

MINUTES

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

**Members Present:** Charlene Ballenger, Ann Bartts, Cheryl Benningfield, Larry Collamer, Travis Craig, Lisa Cuevas, Chris Cunningham, Melanie Dewey, Dana Duke, Stephanie Fields-Hawkins, Peg Gant, Crystal George, Daisy Gilliam, Linda Godoy, Karen Goss, Lucas Imel, Michelle Jack, Tammy McDaniel, Rachel McMullen, Jessie Niu, Tonya Riley, Susan Sanders, Nicole Savage, Claudia Taylor, Robert Tompkins, Sonia Vasquez

**Guests Present:** Deborah Leliaert, Shaureece Park, Michelle Hale(?), Katy McDaniel

**I. Call to Order (2 minutes) 3:01pm**

**II. Approval of Minutes (1 minute)** – Motion made by Kevin Sanders to approve, and Melanie Dewey seconded. Approved by Senate.

**III. Officer Reports (10 minutes)**

- a. Chair Report – Christi
  - i. Campus Climate Survey committee reps needed; Tonya Riley and Kevin Sanders volunteered. The committee is part of Division of Equity and Diversity. This survey is different from the Gallup survey sent out by the UNT System.
  - ii. Talon Team is similar to our troubleshooting initiative. We are using the Talon Team form online to bring issues to light. As you run into problems, please fill out their form on our website.
  - iii. Constituency pools – Has everyone sent information to their pools? Very little or no feedback so far. Mostly ‘thank you’ replies from staff to Senators.
  - iv. EC Meeting with President on 28<sup>th</sup> of month.
  - v. Annual Report – Will include all of our accomplishments and be given to President in August.
  - vi. Service Awards – Congratulations to those who received awards!
  - vii. Send emails to Lexi about events where Senate needs a presence.
- b. Vice Chair – Gary
  - i. Thank you to those who are helping with SAM and Service Awards.
- c. Budget Report – Kathryn
  - i. Lunch and Learn topic input – Please fill out the forms handed out in the meeting with Lunch & Learn ideas or email them to [Kathryn.Beasley@unt.edu](mailto:Kathryn.Beasley@unt.edu).
  - ii. Promo items – Working with Lexi to identify items to order.
- d. Communications Report – Brandi
  - i. Website – Links have been added for SAM and Talon process improvement form, and DP SAM events are on list and calendar as well.
  - ii. “Thank a Staff Member” challenge – Send 3 to staff who would like to thank for doing a great job.
  - iii. Newsletter update – Always looking for more input for newsletter. Send input to [Brandi.Everett@unt.edu](mailto:Brandi.Everett@unt.edu).
- e. Parliamentarian Report – Kevin
  - i. Discussion of procedure regarding absences – Working on legislation that will create procedure for determining excused/unexcused absence as well as process to remove Senator for nonattendance. A process is also needed for filling vacancies and establishing path to remove extra seats.

- ii. Upcoming election – Elections begin in April. If you are member of the committee, they are meeting on Friday to discuss format. This is an important election because it is the first one under new format. If you want to help with the process, talk with Kevin after the meeting.
- iii. Filling vacancies – We have vacancies that have come open, some of which will not be refilled due to the decreased number of Senators in PCSS outcome. The Elections and Bylaws committee is working on this.

**IV. 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. Will include election, “Thank a Staff Member,” on social media.
  - 2. Finalizing promo cards.
  - 3. Flat Scrappy is a conference and will be a feature story in InHouse. Can Flat Scrappy be bigger? Possibly. We will discuss it.
  - 4. They are tracking numbers for likes and other metrics and can pull that info at any time.
- ii. Bylaws and Elections – TBD
  - 1. Do not have a chair for committee. Members of the committee should see Kevin after the meeting. The committee is open to taking in new members and also volunteers for election season.
- iii. Policy and Benefits Committee – Wayne Campbell (presented by Susan)
  - 1. Susan Sanders has researched cultural activities. Top 3 attractions to pursue discounts are Dallas Zoo, Perot Museum, Coyote Drive In. If Senate approves, they will look into discounts. Susan is expert on drive in theaters – could do info session. She will report back on findings.
- iv. Staff Development – Ramona Rosborough & Ellysia Dierker
  - 1. Suggestion made to find out more about types of jobs on campus and tailor events to a variety of audiences.
  - 2. Please ask your constituents about ideas for Lunch & Learns.

b. Ad Hoc and University Committees

- i. President’s Council – Christi Hestand
  - 1. Met and discussed Provost and VP of International searches.
  - 2. Discussed how they collaborate can with one another. Good conversations.
  - 3. Enrollment report. Things are up but need MS and PhD applicants.
- ii. President’s Advisory Council – Christi Hestand
  - 1. Meeting coming up on 30<sup>th</sup> of March.
  - 2. DACA will be discussed.
- iii. Space Management and Planning – Christi Hestand
  - 1. No meeting.
- iv. Parking and Transportation – Christi Hestand
  - 1. Trying to get new spaces available.
- v. Campus Leadership Team – Gary Payne
  - 1. Barbara Bush, Seth Ketron, and Grant Hale at meeting.
  - 2. GSC and SGA leadership applications open now. If you know great grad students, tell them to apply.
- vi. Emergency Preparedness Advisory Committee – Gary Payne
  - 1. Committee had 1<sup>st</sup> meeting a few weeks ago. Met about actions that UNT is planning for regarding emergencies.
  - 2. Will not create guidelines and policy. Will offer guidance on communication, determining types of necessary training.
  - 3. Invited Scotie Selman to come to our meeting. They are looking for safety coordinators for buildings on campus. Will be a large training scenario happening in May, will affect an area of campus.

