

Humphrey, Margaret

King, Dilana

McGuire, Carla

Milner, Pamela

Naegeli, Dan

Raines, Ruby

Wear, Adam

Knight-Carr, Rick *Scribe*

Welcome, Introductions, and attendance sign-in sheet passed around.

There was general consensus that UNT needed a strong Staff Senate, participating in university governance.

Researching Other University Staff Senate-like Organizations

- Following up on suggestions from the Ad Hoc Committee meeting held April 29, 2016, at which time it established the "President's Committee of Staff Senate" as charged by President Smatresk, the committee decided each member would research at least one other university having a staff senate-like organization, identifying best practices that might be considered for UNT.
- A UNT list of peer/aspirational institutions was handed out. And committee members were asked to select from institutions from the list and to review programs from any other university of their choosing, public or private.
- Committee members agreed to obtain information from the web, but that making direct contact (via phone) with leadership of model organizations was OK too.
- Committee chairs offered to provide a one-page template for submission of information and there was discussion about what kinds of best practices and common attributes members might consider.
- Thoughts about some attributes to consider:
 - Size of the institution & number of staff members
 - How the staff senate-like group is structured
 - Term limits of "senators"
 - Mission/goal of the group
 - Meeting Frequency
 - Reports to
 - Website Link
 - Current Events / Projects

Any other kinds of useful information, for example:

- Does the chair of staff senate-like organization attend Faculty Senate meetings?
At the first PCSS meeting, President Smatresk suggested members might narrow down universities with best practices and consider visiting one or more of those universities to gain insights or invite the leaders of best practice universities to come to UNT to share information. At the last PCSS meeting it was decided this might be a good approach and useful in arriving at recommendations to the president.

Interviewing Current UNT Staff Senate Members

Chair Woodard offered questions (see attachment) for interviewing current UNT Staff Senate members and each member of the committee selected names of persons to interview in preparation for the May 18th PCSS meeting.

- Committee members were encouraged to share what they learned without attribution to any particular individual.
- Current UNT Staff Senators serving on the committee recommended that they not participate in interviewing other senators.

University-wide Survey of Staff Members

The committee decided to craft and distribute a university-wide survey to staff members to gather perceptions and thoughts that might contribute to the PCSS' recommendations to the president. The information also would provide a baseline for future surveys. The survey would be sent to all staff members eligible to participate in the current Staff Senate organization.

- It was suggested that the on-line survey needs to be spaced out from any other recent staff survey, as too many in a short period of time can reduce participation.
- Suggested questions for survey:
 - Are you a current member of the Staff Senate?
 - Are you aware there is a Staff Senate?
 - What do you know about Staff Senate?
 - What is your perception of the Staff Senate's purpose?
 - What do you think the Staff Senate can do for you?
 - What would you like to see Staff Senate do?
 - What would be an incentive to get your participation in the Staff Senate?

How Information about the Staff Senate is shared with New Employees

- New Hires are typically introduced to the Staff Senate by way of on-boarding orientation. Members of the committee are not sure this practice is still in place. Co-chairs to check in with HR.
- PCSS consensus is that information about the Staff Senate may get lost in the overwhelming amount of information a new employee gets at on-boarding.
- A way of following up with new employees is needed to ensure they have Staff Senate information

Upcoming Meetings

- Next Staff Senate meeting is Today, Tuesday, May 10th, 3:00pm to 5:00pm, Union Senate Chamber and PCSS members are encouraged to observe the meeting.

- Next PCSS meeting is Thursday, May 12th, 9:00am-10:30am, Business Leadership Building (BLB), Dean's Conference Room
 - Please be prepared to share your research on best staff senate-like organizations at other universities.

- PCSS meeting, Wednesday, May 18th, 8:30am-10:00am, BLB, Dean's Conference Room
 - Please be prepared to share information gleaned from your interviews of current UNT Staff Senate members

ADJOURNED

President's Committee on Staff Senate (PCSS)

Business Leadership Building, Suite 290, Dean's Conf. Rm.

