

STAFF SENATE GENERAL ASSEMBLY MEETING**2/10/26****In Person, Union 332****Agenda**

- I. Call to Order 2:05pm**
- II. Roll Call -Quorum met**
- III. VOTE to Approve Previous Meeting's Minutes (12/9/25) -Approved, none opposed**
- IV. Guest Speakers**
 - A. Clay Simmons, Chief Compliance Officer
 - Encouraged review of Policy, highlighted:
 1. 04.027: Ethics – employees prohibited from any political activity on state time
 - (1) Prohibited from using our employment of status within UNT to influence an election; must make clear that you are not doing activities while working and speaking in personal capacity and not as employee
 2. Free speech on campus grounds: does not include speech that is threatening, obscene, commercial in nature, harassment. Can be disciplined by UNT
 3. Questions
 - (1) Phillip A.: Staff concerns-how to deal with student concerns while speaking in an inclusive manner and provide resources?
What potentially could be considered speech that crosses the line?
 - (a) Clay: Encouraged to treat all students with respect and as welcoming as possible. There is a point where we must be clear that the University is an arm of the State of Texas and we can't go past that threshold. Advised to avoid statements that would violate state law.
 - (2) Shelly: Regarding political people who visit campus and when we disagree with what is being said on our campus. How do we proceed?
 - (a) Clay: Look back at policy (free speech on public grounds)-employees may participate in response to activity, but avoid doing anything threatening, disrupting, avoid "fighting words", etc. Free to engage in activities, but if you are supposed to be working at that time, can lean into being a policy violation.
 - (b) Nicole: asked for clarification for on the clock responses and people worrying that they will be fired. Clay: avoid political responses at work
 - (c) Zach: asked for clarification for statements made outside of work
 - (i) Clay: Encouraged to make clear that you are speaking in private capacity and not as an employee

of UNT. He is not aware of any disciplinary action for statements made off work time.

(d) Clay: Please contact Compliance or visit office with any questions. May also email (compliance@unt.edu) or report issues/ask questions via our Trust Line (trustline.unt.edu or 1-877-606-9187). Trust Line will allow you to ask/report anonymously

B. Jeff Brown, Associate Vice President, Facilities & Peter Palacios, Director of Maintenance & Operations

- Moving to system to where each unit will be emptying their own trash/recycling bins to a central location.
- Only office desks affected at this time
- Initial roll-out: Feb 2026
 1. Facilities complex
 2. ESSC
 3. Hurley
 4. SSB
- Summer 2026
 1. Will transition remaining buildings on campus. Plan for full implementation Fall 2026
- Why?
 1. Allow custodial staff to focus on more detailed cleaning needs
 2. Saves UNT money long term
 3. Eliminate single use plastic bin liners
 4. Prioritizes recycling
- Visit Facilities website for resources
 1. Facilities.unt.edu
 2. Work.control@unt.edu
 3. 940-565-2700
- Q & A
 1. Online: Can she keep her favorite trash can?
 - (1) Facilities will pick up any they can find. Any other bin used will still need to be emptied by staff
 - (2) Rachel: No liner in the small bins?
 - (a) Peter: no, but small enough to wash out if necessary
 - (3) Nicole: Any estimate of time/money saved?
 - (a) Peter: Annually est. over \$150k saved
 - (4) Jenna: Will gateway/union/coliseum changing as well with large bins since they have dedicated custodial staff?
 - (a) Peter: This is only for offices
 - (5) Shelly: Common use areas like kitchens will stay as is?
 - (a) Yes. Only office spaces are changing
 - (6) Phillip: Currently needs to leave note to request vacuuming when trash bins are emptied. Will this now be part of more detailed cleaning
 - (a) Peter: yes. Encouraged to file service request when needed as well.

- (7) Phillip: More availability of sensitive material recycling?
 - (a) Peter: Will need to look into this. Encouraged him to file service request
- (8) Rachel: Will centralized stations include paper, aluminum, and landfill
 - (a) Peter: Yes. But no dedicated area for cardboard. Please breakdown cardboard and sit beside bin. If there is a lot to take away, please reach out to work control for service.

