

**STAFF SENATE MEETING****October 10, 2023****Zoom****Minutes**

**Quorum Established. Senators Absent:** Emily Costello, Christi Hestand, John McIntire, Herman McKeiver, Madison Russell, Toni Sorsdal, Matt Wierzbicki

**I. Call to Order**

3:06 p.m.

**II. Guest Speakers**

- a. Selena Cartmill, UNT HR (not present)
- b. Katy McDaniel, Assistant Vice Chancellor and Chief Human Resources Officer, joined in her stead. Updated that Selena Cartmill has resigned and is no longer with the university. Katy will let us know who our new HR representative is once determined.

**III. Constituency Concerns**

- a. After rain, parking lot behind Wooten gets dangerous. Work order has been placed previously, and when it rains, it returns.
  - i. David Causey to take it to the Transportation Committee
- b. Alex Ames asked about the 10/6/22 email promising raises.
  - i. Quortina Phipps has discussed with the president and will update the group in her Chair Report
- c. Katie Jenkins said the timing of the Staff Performance Reviews is terrible. Brittany Landau clarified that these check-ins are pretty fast, so is it just the annual review? Could we extend the time instead of changing the deadline since there is no "good time" for everyone?
  - i. Quortina Phipps will bring to HR's attention.
  - ii. Katy McDaniel said this is the first year that timelines are synced across the System; no opportunity to change it. The new thing this year is also quarterly check-in – it will not trigger any time of punitive action if you're late. The schedule is announced at the beginning of the year and is published online now, so supervisors are encouraged to put all on their calendars and start taking notes now.
- d. Tammy McDaniel said there is a concern about how Gallup is distributed to the University – several in our area who are not on a computer and some for whom English is not a primary language. Chancellor puts a lot of emphasis on this survey.
  - i. Megan Cunningham clarified that the first question in the survey is language preference.
  - ii. Brittany Landau can bring this to HR – perhaps there is a way to give employees extra access to computers for this purpose. If we did this, we'd have to ensure supervisors are not "standing over" employees while they take the survey.
  - iii. Katy McDaniel encourages supervisors to identify an open/shared computer for staff to use. Takes maybe 10 minutes combined. We need to encourage participation. Create a space.
- e. Kara Ottinger asked about Supervisor Training for all new hires. Consider supervisor training for all new hires.

- i. Tammy McDaniel suggested and dropped in chat a link to the manager's toolkit.
- ii. Brittany Landau found it and said it's "awesome" but just needs to be promoted so there's more awareness/access.
- iii. Quortina Phipps agreed it's a great resource.
- iv. John Bellon clarified that it was introduced last week in the UNT System News Oct. 4 email.
- v. Megan Wheeler suggested we promote it in our Staff Senate newsletter.
- vi. Katy McDaniel said it is a beta website that has just been finished. HR has a planned communication rollout. Will eventually be a one-stop page. There's also a new supervisor orientation that runs a few times throughout the year. HR will be revamping this process soon. She acknowledges that we currently lack some of the connection to campus, traditions, timesheet details, hiring how-to's, etc.
- f. Katy McDaniel joined the meeting, so Quortina revisited constituent concerns as listed above. Katy's responses added to the minutes.

#### **IV. Officer Reports**

- a. Chair Report – Quortina Phipps (she/her/hers)
  - i. Compensation Strategy – There have been a lot of questions about this. Discussed with President and directed to Clayton Gibson. All employees will see an increase Dec. 1 regardless whether TUF fund passes or not. Goal is to increase \$13-\$14 and \$500 will be added to your base salary. If referendum passes, University will have the opportunity to apply more increase at one time. Quortina extended invitation to Clayton to join our next meeting and speak to this issue. She also asked him to send out an email to the entire university with his plan so we're not "left hanging" since September 1 has come and gone. Mr. Gibson agreed to do both, so Quortina asked us all to be on the lookout. If you think of any additional questions in the meantime, please send to Quortina.
  - ii. Taylor Jordan asked if we'll see it on December or January paycheck. Quortina clarified it will be reflected on Dec. 1 paycheck.
  - iii. Tammy McDaniel asked if it will be divided by 12. Quortina said she'll ask Mr. Gibson.
  - iv. Alex Ames asked about pay raise regardless. Quortina confirmed it will be applied to everyone and that Mr. Gibson was generic without that level of detail.
  - v. Suzannie Dickenson asked about hiring dates having an impact. Quortina said she didn't know but will ask Mr. Gibson.
- b. Chair-Elect Report – Brittany Landau (she/her/hers) - no report today
- c. Secretary/Treasurer Report – Megan Wheeler
  - i. Attendance will be taken at each meeting point forward.
- d. Communications Report – Kara Ottinger (she/her/hers) – no report today
- e. Parliamentary Report – Anna Phelan (she/her/hers) - no report today
- f. Assessment Coordinator Report – Taylor Jordan (she/her/hers)
  - i. Staff Senate Survey Results – only 50 survey respondents, so not a great representation of the entire staff. Shared screen and reviewed answers quickly.
- g. Past Chair Report – Megan Cunningham (she/her/hers) - no report

#### **V. Standing Committee Chair Reports**

- a. Communications and Public Relations – no report. Pausing on social report. Will poll all senators about frequency of this report.
- b. Membership and Assessment – no report today.
- c. Staff Success – no report today.
- d. Equity, Diversity, & Inclusion – will be changing name today.

## **VI. New Business**

- a. Proposal and voting of EDI committee name/mission
  - i. Quortina said she would be meeting with president on 10/19. Would like to get senate's proposal today so she can present to president on that date for his approval.
  - ii. Alexis Clingan presented committee's proposal for new name: SEEN (Staff Empowerment and Engagement Network)
  - iii. Minimal discussion; no questions. A couple of senators voiced their support. Quortina called on the committee to write up the name and mission statement so she can take to President Smatresk for approval.
- b. Staff Senate Next Steps
  - i. Quortina reminded us that we are the only organization that is targeted to staff only. As we proceed, we always want to be grounded and transparent to each other and to our constituents.
    1. There needs to be a reimagining, or possible refreshing. We want to remember what our mission is; that our main goal is to serve as a vehicle to share staff issues and concerns with administration, to improve. What do we need to take to the president?
    2. Want us to feel more a part of what we are doing. Know what you're doing and why you're doing it. There are some things she wants each senator to do:
      - a. Read Bylaws, really focusing on our mission statement and goals.
      - b. Conduct a SWOT analysis. The purpose of this practice is to identify strengths, weaknesses, opportunities, and threats of Staff Senate. We want to improve the Senate overall. Help us for the remainder of this term and set up the next senators in future terms for success. We want to be more effective and transparent. As committees, there are certain expectations in the Bylaws document. The goals of the committees should be in alignment with the Senate. Everyone needs to do a SWOT.
  - ii. Brittany wants to ensure we're set up to best serve our constituents. We need to make sure our policies and procedures are in place.
    1. Currently there's been concern that there's been a lack of administrative control. Need to get our ducks in a row so we can best support the staff of this university.
    2. What are our policies and procedures and how do we make sure we're being effective? There's a SWOT worksheet dropped in the chat. Will send out via email as well. Please review and come prepared to discuss in our next meeting.

## **VII. Old Business**

- a. UNT Cookbook Submission reminder
- b. Staff Survey reminder
- c. Senator Headshots reminder

## **VIII. Announcements**

- a. Next meeting will be in person, Union room 341

## **IX. Adjournment**

4:21 p.m.

## **X. Dismissal to Committees**