Thursday, May 12, 2016 / 9:00am – 10:30am

AGENDA

- 1. Research reports on Staff senate like organizations as peer, aspirational and other universities.**
- 2. Proposed on-line Staff Survey**

President's Committee on Staff Senate (PCSS)

May 12, 2016, 9:00am – 10:30am / Business Leadership Building, Suite 290, Room 295

MEETING MINUTES

Attendees:

Co-Chairs:

Leliaert, Deborah

Woodard, Joanne

Committee Members

Acker, Rhonda

Augsburger, Tom

Ballenger, Charlene

Beasley, Kathryn

Connaughton, Lora

Craig, Travis

Hestand, Christi

Hobbs, Scott

Humphrey, Margaret

King, Dilana

McGuire, Carla

Milner, Pam

Naegeli, Dan

Raines, Ruby

Wear, Adam

Knight-Carr, Rick, *Scribe*

Recap 5/10/2016 Staff Senate Meeting by PCSS Members

PCSS member noted that the Staff Senate meeting was too restricted with executing Parliamentary rule. Adherence to the process was over reaching hindering Staff Senate from seeing concerns and issues to completion in timely manner.

Also thoughts are that the Staff Senate Chair may not be well-versed on parliamentary procedures and the nuances that make it work for a group.

- Meeting disheartening.
- Nothing of consequence completed.
- Over used Parliamentary procedures tied the hands of progress.
- With consideration to workday/workload, outside groups need to be easier.
- Staff Senate Executive Committee should have discussions in advance of Staff Meetings with senior mentors (JW/DL) to go over agenda topics, their validity, and how they should be presented.
- Staff Senate webpage has contradictions and not is current – webmaster Gary Payne

Current, accurate, informative and interesting Social Media is the key to acquiring new/more members to Staff Senate.

Staff Senate Campus-Wide Committee Representation

Inquiry made as to the inclusivity of Staff Senate representation with other campus committees.

It was suggested that we compile a list of university committees and identify which have Staff Senate representation.

Deborah and Ruby will oversee creating a list of UNT committees which have Staff Senate representation on, or have been slated to have representation but currently are vacant positions.

Inquiry was made as to the Staff Senate having HR representation, discussion was that it would be beneficial for Senate to have a conduit through HR on behalf of staff.

What are our challenges as result of our peer research in light of Best Practices?

Peer Research Information Presentations by PCSS Members

- **Christi Hestand**
 - University of Virginia
 - Texas A & M @ Galveston
- **Ruby Raines**
 - Kent State
 - Texas A & M
 - UT-Dallas
 - Colorado State
- **Carla McGuire**
 - Northern Arizona
- **Katherine Beasley**
 - University of
 - Tarleton State
- **Dan Naegeli**
 - University of Houston
 - Colorado State
- **Adam Wear**
 - University of Memphis
 - University of Maryland @ College Park
- **Travis Craig**
 - University of Northern Illinois
 - University of Connecticut
- **Rhonda Acker**
 - New Mexico State University
 - University of California @ Santa Barbara
 - Texas State University
- **Tom Augsburger**
 - George Mason University
 - Rutgers University
- **Pam Milner**
 - University of Central Florida
 - University of Kansas
 - Texas A & M
- **Scott Hobbs**
 - University of Wisconsin (not Madison)
 - University of Nebraska @ Lincoln
- **Joanne Woodard**
 - University of Texas @ Austin
- **Deborah Leliaert**
 - University of Alaska @ Fairbanks
 - University of Wisconsin @ Madison

Volunteer Sub-Committees Formed:

Peer Staff Senate Bylaws Review Committee – Rhonda Acker, Katheryn Beasley, Pam Milner and Thomas Augsburger - Tasked to compare/contrast Peer Bylaws against the UNT Bylaws. (2 week turnaround)

Peer Staff Senate Composition Committee – Christi Hestand, Adam Wear, Travis Craig and Dan Naegeli – Tasked to identify the composition / criteria of membership makeup for Peer Staff Senates (1 week turnaround)

Next meeting: Christi Hestand to talk about Staff Affairs Committee.....**ADJOURNED**

President's Committee on Staff Senate (PCSS)

Business Leadership Building, Suite 290, Dean's Boardroom, Suite 295

Wednesday, May 18, 2016 / 8:30am – 10:00am

AGENDA

3. Share / discuss Staff Senator Interview experiences

4. Discuss On-line Staff Survey

5. Status of progress of Sub-committees for:

- **Bylaws Review**
- **Membership Criteria / Composition**

President's Committee on Staff Senate (PCSS)

Wednesday, May 18, 2016, 8:30am – 10:00am / Business Leadership Building, Suite 290, Room 295

MEETING MINUTES

Attendees:

Co-Chairs:

Leliaert, Deborah

Woodard, Joanne

Committee Members:

Acker, Rhonda

Augsburg, Thomas

Ballenger, Charlene

Beasley, Kathryn

Connaughton, Lora

Craig, Travis

Hestand, Christi

Hobbs, Scott

Humphrey, Margaret

King, Dilana

McGuire, Carla

Milner, Pamela

Naegeli, Dan

Raines, Ruby

Wear, Adam

Knight-Carr, Rick

Welcome, Introductions, and attendance sign-in sheet passed around. PCSS Committee members shared comments and suggestions from their Staff Senator Interviews and have been edited to reduce repetitive comments:

- Bigger challenges
- Voice for staff
- Representation on Job Grading
- Open Forum w/ Staff and Administration
- Support of supervisor - suggests participation
- Email communications – overwhelming
- Reps role unclear
- Workload complicated participation
- Less social – more purpose
- Staff scholarship & development opportunities
- More effectiveness – structure
- Pay and Benefits for Staff
- Representing professionals? Not really.
- Get surveys out in timely manner
- Over review of items with no results
- Decision making appears to be external not staff senate driven
- Small number of people drive the staff senate
- Re-structure needed – Out with current staff
- More freedom to express an honest opinion
- Don't know constituents
- More responsibility
- Best practices
- Supervisor supports participation
- Problems keeping members on staff
- Excited about implementation of PCSS results
- Fix communication
- More workplace issues need addressing
- Procedure overkill
- Lack of Staff Appreciation
- Accomplish more successes
- Need more networking within university
- Big ideas tabled by the few
- Representative by division
- Communication lacking
- Change need for constituency model
- Larger budget needed to accomplish projects
- Supervisor support appreciated
- Last year's Staff Survey had no payoff – no results
- Streamlined goals - lost opportunity
- No transparency on decision making
- Joined to give back to UNT
- Lack of faculty support
- Mission clarity needs addressing
- Overarching oversight is needed
- Poor participation at Staff Senate meetings
- Don't know constituents
- Fear of participating
- Need vision for mission
- Best practices
- Administrative support needed
- No new member orientation anymore
- Failure to follow bylaws, which are too extensive
- Advocacy/Staff Development
- Support to marginalized
- "This is the way we have always done it" attitude
- No expectations
- Need to self-promote Staff Senate - Need voice in campus affair

Open Discussion of Interview results.

- Need to address the pick and choose parliamentary procedures that is so discouraging. When mission is not clear it leads to unfocused meetings.
- Constituency is currently a list of areas, not people, need Flow-chart/need Org chart of senators and their specific constituents. Knowing constituents would go a long way to your buy-in from staff.
- Staff Senate information not feeding back to constituents, previous years senators reported back to their constituents about the monthly meetings regularly
- No transparency, i.e. voting/survey results, hinders their successes and inhibits constituent buy-in.
- The Executive Committee & Staff Senate need to be unified in purpose and direction.
- A mandatory orientation retreat would be useful to new staff senators so everyone is on the same page to start.
- Executive Committee needs leadership development and/or training not only for Staff Senate but for Staff at large.
- There is a definite need to identify the specific areas that the Staff Support can effect change university-wide. Too often the Staff Senate is left out of policy and procedure decisions that affect them directly.
- It was highly suggested that there should be a sub-committee appointed to collect, review and disseminate survey results, such as IR&E.

University-wide Survey of Staff Members

On-Line Staff Survey should include an introduction letter from President Smatresk along with incentives/benefits to join Staff Senate. Questions should be driven by outcome desired or specific areas/items needing to be addressed. Last survey that went out, no results publicly disclosed – President did receive results though.

- Did you participate in Staff Senate Events?
- Have you participating in voting process for Staff Senate?
- What do you expect Staff Senate to do for you?
- Would you be willing to serve on Staff Senate?
- Section ranking issues / areas of concern

Discussion following interview dissemination

- Discussion as to how the Staff Senators were selected/voted into office.
- Emails notification that employee was selected to serve
- In regards to the answers given by the Staff Senate during interviews, there a very clear consensus of the available opportunities to address.