C. Sue Aichele, Human Resources

- Why are employees required to give their current supervisor as a reference? Esp when employees leave roles because of the supervisor
 - 1. Internal hiring process isn't designed to investigate supervisory concerns. Reference is about work performance. Reference won't make or break a decision. This ensures that the hiring process is fair and thoughtful, no problems transferred
- Can employees (internal hires) request HR business partner to review employee file?
 - 1. Yes, reach out to business partner
 - 2. Can this be mandatory? Some units have this as mandatory.
 - 3. Can add to reach out to HR BP more prominent for internal candidates.
- TA with recruiting coordinators? No. TA with recruiter? Yes. Will check rehire eligibility. If not working with recruiter welcome to reach out to HR BP.
- Would it be possible to make viewing a previous employee's file mandatory?
 - 1. Yes, if files exist
- Why need to wait for I9/background check to file ePar?
 - 1. Internal: already on file, easy to do
 - 2. External: we don't have that info or a clear background check.
- What happens if internal hire has bad background check and we already have them on payroll?
 - 1. They already worked here, but will be a case by case basis depending on what exactly has happened.
- Online: To add to first issue, possible reference concern is possible retaliation as well as alerting them to you looking for other employment; this is concern
 - 1. HR team needs to be aware and investigation will take place. The reference check will not occur unless the applicant is a finalist.
- Rachel: Only candidate that was a smooth onboard was external; 5 new hires. Can there be an easier way to check the security of what people have vs what they move into? All permissions are removed.
 - 1. This is part of HR-DART; previous system copied access but did not remove old access, resulting many people having permissions they didn't need.
 - (1) Zach: Enrollment will wipe entire account when you leave position, took a lot to get access back
 - (2) Rachel: When she took a job at rec center as yoga instructor, her advising permissions were removed
 - (a) Sue will look into these issues

- Nicole: Nicole hired an internal candidate, was flawless transition for them. Have found that people who have been part of RIFT were not aware that there was an internal candidate application site. Needs to be shared, especially with those who's positions are being eliminated
 1. Sue: Reminder: once they are terminated in the system, they will have to apply as external with external email
 - Zach: Any update on bereavement leave policy update?
 1. Sue: have received some correspondence from OGC; this may be an update from them. Will update in March if able.
 - Sue: Gallup survey may have gone to student email if you are previous student. This should have been corrected today.
- D. Jeanette Garriga, President's Office Liaison
- Annual staff appreciation luncheon: March 10 11:30-1:00pm at Coliseum

V. Constituency Concerns

- A. Call for New Constituent Concerns
- Jeffrey
 1. Fallen Eagle Program – today until 5 at Hurley. Can we do something for staff/faculty members?
 - (1) Jenna suggested staff success and faculty senate work together on this
 2. Would like updated page on sharepoint for policy on student performers. Has meeting with AP on this.
 - (1) Phillip: all student employment must go thru career center
 - (2) Jeffrey: Would like to have all the info for student payments and reimbursements in one, easily available place
 - (3) Phillip: Can there be something on HR website regarding how to hire students? That student hiring must go thru career center?
 - (a) Sue will speak with someone regarding this.
 3. Shelly: Can we have safety watch or some kind of better process to ensure that staff has a safe way to get to their jobs?
 - (1) Alex: per his conversation with Megan, reason for opening was that inclement weather team made choice(difference emergency groups, etc. across campus)—their decision was routed to President Keller who approved it.
 - (2) Brittany: We really need to be sure people can walk safely. Not just streets clear, but parking lots and walkways clear. What can we do with facilities, etc to ensure that this is safe when decision is made to open.
 - (3) Suzanne: Athletics staff got stuck trying to get to work due to construction around athletics complex. They were also last to be salted.
 - (a) Nikki: reminder that Bonnie Brae/35 are managed by City of Denton. Parking does not have ability to clear parking lots or UNT owned roads

