



STAFF SENATE MEETING

April 11, 2017

3:00 p.m. – Union Senate Chambers, Room 332

Minutes

Officers Present: Christi Hestand, Chair; Gary Payne, Vice Chair; Brandi Everett, Communications Coordinator; Kathryn Beasley, Secretary/Treasurer; Kristi Ormand, Past Chair

Members Present: Charlene Ballenger, Ann Bartts, Cheryl Benningfield, Russell Bouyer, Larry Collamer, Travis Craig, Lisa Cuevas, Chris Cunningham, Melanie Dewey, Stephanie Fields-Hawkins, Peg Gant, Annie Garcia, Karen Goss, Lucas Imel, Michelle Jack, Nysa Love, Tammy McDaniel, Rachel McMullen, Jessie Niu, Liz Perkins, Tonya Riley, Susan Sanders, Nicole Savage, Robert Tompkins, Sonia Vasquez

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

II. Approval of Minutes (5 minutes)

- a. Moved by Susan, second my Melanie, approved

III. Speakers/Presentations (10 minutes)

- a. Mike Fleming – Arts Coordinator for Union and Fine Arts Series
 - i. Mike is responsible for organizing formal/informal art and classes for Union and also coordinates Union Gallery and the Fine Arts Series for performing and creative acts.
 - ii. Next week (Monday, Apr 17) Illuminarium is coming to campus near Union South Lawn. Allan Parkinson is the artist. Please share word with constituents and coworkers.
 - iii. You can contact him at Mike.Fleming@unt.edu.
- b. Candy Harris and Harold Woodard – #BeAboutIt T-Shirt Campaign
 - i. Students are receiving #BeAboutIt shirts.
 - ii. Tables are on campus every Wednesday to talk to students. Tabling is helping students learn about activities and sign up for events, but they are not receiving their follow-up emails. Rachel recommends GradesFirst. It pulls info from EIS and UNT can text students and vice versa. Cheryl mentioned that another group on campus is working on a similar issue; Danny Armitage might be a good contact.
 - iii. They have created 500 tickets to give students reminding them it's not too late in the semester to improve their skills for success; the student gets to indicate what they need support in on the ticket. They will be handed out to Senators and others on campus.
- c. Nicole Sprowl and Michal Broussard – Advancement
 - i. Discussing We Care, We Count. There is a t-shirt available for people who donate \$25 or more dollars to a qualifying program on campus. They are looking for people to support the University and its programs as well as provide input.
 - ii. Direct any questions to Nicole or Michal. They can help you learn about what you can give to.
 - iii. They are doing events and will end with We Care, We Count, We Cheers beer-tasting event on May 4th at 4:30 to 6pm in Alumni Center at the Gateway. Announcements will go out to entire campus.
 - iv. T-shirts will be delivered throughout the length of the drive. The first batch has gone out, and they plan to send them out weekly. Campaign goes through May 5th.
 - v. You can give to your department, but if you are the account holder, you cannot give directly to accounts you are the holder for. There is no comprehensive list of areas to support, but you can give to anything you know about or work with the Advancement staff to determine where to give your money. They will do an activity on Monday to help you learn where to give your money.
- d. Abdul Mohammad, Shaareece Parks– Accounts Payable and Payroll

- i. Update on eLeave portal. ELeave is an online tool faculty and staff use for requesting, approving, and tracking leave times for illness or vacation; the go-live date is June 1. It is then processed through the EIS system. A link will be on myUNT.
- ii. Paper forms will be eliminated once the eLeave application is implemented. For employees without access to computers, they will do a joint training initiative to show how to use the system, and someone will talk about training for leave as well. Some trainings will be available for Facilities to make sure their needs are met. They can also learn how to do it on their phones.
- iii. For those who don't speak English, they haven't established a Spanish-language online solution, but they feel it will work much like the paper version they are completing now.
- iv. There is not an app, but they are thinking through how people can do this online.
- v. They will do trainings at different locations and go through screenshots of how to use the program. They will also put together an online training option.
- vi. There is a pilot group testing this now.
- vii. eLeave also helps with generating reports. It will allow time to populate on the 1st of every month, so you know what your balances are consistently. eLeave will populate in your timesheet automatically, but you can make changes to your request after-the-fact as necessary.

IV. Constituent Concerns (5 minutes)

- a. Liz Perkins would love to know exactly what to say to constituents in emails; she recommended that any announcements sent through email are written so that Senators can immediately forward them along.
- b. VPs are on our lists, and they seem confused about why they are receiving these messages. If anyone says "please remove me from this list", accommodate them.

V. Officer Reports (10 minutes)

a. Chair Report – Christi

- i. Meeting with President Smatresk
 - 1. We gave him a report on what we are doing, and he was impressed by our initiatives regarding Flat Scrappy, social media, and keeping up with our goals.
 - 2. We discussed orientation for new members and picnic for new and old members.
- ii. University Day
 - 1. Had a wonderful turnout and lots of engagement. Gave away t-shirts, and we have more we'd like to give out at other events.
- iii. Meeting with Facilities about communication plan
 - 1. Discussed how we can best accommodate those who work in Facilities and/or don't speak English.
 - 2. Presidents EDGE program offers GED prep, bilingual classes and translations. We are hoping to link our needs with what they offer to share the news with staff. They are discussing a conversational Spanish class for our Senators. Some Senators have Spanish-speaking Facilities and Housing staff as constituents and would benefit from knowing more Spanish.
 - 3. We are going to do better to connect with all staff. Annie Garcia volunteered that she can serve as an interpreter if we end up in a situation where we need one.
 - 4. In order to be compensated for being bilingual, it must be part of your job.
- iv. Staff Senate picnic
 - 1. President will attend.
 - 2. The event will allow existing and new Senators to meet.
 - 3. Might host it on his patio in Union. May 23rd 4 to 6pm.