NEXT MEETING: *Rick Knight-Carr to send out meeting poll.....***ADJOURNED**

President's Committee on Staff Senate (PCSS)

Hurley Administration Building, Room 204 – Boardroom

Tuesday, May 31, 2016 / 3:30pm – 5:00pm

AGENDA

1. Committee Reports

- **Like-Organization Membership Composition – Christi Hestand, Lead**
- **Like-Organization Bylaws, etc.... – Rhonda Acker, Lead**

2. Discussion on proposed on-line staff survey

President's Committee on Staff Senate (PCSS)

Tuesday, May 31, 2016, 3:30pm – 5:00pm / Hurley Administration Building, Boardroom, Room 204

MEETING MINUTES

Attendees:

Co-Chairs:

Leliaert, Deborah

Woodard, Joanne

Committee Members:

Acker, Rhonda

Augsburger, Thomas

Ballenger, Charlene

Beasley, Kathryn

Connaughton, Lora

Craig, Travis

Hestand, Christi

Hobbs, Scott

Humphrey, Margaret

King, Dilana

McGuire, Carla

Milner, Pamela

Naegeli, Dan

Raines, Ruby

Wear, Adam

Knight-Carr, Rick - *Scribe*

Welcome, Introductions, and attendance sign-in sheet passed around.

We lead immediately off with report from Christy Hestand, Chair-Composition Sub-committee.

Christy read from reference handouts – which were distributed to group.

Post Composition Report Group Discussion

- How would you get representation for areas like Janitorial and Facilities? With the election process you can't get total presentation.
- EEO representation from each division
- Encouragement and Supervisor buy-in is important as to how we present being on Staff Senate.
- Dividing up areas by districts/precincts like voting.
- Term Limits: 2 Year Member
 - 1) Chair Elect
 - 2) Chair
 - 3) Past Chair (Non-voting)

Chair is not counted as part of division for the purpose of assigning seats.

Treasurer/Secretary can be a combined role.

Like-organization Committees:

- Public Relations Committee
 - Social Media Committee (membership)
 - Ad Hoc Committee – appointed by President.
 - Benefits Committee
 - During Legislative Session there is a need for representative regarding HR items.
- Does Staff Senate have representative role in Staff Service Awards process?
 - Sack lunch – asks for volunteers to work the floor of the event.
 - Representation on the Policy committee?
 - Inclusion committee – i.e. Campus Connection (Apogee, Frisco as outreach sites do they get designated representatives?)
 - Alternates can be appointed but not as voting member unless designated as proxy as well.

Rhonda Acker, Chair-Bylaws Sub-Committee, read from reference handouts – which were distributed to group.

Post Bylaws Report Group Discussion

- Bylaws - After reviewing the like-organization's Bylaw structure, it became apparent that UNT's Staff Senate Bylaws must change and they are too cumbersome, and restrictive.
- Mission Statement - UNT mission statement reads too procedural and needs a re-write.
- Goals – UNT does not clearly state goals, annual goals are encouraged by committee.
- Bylaws sub-committee acknowledge that the re-write of the Bylaws is a huge job, but a necessity for Staff Senate success. They encourage simplification and reduction of the bylaws structure.
- Future/New Bylaw outline can be presented to the President for direction.
- Regarding the remodel of the Bylaws, how tightly controlled does it have to be? Currently Staff senate is bound by procedure, and procedure has become policy.
- Sub-committee agreed that the University of Virginia's Bylaws was an exemplary example to model after.
- Sub-committee was tasked with creating an outline of the Bylaws, mirroring the universities discussed.
- Q: Are we also charged with the implementation process? A: we are a recommending body, only at this point. Although we are a recommending committee, the President could come back and give us full charge to elaborate on the Bylaws outline.
- Q: What about having a "Governance Board"? A: This is something that would have to be brought to the President.

University-wide Survey of Staff Members

On-Line Staff Survey draft questions distributed – PCSS asked to send additional questions they think should be on survey.

- Online Survey: Baseline-people do not have understanding of what or how Staff Senate works, the survey should give us an idea of to what extent.

ADJOURNED

President's Committee on Staff Senate (PCSS)

Hurley Administration Building, Room 204 - Boardroom

Tuesday, June 15, 2016 / 8:30am – 10:00am

AGENDA

1. Committee Reports

- **Present Draft of UNT Bylaws Outline – Rhonda Acker, Lead – Bylaws Sub-committee**

President's Committee on Staff Senate (PCSS)

Tuesday, June 15, 2016, 8:30am – 10:00am / Hurley Administration Building, Boardroom, Room 204

MEETING MINUTES

Attendees:

Co-Chairs:

Leliaert, Deborah

Woodard, Joanne

Committee Members:

Acker, Rhonda

Augsburg, Thomas

Ballenger, Charlene

Beasley, Kathryn

Connaughton, Lora

Craig, Travis

Hestand, Christi

Hobbs, Scott

Humphrey, Margaret

King, Dilana

McGuire, Carla

Milner, Pamela

Naegeli, Dan

Raines, Ruby

Wear, Adam

Knight-Carr, Rick

Welcome, Introductions, and attendance sign-in sheet passed around.