- (b) Zach: to this point, stated that if transportation does not have ability to clear these areas, then the University should not be open
- (c) Nikki: Both parking garages were open with no payment through end of week, shared via social media
 - (i) Consituents agreed that no one was aware of this
- (d) Nikki: They have come up with better communication plans to share via other avenues in another inclement weather event.
- (e) Chido: Who clears Discovery Park? Was stuck as soon as she came into parking lot COE Dean sent email telling his staff to stay at home. Drove from Aubrey, had clear roads until Discovery Park, but stayed because of the distance traveled.
 - (i) Nikki: Communication from UNT stated to speak with your supervisor if you don't think you can come in safely. Unfortunately, transporation does not have the resources to clear lots.
- (f) Rachel: 10am start time unclear. How would this have worked for people who commute?
- (g) Rashell: How would disabled individuals navigate unclear walkways, etc.? Also parents whose children are out of school
- (h) Lupita: Still think it is unfair that TWU, DISD still closed but UNT expected to work
 - (i) Jeanette pointed out that City of Denton and Denton County were open at the same time as UNT

- Rachel: Advising community asking if results of advising survey will be spread widely? Not just with advising community?
 - 1. Cheyenne: Advising services doing this; they are looking to see where there are holes in continuity, training, advising practices so they can better plan to help advising offices. Will likely come from Lisa McIntyre's office.
- Rachel: Summer graduates participating in spring graduation: Got confirmation that Advising can continue doing this for spring, but unclear about future. Want to keep on radar. Jenna will bring up to core commencement team.

VI. Officer Reports

- A. Chair Report – Alex Ames (he/him/his)
 - Exec team working with Office of the President to get letter to Chief HR at System regarding inclement weather policy. Will be focusing on promblematic section of policy (ie: using vacation time for employees affected by weather and unable to work remotely); plan to have something shareable at next general assembly, will hold vote to send or not send.
 - 1. Phillip: Will we be also voting on the language of the letter? Doesn't want remote work to be threatened or taken away

(1) Alex: Working with Megan on language; does not think there will be issue or threat to remote time due to this. The President will need to approve the language of this letter.

- B. Chair-Elect Report – Jenna Schuster – no report
- C. Secretary Report – Christina Rucker – no report
- D. Treasurer Report – Nikki Sparks – no report
- E. Communications Report – Walker Smart – no report
- F. Parliamentarian Report – Christian Bridge – no report
- G. Assessment Coordinator Report – Tsubasa Tajima - absent
- H. Past-Chair Report – Brittany Landau (she/her/hers) – no report

VII. Standing Committee Chair Reports

- A. Communications and Public Relations – Shelby Simmons – no report
- B. Membership and Assessment – Nicole Habern - absent
- C. Staff Success – Cheyenne Moore / Laderica Paul
 - Cheyenne: Positivity jar session – March 4 12pm-1pm, register on Bridge

VIII. University Committee Updates

- A. Grad Block Party Committee
 - 1 Hourlong meeting every other week
 - Helping to shape event strategy and assisting in rallying volunteers for event day
 - First meeting is Thursday, February 12
 - 1. Shelly may volunteer if able to be virtual.
 - 2. Will put out to Staff Senate Teams if unable to make it
- B. Call for University Committee Updates
- C. Shelly: Mean Green Fund looking for students to be on their committee
- D. **Lupita: Committee?**
- E. Fine Arts Series: Event on 2/27: Social Movement Contemporary Dance Theater. Free for staff

IX. Old Business - NONE

X. New Business -NONE

XI. Announcements

- A. **Phillip: Senators have left/some at large; looking at bylaws, but not a process for senators to not become at large (only elections noted in bylaws).**
- B. **?: Flyer coming out soon: 3/3/26: Chief's Chat with faculty staff (meet with UNT police chief and 2 assistants)**

XII. Adjournment / Dismissal to Standing Committee Adjourned 3:29pm