Minutes

Officers Present: Katie McCoy, Secretary/Treasurer; Brandi Everett, Communications Coordinator; Christi Hestand, Past Chair

Senators Present: Ann Bartts, Wayne Campbell, Chris Cunningham, Stephanie Fields-Hawkins, Karen Goss, Susan Sanders, Nicole Savage, Sonia Vasquez, Devin Axtman, Kathryn Beasley (late), Christina Brodie, Suzan Cruz, Kristi Easley, Shane Elder, Lucas Imel, Katie Jenkins, Emiley Lacey, Josh Lukins, Cheryl Swatloski, Margo Watson, Liz Perkins, Keith Kopsy, Jamie Adams, Louise Dunn, Jonathan Mount, Ramona Washington

Guest Present: Melanie Dewey, Jill Stover, Meredith Wright, Courtney Taylor, Celeste Garcia

I. Call to Order (5 minutes) – 3:02 PM

II. Approval of Minutes (5 minutes) – Moved by Susan Sanders; seconded by Ann Bartts

III. Speakers/Presentations (40 minutes)
   a. Scott Windham and Rhonda Acker – 5 minutes
      i. Santa’s Helpers – Rhonda Acker
         1. Partnered with WFAA:
            a. First started when Scott and Rhonda were Senators on Staff Council
            2. Nov. 20th at 8am will need volunteers to help wrap toy collection boxes.
               a. A list of locations of boxes will be sent out to Staff members
                  i. Boxes will stay out for 3 weeks
                     1. Boxes will be picked up, and toys sorted on Dec. 15th
                        a. Toys will be delivered to toy house and will stay in Denton County
                     ii. Every building gets a box, but not dorms – unsuccessful collection site
                     iii. Extra boxes will be given to Housing and Dining for their competition
                     iv. Extra box for departments that need extra boxes
                     v. On Dec. 6 from 3-5 pm, boxes will be available at the Faculty/Staff Holiday Party
                     vi. This year a donor is paying for boxes themselves
            3. No sign-up sheet currently; Lexi will organize volunteering for these events
               a. Volunteers need to bring scissors and tape
            4. Cash donations go to Rhonda Acker in Hurley Building
               a. She will send a tax-exempt form for donations
   b. Brandi Renton – 15 minutes
      i. Organizational Development
         1. Team Overview
            a. Brandi Renton, Associate Vice President, Administrative Services
               i. My team responds to organization behavior by providing division-wide assessments, and facilitating improved planning, training and communication.
            b. Business Training, Jerri Robertson, Business Operations Trainer
               i. Concentrates on training initiatives campus-wide. Supports UNT initiatives by developing, coaching, and providing leadership training via workshops, eLearning, and Instructional Design.
c. Policy Management, Stephanie McDonald, Policy Manager
   i. Provides administration and management of the University’s policy program.
   ii. A contact for staff that have questions about policy

d. Communications Strategy, Margarita Venegas, Sr. Division Communications Strategist
   i. Supports the goals of the Organizational Development team and the Division of Finance and Administration with printed and electronic materials about the activities and accomplishments of the people and departments in these areas.

e. Process Improvement, Jayson Yother, Business Process Analyst
   i. Helps provide a resource to all levels of management and operating entities to ensure organizational effectiveness through lean process guidance.

f. Administrative Support, Olayinka Oyefeso, Administrative Coordinator
   i. Supports the office and provide a link connecting departments throughout the division and campus.

2. Toyota Partnership
   a. Toyota Production System Support Center (TSSC) contributes to society by sharing the Toyota Production System (TPS) knowledge with public institutions and working to strengthen manufacturing in North America.
   b. Contributed to the Faculty Onboarding Project

ii. Faculty Onboarding
   1. Leadership support & project team:
      a. Executive Sponsor – Dr. Neal Smatresk, President
      b. Champion – Bob Brown, Vice President for Finance & Administration
      c. Kaizen leaders – Scott Porter, Senior Manager, Toyota North America
      d. Continuous improvement leaders – Brandi Renton, AVP Administrative Services & Dr. Terry Pohlen, Associate Dean, College of Business
   2. Project team – campus stakeholders who were able to provide input and make decisions
   3. Streamline new faculty onboarding experience to provide a seamless transition
   4. Reduce issues related to new faculty onboarding to include delays
   5. Provide a customer focused approach to the overall process
   6. Improvements
      a. Some of the improvements have crossed over to Staff Onboarding
         i. New electronic interface
         ii. Deadlines for offer acceptance
   7. Moving forward
      a. Faculty onboarding process ownership – Faculty Success
      b. Next activities:
         i. Graduate student admissions and enrollment processes
         ii. Facilities construction processes
         iii. Various narrowly focused problem solving activities