Requested PCSS to submit their additional Staff Survey questions for consideration for inclusion in the on-line process.

Present Draft of UNT Staff Senate Bylaws Outline - Rhonda Acker, Chair-Bylaws Subcommittee

Read from reference handouts which were distributed to group.

Rhonda open with explanation as to why Alaska University, Virginia, California @ Santa Barbara & Texas State we decided upon as the models that they would use as examples in the reorganizing of the UNT Staff Senate Bylaws.

Referencing the Bylaws Draft handout, Rhonda noted each section is followed by a succession of specifics (a., b., c., d., etc.), those specifics will be detailed out with a couple of bullets points focusing in on policy, not procedure. Abbreviation of the Bylaws is a collective agreement by the Bylaws subcommittee.

Moving from an Outline to fully developed Draft status of bylaws would be a directive from the President.

Someone expressed that with Bylaws comes Procedures. In response Rhonda Acker referenced one her like-organization institutions as example, University of Virginia, separated their Bylaws from their Procedures. This method cleans up bylaws streamlining them and not tying you down with procedural restrictions. Therefore in order to execute the Bylaws the Procedures Manual would have to be updated moving out all procedural items from Bylaws to Procedures Manual.

Since the Bylaws Sub-committee is working so closely with procedural issues they have volunteered to also draft the Procedures Manual for consistency.

Open Discussion

Deborah Leliaert said she will have conversation with President for clarity as to his expectations of what is going to come out of this committee. She also said that President said that for research purposes perhaps the committee should travel to and visit like-organizations. OR skype with like-organizations for exchange of ideas for growth and success.

Bylaws/Procedures don't drive excitement to growth and participation. Senators need concerted effort to reach out to their constituents. Does Faculty Senate have problem getting membership? No. What do they do to be successful? What can we mirror effectively?

In addition, we need Administration buy-in, inclusivity of Staff Senate in Division/department activities. Policies that effect Staff Senate should be brought to Staff Senate for review and provide input.

Shaureece Park, HR, has been asked to join PCSS as HR representation. This is beneficial to have someone inside HR that can advise.

Staff Senate address grievances from the constituents following it through to resolution.

Dan Naegeli spoke to have a strong marketing piece regarding roll-out of the changes put into place for the good of the staff. Communication is key.

VP support needed to push the importance of Staff Senate. Bylaws to include constituents by "Division" which will directly affect numbers of Staff Senate representatives.

NEXT MEETING: Option Week of July 11th, July 18th or August 2nd – Rick Knight-Carr to Poll PCSS

ADJOURNED

President's Committee on Staff Senate (PCSS)

Hurley Administration Building, Room 204a
Thursday, August 4, 2016 / 3:30pm – 5:00pm

AGENDA

1. Committee Reports

- **Composition Committee** Christi Hestand, Chair
 Dilana King, Travis Craig, Adam Wear & Dan Naegeli
 1. Composition Recommendations (*Handout*)
 2. Composition Report (*Handout*)
 3. Implementation Schedule (*Handout*)

- **By Laws Committee** Rhonda Acker, Chair
 Tom Augsburger, Kathryn Beasley, Pam Milner & Lora Connaughton
 1. By Laws Preliminary Draft (*Handout*)
 2. Charter Recommendation
 3. Procedures Manual Recommendation

2. On-Line Staff Survey-Joanne Woodard, PCSS Co-Chair

1. Discussion, approval and projected execution (*Survey Handout*)

President's Committee on Staff Senate (PCSS)

Thursday, August 4, 2016, 3:30pm – 5:00pm / Hurley Administration Building, Conference Room 204a

MEETING MINUTES

Attendees:

Co-Chairs:

Leliaert, Deborah

Woodard, Joanne

Committee Members:

Acker, Rhonda

Augsburg, Thomas

Ballenger, Charlene

Beasley, Kathryn

Connaughton, Lora

Craig, Travis

Hestand, Christi

Hobbs, Scott

Humphrey, Margaret

King, Dilana

McGuire, Carla

Milner, Pamela

Naegeli, Dan

Raines, Ruby

Wear, Adam

Knight-Carr, Rick - *Scribe*

Christi Hestand - Composition Committee Report Recommendations - Handouts

To assist in compiling data for the Staff Senate Composition report HR was contacted for a list of Staff members by division. Currently, the Senate is comprised of 37 voting members, not including voting membership which is called upon for the purpose of breaking ties. Past chair and chair elect no vote. 37 representatives split across colleges, to avoid having the chair elect and past chair are non-voting.

