

**STAFF SENATE MEETING**

**May 14, 2024**

**In Person, Senate Chambers (Union 332)**

**Minutes**

**I. Call to Order** 3:02 p.m.

**II. Roll Call**

**III. VOTE to Approve Previous Meeting's Minutes (04/09/2024)** Approved

**IV. Guest Speakers**

A. Dr. Neal Smatresk, President, UNT Denton

- Search for the new president – interviews occurring this Saturday.
- Board Meeting Thursday
- Mantra Health
  1. Need to better respond to student mental health concerns to address student success and retention
  2. EAB is partnering with Mantra Health – We believe that EAB makes dependable choices.
  3. Roll Out – Faculty Senate is creating an ad hoc committee
  4. Navigate App will have wellness trainings.
  5. Can call a counselor for guidance on how to help students in real time.
  6. What is the best way to get information out to staff?
    - (1) DOS faculty/staff resources folder – is this happening again?
    - (2) Inter-departmental mail to all staff
    - (3) Staff Senate newsletter
    - (4) College-wide welcome meetings
    - (5) Required bridge training
  7. How is this different than TogetherAll? Together All is peer-to-peer, this is fulltime counselors. Mantra is for a crisis situation.
  8. How is this different than the Care team – Care Team is for imminent threat of bodily harm to self or others.
  9. Will staff be trained on how to determine when to call Mantra vs. the Care Team? Calling Mantra is never the wrong call – they'll call the Care Team if they feel like it is an immediate need.
  10. When does Mantra start? Students are receiving it as a possibility to download wellness things w/Navigate. Haven't rolled out the crisis line yet.
  11. Crisis Line – 24/7 national hotline, 3<sup>rd</sup> party vendor.
  12. Brittany asked for student specific wording to send to students to add information to orientations.
  13. President Smatresk suggested we create an Ad Hoc committee

B. Blair Wilson, Human Resources Manager, UNT System

- Staff Performance Evaluations
  1. Due May 31<sup>st</sup>.
  2. If the math seems off, reach out to HR BEFORE the 31<sup>st</sup>
- Summer Benefits Enrollment
  1. No exact dates yet – most likely in July

2. Until May 17<sup>th</sup> to update personal info in ERS
- PageUp
1. Still doing some live trainings and lab time in the SSB

**V. Constituency Concerns**

- A. Call for new constituent concerns
  - None

**VI. Officer Reports**

- A. Chair Report – Quortina Phipps (she/her/hers)
  - No report
- B. Chair-Elect Report – Brittany Landau (she/her/hers)
  - No report
- C. Secretary/Treasurer Report – TBD
- D. Communications Report – Kara Ottinger (she/her/hers)
  - Working on increasing Instagram followers this summer
  - Newsletter – Started incorporating some of the values
  - Values campaign
- E. Parliamentarian Report – Anna Phelan (she/her/hers)
  - New Senators – Copy of the bylaws in the green folders. The bylaws are the most recent version. If you see anything that needs amended bring that forward – this document is living.
- F. Assessment Coordinator Report – Taylor Jordan (she/her/hers)
  - No report.
- G. Past-Chair Report – Megan Cunningham (she/her/hers)
  - No report.

**VII. Standing Committee Chair Reports**

- A. Communications and Public Relations – Sarah Romack
  - No report.
- B. Membership and Assessment – John Bellon
  - We had an election.
- C. Staff Success – Wendy Comfort/Toni Sorsdal/Lucy Mwanzia
  - Pop-in for Popcorn – Gave away over 100 bags. Gave the remaining bags to overnight facilities team.
  - Pop-in for Frisco Landing coming.
  - May 22<sup>nd</sup> – Hidden Gems: Uncovering UNT Perks, 47/50 slots filled. Find sign ups on bridge
  - Two more events on June 26<sup>th</sup> and July 24<sup>th</sup>

**VIII. University Committee Updates**

- A. Call for committee updates

**IX. Old Business**

- A. Staff Senate Upcoming Programs and Events

**X. New Business**

- A. Staff Senate - Intro for New Senators
  - Be aware of campus resources
  - We try to find ways to best support our staff so that they can best support our students
  - Build understanding for University/state policies and procedures
  - Transition phase – give each other grace through transition.
  - Drawing attention to the bylaws in the green folders.
  - Teams Channel – Currently being reorganized, take note of the 2024-2025 folder.
  - New Senator Orientations – hopefully in June
- B. Attendance Policy
  - Clarify what an unexcused absence is.
  - Emphasize the importance of attendance.
  - Updates
    1. Added “unexcused” to b. i.
    2. Failure to notify is an unexcused absence
    3. Consistent pattern of work-related time conflicts or unexcused absences will be considered for removal.
  - Voting the at the next meeting.
- C. Staff Senate Executive Committee Elections
  - EC positions are a one year term
  - Chair-elect is a three year commitment – Chair-elect → Chair → Past-chair
  - Anyone can nominate.
  - John proposing that this election occurs electronically not in-person.
    1. Suzannie seconded
    2. Open for discussion related to timing – 1 week for nominating, 1 week for voting.
      - (1) Alex Ames supports one week
      - (2) Taylor Jordan pointed out that we need EC for the next meeting
      - (3) Brittany gave context about timeline – Senators and EC were supposed to role off Monday according to our bylaws.
    3. Vote – motion passed
  - Clarification that it is a one-time change.
- D. Staff Senate Awards (2023-2024)
  - Nominations – Will be emailed soon. Please nominate people.
- E. Roll-Off

## **XI. Announcements**

- A. Keep an eye out for your division wellness events – DSA has two events this week.
- B. Stem building groundbreaking this month or next month – June 18<sup>th</sup>

## **XII. Adjournment / Dismissal to Standing Committees**