4. Committee will meet infrequently.
- vii. Technical Architecture Group – Gary Payne
  1. Could not attend meeting. Scheduled meeting time is difficult for his schedule. Robert Tompkins has been asked to be our rep on the committee.
- viii. Student Media Committee – Anna Pechenina
- ix. Distinguished Lecture Series – Kathryn Beasley
  1. No new speakers announced.
  2. Diane Guerrero coming to UNT on April 26<sup>th</sup>. Tickets for sale after spring break.
- x. Union Board of Directors – Kevin Sanders
  1. Could not attend. No new business discussed. Next meeting not scheduled yet.
- xi. Fine Arts Series – Susan Sanders
  1. Committee still in flux.
- xii. Staff Appreciation Month – Ann Bartts, Cheryl Benningfield, Sonia Vazquez, Travis Craig, Melanie Dewey
  1. Ice Cream Social today 3/7. Tour of Frisco is Friday 3/10, still seats available. 5K is coming up also. Health Fair is Saturday, 3/25. Need to advertise Tour of Frisco and 5K. Popcorn Social is coming up as well as Luncheon. Attend all events you can! Dining discount open through month - \$4.25 to eat.
- xiii. The Gathering Place – TBD
  1. Have adjusted food offering from buffet to small menu.
  2. Senators would be interested in moving hours to 5-7.
  3. Send Christi any input on changes.

## **V. Old Business**

## **VI. New Business (10 minutes)**

- a. Spring networking event – We want to host a Spring networking event. Please send Christi ideas for what you want the event to be.
- b. We will plan to meet at Gathering Place after our April meeting.

## **VII. Speakers/Presentations (20 minutes)**

- a. Bob Brown, VP for Finance and Administration – Job grading
  - i. The job classification and grading study was undertaken with purpose of making sure positions inside UNT are fairly placed in relationship to one another and that everyone would get unique job description. Lots of discrepancy between jobs within same category. More than 600 job descriptions coming from study. People can now see the relationship between their position and those around theirs. Jobs are put together in families to show potential progression. At the end we can put wage and salary administration schedules to meet market pay grades. There should not be expectations that everyone will receive new category or pay raise. There are indications that some people need salary adjustments.
  - ii. How does the hiring freeze affect job grading and the delay? Across the jobs and across schedules, there are people funded from different revenue sources. The hiring freeze says we cannot hire anyone with state funds, but we cannot use those funds for anything else. Even if the job grading study shows that someone should make more money, we cannot raise their salaries due to the freeze. Once they implement new jobs and schedule, they want to make sure it can be implemented completely and fairly. They cannot fulfill the goals of the job grading process under the hiring freeze restraints.
  - iii. What happens to the money? The money that was appropriated for results of study, and it will be available to President next year when the program is implemented.
  - iv. We noticed the grading survey was implemented at other campuses. Was it implemented before the freeze? Yes.

- v. Admin positions are the lowest paid. Will this be resolved? He will not discuss individual positions. There were adjustments made to many positions, but not all. No one's salary will be lowered. President has allowed for positions to be reclassified if there was immediate need and allowed particular group of employees to receive salary adjustments already. Improvements have been made along the way if seen as immediately necessary. There have been more adjustments like these made to staff than faculty.
- vi. What happens after 9/1? Communication plan will be in place that informs individuals of what changes have been made to their positions. Salary adjustments will be effective in September and reflected in October paychecks. Money is already reserved for this.
- vii. Is there a chance this will be delayed by state? The governor has issued this freeze through August and has kept us from using funding saved from state salary savings. He has already indicated that positions that begin in Sept 1 and after are still open to recruitment. Any positions beginning after Sept 1 are available for recruitment now. Budgets come from Senate and House of Representatives in Texas legislature. There is about \$8 mil difference between the 2 budgets. House cuts much less funding than Senate. The Senate's budget is within amount of money the comptroller allows, and the House budget is above amount designated by comptroller. Unless a massive change in plans occurs, we are good to go as of Sept 1.
- viii. Are there exceptions? They have requested exceptions for research faculty, radiation officer, teachers for summer school, and a few other positions. Should know about this within 8 days. About 1/3 of positions are state-funded.
- ix. What about retroactive pay due to delay? There are no retroactive adjustments.
- x. Is there a plan for classes without professors? The Deans and Chairs know dilemma. They can use waiver request or use local funds. With state hiring frozen, local funds are precious. Educational leadership knows the issue and will do what they can.
- xi. Are academic advisors for summer orientation included on waiver request? Not yet. That would be up to others to request. Some state-funded lines are open, and all waiver requests will come through the VP.
- xii. When was the final data compiled for the survey? February.
- xiii. How will the university balance need for raises for faculty with needing raises for staff? President has already allocated money for results of this study and implemented adjustments. Individuals who have not received these adjustments yet may feel left out, but the President has implemented many changes already and will make all necessary changes. Not everyone will receive pay adjustments.
- xiv. The work related to the classification process has been as comprehensive as it can be, reviewed by SMEs, then by VPs, then again by SMEs. There was a lot of work to get it right. With so many positions, they probably missed some stuff and will deal with it once issues arise.

#### **VIII. Announcements (5 minutes)**

- a. Lunch & Learn is March 9<sup>th</sup> in Chestnut Hall 120A
- b. Saturday March 18<sup>th</sup>. Event at Star. Free. Opera program begins at 7:30. Susan will send link.
- c. Eli Young Band is coming! \$25 for faculty and staff. Not open to public – campus community only.
- d. Softball in town all weekend.

#### **IX. Adjournment – Motion made by Kevin Sanders to adjourn and seconded by Tammy McDaniel. The motion passed and the meeting ended at 4:30pm.**