Currently you have to have been an officer before you can be chair. How does everybody think this extended 4 year commitment? Longevity and experience positive, but less likely to have senators fulfill a 4 year term.

In the absence of an acting chair (leaves), past chair can return to the chair position as a voting member again.

Note that under this composition implementation plan ½ of all Senate positions rotates every year.

Redistricting frequency? Monthly/Annually we can adjust Staff Senate representation up or down according to how the numbers in the units change which in turn change the representatives in Staff Senate.

Dilana to run report to check on the growth of departments. All staff over 50% plus vacant over funded lines – **Dilana Research report*

Senators rotate every other year on an odd/even cycle.

Adam needs to produce a narrative to the Implementation schedule

How do we accommodate senator's departmental movement? Senator keeps with spot from former department or moves into a temp position and backfill.

Idea of having senator elected from best practices from other universities, the rotation from positions is what UNT originated and is implementation.

Note that Facilities has poor Staff Senate representation by construct.

What is the current voting process? Each division nominates from within their areas an unlimited number of candidates. They run internally and highest number of votes wins, chronologically the number that follow will hold alternate categories.

Rhonda Acker – Bylaws Draft

Handouts are more streamlined as opposed to a radical change to the previous bylaws. In committee discussion it was decided that yes we need a charter to establish our bylaws and then only way it can change is through the President.

So at this time Bylaws can be changed but detailed procedures must be adhered to – specific detailed information being researched. Be careful to accurately label a bylaw a bylaw and not a procedure as a Bylaw as in the past. At last meeting we had talked about submitting DRAFT.

We are presenting a Preamble and a Mission with Titles and 1 or 2 sub bullet points as descriptors.
Referencing Rhonda Acker's handout.

Draft of Charter Pending, Procedures Manuals to be created by Staff Senate the new Execs.

Deborah Leliaert: There are currently misplaced procedures included in the bylaws, can we go back and extract them and place them where they belong within the Procedures Manual.

As a starting point, it was suggest that highlighting current procedures that appear in the bylaws and earmark them for the procedures manual. In addition to using current procedures as the jumping off point for modifying what will be used.

It was brought up that the current Staff Senate Executive Committee members feeling out of the loop not aware of current status of the PCSS progress, Deborah Leliaert reaffirmed that the Staff had requested this committee through the president and our obligation is to the President first. Although, we can go to a full senate meeting and give brief highlights as to where we are currently without disclosing the substance of the work.

Elections are next week, new pre-senators can't vote for new chair. Current senators are only ones allowed to vote.

Rhonda Acker asked "do we want a charter"? Deborah Leliaert replied "The charter is the domain of the president...Charter is what makes your existence Policy to President

VOTE: Do we want a charter? None opposed.

VOTE: Bylaws as Draft - None opposed.

Ruby Raines inquired as to the committees being the same as prior year. Rhonda Acker confirmed, yes...Same as before: Staff Development committees / Employees Relations responsibilities are almost mirrored. These committees are based upon research of best practices.

**Email all docs explained at this meeting to entire PCSS committee who is charged with reading and noting questions and concerns with bylaw callout and getting them to Rhonda by August 12, back to Rhonda Acker*

Joanne Woodard - Staff Survey Discussion

Staff members without daily access to computers are apt not to take survey, Shaureece Park said hard copy or Word doc can be sent to those who need it.

Can people fill this out multiple times, yes they can currently but we can have it restricted by EUID code which would lock someone out from multiple responses per EUID code.

Preferred using some open ended questions for personal opinion as well as yes no answer.

We are using this for recommendation to better the procedures of staff senate to encourage involvement.

Additionally, No student employees, ½ time and full-time will be surveyed. So when targeting your survey audience make sure that you are pulling from staff that is ½ time or greater (as per Shaureece Park)

Inquiry as to Spanish language survey document availability...Joanne Woodard said that she would have Roxanna Boyd make that translation. Joanne will look into the launch of this project.

It was suggested that the Staff Surveys for Facilities should be addressed at shift change, In common area, at which time hard copies can be distributed as needed.

Next Meeting – *Rick Knight-Carr to send out meeting poll options*

FYI - President Attending Sept and Oct Staff Senate and SSEC.