b. Budget Report – Kathryn

- i. Promo items ordered
- ii. Lunch and Learn Topic – Emergency Prevention and Preparedness on April 25th
- iii. Budget Report

1. We have spent money on promo and promotional materials this month. We currently have spent about \$2,000 and have about \$4,400 left in our budget that we can use for orientations, picnic, Senator shirts for incoming Senators, and other things we included in our budget.

c. Communications Report – Brandi

- i. Push cards are printed and available for pickup in the meeting. The cards help us to connect with prospective Senators and help them understand what we do.
- ii. Newsletter update
 1. Went out today. Please send to your constituents. It includes information about elections process and has link to sign up for elections.

d. Parliamentarian – Kevin

VI. Staff Senate Committee Reports (20 minutes) – these meetings will be held at 4:30 pm today

a. Standing Committees

- i. Communications and Public Relations – Claudia Taylor
 1. No updates except that Flat Scrappy has a waiting list.
- ii. Bylaws and Elections – Peg Gant
 1. Elections –
 - a. Open seat list went out to everyone, and it will go out again through email.
 - b. Once nomination period opens, we will give additional information about the election and individuals who have been nominated.
 - c. If you are unsure of the eligibility of your seat, check with Kevin or Lexi.
 2. Absentee Issues –
 - a. We do not have a policy on absenteeism. Once you are elected as a Senator, what do we do if a Senator is absent? Current bylaws have no insight into this.
 - b. We have done research to determine what other Senates do regarding this issue; 14 universities were reviewed.
 - c. Between now and the next meeting, we will come up with possible bylaw language and vote on the recommended changes. Send any input to Peg, Lexi, or Christi.
 - d. Tonya brought up concern regarding Staff who have peak seasons where it is very difficult or impossible to get out of the office.
 - e. Michelle mentioned that we might come up with a list of excused/unexcused absences and suggested that a communication plan be put in place regarding missing a meeting.
 - f. Chris mentioned that whether absences are excused or unexcused, Senators should be required to attend most meetings to be effective.
- iii. Policy and Benefits Committee – Wayne Campbell
 1. Coyote Drive In plans are in the works as are FC Dallas stadium tour.
- iv. Staff Development – Ramona Rosborough & Ellysia Dierker
 1. Next Lunch and Learn is on April 25th in the Willis Forum. The topic will be Emergency Preparedness and Prevention.

b. Ad Hoc and University Committees

- i. President's Council – Christi Hestand
 1. Meeting was cancelled due to Staff football game, which wasn't super well attended. Christi did thank the coaches and staff for their support. There is a lot happening at Apogee and with UNT Football.
- ii. President's Advisory Council – Christi Hestand
 1. Still discussing immigration issues on campus.
- iii. Space Management and Planning – Christi Hestand

1. Everything on agenda was approved, and Christi has minutes for anyone who wants to review them.
- iv. Campus Leadership Team – Gary Payne
 1. Did not meet.
- v. Emergency Preparedness Advisory Committee – Tonya Riley
 1. Group has not met.
- vi. Technical Architecture Group – Robert Tompkins
 1. Went over computer standards for UNT standard computers.
 2. Have to increase storage space for some people (mostly faculty) whose research takes up the drive.
- vii. Student Media Committee –Katie McCoy
 1. No notes.
- viii. Distinguished Lecture Series – Kathryn Beasley
 1. Diane Guerrero is speaking on April 26th in the Coliseum at 8pm.
- ix. Union Board of Directors – Kevin Sanders
- x. Fine Arts Series – Susan Sanders
 1. New Series director is working on the details of who is on the committee and how it will function. Visual, literary, and performing arts are included in the range of topics.
- xi. Staff Appreciation Month – Ann Bartts, Cheryl Benningfield, Sonia Vazquez, Travis Craig, Melanie Dewey
 1. Thanks to all of the volunteers who helped out! The luncheon was great, and the attendance was huge.
 2. More information on the award winners would be great. Recommendations were made to announce the winners via email, InHouse, and other media.
- xii. Parking and Transportation – Christi Hestand
 1. There are smaller buses on campus that will have software tracking to determine how many people they are picking up, where they are, how long the trips are, etc.
 2. They are discussing more parking at Victory Hall (approx. 500 spaces).
 3. Possibly only remote parking for FTIC on campus.
 4. For \$15/year, you can use Zip Car.
 5. Communication plan is being finalized, and some videos will go out to share the information.

VII. Old Business

VIII. New Business

- a. Proposal from Elections & Bylaws regarding Senator attendance and removal
 - i. Will discuss this at next meeting

IX. Announcements

- a. Networking Event at the Gathering place after meeting
- b. President's Sack Lunch on April 20th. Send all Swag to Rhonda Arthur in HR.
- c. Distinguished Lecture Series – Diane Guerrero on April 26th
- d. Lunch and Learn on April 25th – Emergency Prevention and Preparedness, Willis Forum at noon

X. Adjournment Gary moved, Cheryl seconded, adjourned at 4:48pm