c. Steve Hedrick, Christopher DeClerk, and Michael Deal – 20 minutes
   i. HR
      1. Steve Hedrick wants to be invited back to talk about his vision of HR and the plans for moving forward
   ii. Job Grading
      1. Mike Deal has been involved since day one
      2. Jenifer Stasio is a senior analysis in compensation and responsible for the incoming appeals
      3. See question sheet
IV. **Consent Agenda (10 minutes)** - Kathryn Beasley motioned for approval; Lucas Imel seconded
   a. **Ad Hoc and University Committees**
      i. President’s Council – Gary Payne
      ii. President’s Advisory Council – Gary Payne
      iii. President’s EDGE Advisory Board – Gary Payne
      iv. Space Management and Planning – Gary Payne
      v. Campus Leadership Team – Gary Payne
      vi. Emergency Preparedness Advisory Committee – Tonya Riley
      vii. Technical Architecture Group – Josh Lukins
      viii. Distinguished Lecture Series – Kathryn Beasley + **Karen Goss**
      ix. Union Board of Directors – Karen Goss
      x. Mary Jo & V. Lane Rawlings Fine Arts Series – Susan Sanders
      xi. Transportation Advisory Committee – Sonia Vazquez
      xii. Athletic Council – Travis Craig
      xiii. Staff Appreciation Month – Travis Craig **Ann Bartts, Christi Hestand, and Suzan Cruz**
      xiv. Status of LGBT Faculty Committee – Travis Craig and Ann Bartts

V. **Consent Agenda Discussion Items (5 minutes) - None**

VI. **Call for Volunteers for Vacancies on Committees (5 minutes)** – Volunteers are in bold above

VII. **Constituency Concerns (5 minutes)**
   a. Finding parking is very hard around 9 – 9:30 am (Ann Bartts)
      i. Anything in the works to remedy this
      ii. Send parking concerns to Sonia Vazquez
      1. She is on the Transportation Advisory Committee
      a. They currently have no items for the next meetings

VIII. **Officer Reports (10 minutes)**
   a. **Chair Report – Gary Payne**
      i. EC Meeting with the President
      1. President shares concerns about job grading
      2. President also shared a shorten summarized list of job grading concerns with Chancellor
      ii. Consortium of Staff Councils/Senates conference call
      1. Talked about best practices and how other Staff Senates function
      2. Faculty Senate has a consortium with other Faculty Senates already
      a. Staff Senates are trying to establish the same sort of exchanging of ideas

b. **Budget Report – Katie McCoy**
   i. No new purchases to report
   ii. Email Katie with t-shirt orders if a shirt needs to be order

c. **Communications Report – Brandi Everett**
   i. Communications will focus on promoting info about Santa’s Helpers
   ii. Standing committee reports need to be submitted so they can go on the website which will act as an archive
   iii. Standing Committee pictures are still needed

IX. **Staff Senate Committee Reports (10 minutes) -- these meetings will be held after the general meeting today**
   a. **Standing Committees**
      i. Communications and Public Relations – Claudia Taylor & Karen Goss
1. Responsibility for the SS social media accounts are being passed to Committee members on a monthly basis
   a. Karen Goss is responsible for this month
      i. Sent any information about events that you want SS to promote this month to Karen
2. Working with Scott Windham, Rhonda Acker, and Brandi Everett to promote Santa’s helpers
   a. Please only submit new toys with tags
      i. Used toys cannot be used
   ii. Bylaws and Elections – Devin Axtman
      1. Worked on election for vacancies, which are now filled
      2. Working on process of Officer election
         a. More to come on this election in the future
   iii. Policy and Benefits Committee – Kathryn Beasley
      1. Office of outreach is willing to work with committee on getting people in GRE programs and undergrad programs
   iv. Staff Development – Josh Lukins
      1. Next L & L will be about staff/faculty scholarship
         a. How to use it and what it means for your job
      2. Working on selecting topics for the rest of the L & Ls
      3. Tonya Riley has reached out to President’s EGDE program so committee can have a more active role in supporting that program
         a. Need to collaborate with the Communications Committee so information about this program can be disseminated

X. Old Business
   a. Officer Elections - tabled

XI. New Business

XII. Announcements
   a. Staff Recognition Award Nominations close November 14, 2017
   b. Suzan Crus announced that dinners for thanksgiving are now available to be ordered
      i. Vegetarian and Vegan options are not available
         1. Will note the suggestion – maybe there will these options next year
      ii. Half of proceeds go to rise against hunger
   iii. The bake sale has started
      1. The goods are being sold in the corner store in the Union
      a. Half of the proceeds will go to rise against hunger

XIII. Adjournment – 4:40 pm Lucas motioned; Sonia seconded