ADJOURNED

President's Committee on Staff Senate (PCSS)

2:00pm, September 1, 2016, Hurley 202G

PRE-PCSS MEETING PREPERATION - MINUTES

Preparation for Sept 14th PCSS Meeting.s

Attendees:

Co-Chairs:

Leliaert, Deborah

Woodard, Joanne

Sub-Committee Chairs:

Acker, Rhonda, *Bylaws*

Hestand, Christi, *Composition & Implementation*

Scribe:

Knight-Carr, Rick

Rhonda Acker: Determined that we should suggest charter, bylaws, and procedures. After lengthy discussion, we decided what needs to be determined is what is a bylaw and what falls into the procedures category. Bylaws should consist of NON-changing items. All else is procedure. Using these determining factors, Rhonda has managed to shorten the bylaws language from 12 pages to 3. Still with adequate amount of detail. All are in Draft, awaiting feedback and suggestions.

Deborah Leliaert:

1) What was the tenor of the question without presidential approval? i.e. The process for approving changes to bylaws would require presidential approval. In relaying this to other senate members on PCSS sub-committee there was no verbal pushback from senate as to president's approval requirement.

2) What part (excerpts) of these bylaws becomes the policy? Policy office coordinates the approval and posing of new policy. Legal review follows up to confirm policy before publishing. Need to prepare edit version of Policy draft. Bring forward a draft policy as well when submitting all the other documents, bylaws, procedures, in Policy you should establish how bylaws are changed.

**Rick Knight-Carr will provide Christi Hestand with what research he has on Staff Senate policy which came through Dena Merrill, HR Dept. Also, Rick Knight-Carr to research and provide Faculty Senate Policy, 13.1 Policy of Faculty Senate to Sub-committee chairs.*

Group Discussion:

Invite Dr. Smatresk back give briefing on work to date, introduce committees and what they have accomplished. We are to provide a written report and presentation to Dr. Smatresk.

**Once working docs are collected and compiled, Rick Knight-Carr will provide all documents to PCSS via email for Pre-review.*

Brief discussion regarding funding Staff Senate budget. In the past budgets have been as low as \$0, \$1000, \$2500, and 2500+match. Christy Hestand pursuing a request for an expanded budget as dictated by the Staff Senate's needs.

DL questioned the need of including the President's Cabinet in the Preamble section of the bylaws. Deborah will draft her input for pre-amble and then roll-out to Joanne Woodard and sub-committee chairs for review and feedback prior to any amendment to preamble.

AGENDA for 9/9: Rhonda Bylaws / Christi Composition Recommendations & Composition Implementation. Before the implementation of anything presidents approval required.

RE-draft for all new roles and committees – sub-committee chairs to meet with Executive Committee.

Job Category Representatives will on hold until new structure in place Oct/Nov Defer until PCSS finalizes. Once finalized Implementation needs to be quick.

Let current Staff Senate know to what extent that Bylaws have changed very little. Most radical change No EEO category. Oct 6th Staff Senate Executive Committee Meeting – Brief Report to EC of the recommendations. October 11 Staff Senate meeting. Invite President to extrapolate on Committees recommendations for Change. Follow-up with President and Executive Committee meeting with President to turnover recommendations.

President's Committee on Staff Senate (PCSS)

BLB, Suite 290, the Dean's Boardroom, Suite 295
Wednesday, September 14, 2016 / 3:30pm – 5:00pm

AGENDA

1. Committee Reports

- **Composition Sub-Committee**

Christi Hestand, Chair, Dilana King, Travis Craig, Adam Wear & Dan Naegeli

A. Composition Recommendation - Dilana King

B. Implementation Schedule - Adam Wear

C. Policy Draft – Rhonda Acker (in Christi Hestand's absence)

- **Bylaws Sub-Committee**

Rhonda Acker, Chair - Tom Augsburg, Kathryn Beasley, Pam Milner & Lora Connaughton

4. Bylaws in Final Draft form – Rhonda Acker

5. Procedures Manual Recommendations – Travis Craig

6. Charter Draft – Rhonda Acker

2. On-Line Staff Survey – Joanne Woodard, PCSS Co-Chair

3. Report to President – Deborah Leliaert, PCSS Co-Chair

President's Committee on Staff Senate (PCSS)

Wednesday, September 14, 2016, 3:30pm – 5:00pm / BLB, Suite 290, Dean's Boardroom, Suite 295

MEETING NOTES

Attendees:

Co-Chairs:

Leliaert, Deborah

Woodard, Joanne

Committee Members:

Acker, Rhonda

Augsburger, Thomas

Ballenger, Charlene

Beasley, Kathryn

Connaughton, Lora

Craig, Travis

Hestand, Christi

Hobbs, Scott

Humphrey, Margaret

King, Dilana

McGuire, Carla

Milner, Pamela

Naegeli, Dan

Raines, Ruby

Wear, Adam

Knight-Carr, Rick

1. Committee Reports

- **Composition Sub-Committee**

Christi Hestand, Chair, Dilana King, Travis Craig, Adam Wear & Dan Naegeli

Notes: Christi Hestand out Sick, Adam Wear to present

A. Composition Recommendation - Dilana King

Adam Wear reads from the Composition Committee recommendation handout.

When accepting the position of Chair and/or Chair elect, you agree to serve as Chair elect, Chair, and Past Chair – 3 year stint. Chair is a tie breaker vote.

Email lists must be updated monthly with new employees.

If senator holds position for 2 years, regardless of whether they move positions during their term in office. Provost has 12, election vote is departmental total prior to parsing them out.

If you represent of one area and move to another area why would you continue to represent the old area? Joanne Woodard. You continue as Senator in new area until your term is up. Areas with an overage of representation, positions fall of at the end of their terms and not refilled.

B. Implementation Schedule - Adam Wear

Adam read from Transition Narrative for Staff Senate...

PCSS reviewing the implementation narrative asked for more clarity of designation on implementation spreadsheet requested. By staggering seat terms the alternation rotation keeps newness and experience equal.

C. Policy Draft – Rhonda Acker (in Christi Hestand's absence)

Policy Draft – explanation of why we need a policy to establish our validity in the University. Please review and send edits to Rhonda.

- **Bylaws Sub-Committee**

Rhonda Acker, Chair - Tom Augsburger, Kathryn Beasley, Pam Milner & Lora Connaughton

- A. Bylaws in Final Draft form – Rhonda Acker**

A true bylaw should never change....it's a working process, bylaws cannot change without president approval. Kept them brief and to the point – less is more, procedural items removed

. Also added, composition item.

Bylaws were NOT radically changed, but rather streamlined.

- B. Procedures Manual Recommendations – Travis Craig**

Passed out updated version of Procedures manual. This version is half as long as prior.

Reference Changes sheet to pinpoint exactly what has changed and not just removed. Next

LAST ROUND OF ADDITIONS OR CHANGES - Monday deadline. To Adam Wear and Rhonda Acker

Joanne Woodard - "Removal" term and explanation is too harsh, needs softening. Shareece Park to look into the verbiage to handle removal of Staff Senate (Expectations of serving as a senator, if you cannot fulfill your duties don't commit and voluntary removal....)

Address areas of: Filling Vacancies and Removal for Excessive Absences, Terminations, in the Bylaws draft

- C. Charter Draft – Rhonda Acker**

We looked at other universities examples, and policy takes place of charter, and to that bylaws, and Procedures. Eliminating the need for the additional charter.

Bylaws, review matters as they relate to HR....Shareece Park (HR) red flag, need to designate which matters that Staff Senate can address. Shareece to send suggestions.

Deborah Leliaert - policy, compensation philosophy, job grading evaluations, presidential search, items that staff senate will be included in that broadly impact staff matters and legislation that might impact staff members.

- 2. On-Line Staff Survey – Joanne Woodard, PCSS Co-Chair**

In regards to holding the survey, but it will prolong process, may undermine what we have already done towards re-org. Changing the survey as help for new Exec. Committee. Instead of a tool that was to help our direction for change. Joanne Woodard will work with Christi for new direction of the survey.

- 3. Report to President – Deborah Leliaert, PCSS Co-Chair**

When can we get it all together...Rick Knight-Carr to send final ask for document callouts.

Summary report will be drafted by Deborah Leliaert, then route through Joanne.

Rick Knight-Carr to get President's Calendar options from Ruby.

Deborah Leliaert and Joanne Woodard will meet with president, walk through docs, accept his changes, resubmit to president, and then President will meet with PCSS and then the Executive Committee.

In Closing

- Seeking final round of input.....Send out updates with dues dates.
- October 6th, President with Executive Committee
- Oct 10th. Staff Senate Meeting
- When could we meet with President to present summary? Rick to set Date with Ruby Raines.
- Power Point presentation for the big day. Talk through in Presentation to President only.

ADJOURNED