



University of North Texas  
Staff Council Meeting Minutes  
June 7, 2011  
Chestnut Hall- Room 120B

Members Present: Elvira Aguilar, Jaime Blanton, Cheylon Brown, Jim Byford, Ryan Ferguson, Chris Foster, Paul Goebel, Mikal Hensarling, Jennifer Lee, Stephanie McCane, Rachel McMullen, Scott Milligan, Joanie Smith, Hillary Talatzko, Jackie Thames, Valerie Thornton, Uyen Tran, Margaret Vestal

Members Absent: Tina Garza, Nathan Hansard, Xaviera Lofton, Lisa Martin, Rose Preston, Max Rodriguez, Amy Tannehill, Amie Trahan, Mary Ann Venner

Guests: Donna Keener (Human Resources), Ryan Abbott (Risk Management)

I. Call to Order

Hillary Talatzko called the meeting to order.

II. Approval of Minutes

The minutes from the previous Staff Council meetings were approved as submitted.

III. Guest Speaker- Donna Keener

Donna Keener talked about the proposed FY 13 and 14 holiday calendars. The number of days we receive every year is mandated by the state and not the University. It is also influenced by the academic calendar. The proposed holiday calendar for FY13 includes 13 days off but no Labor Day closure. Some options proposed include doing away with the 1 day at Spring Break to allow for closure on Labor Day or possibly adding a day with employees using vacation time which was done in previous years. Staff Council will create a survey to present all of the available options to the constituents. The proposed holiday calendar for FY14 includes 15 days off which is the maximum number allowed by the state. Both holiday calendars will be presented for approval by the Board of Regents in August.

IV. Guest Speaker- Ryan Abbott

Ryan Abbott talked about severe weather procedures for the campus. After the sirens were utilized recently, they put out a survey to all faculty and staff. Over 1,000 responses were received within a week. One concern raised was that there was no official communication to the University population about the severe weather. Risk Management is working with the Police Department and URCM for options on how to fix that. Ryan recommended that all staff members sign up for the Code Red City of Denton weather alert system.

Risk Management is considering a campus-wide severe weather drill and wants to see if organizations like Staff Council would support it. The drill would be announced ahead of time and would be widely advertised. They are presenting at orientations and will also approach student organizations.

Ryan also talked about the Safety Coordinator Program. The program began about 6 months ago by asking for volunteers to be their building's coordinator. Volunteers went to training on emergency procedures and received vests and clipboards to make them more easily identifiable. Risk Management is looking to expand the program and is going building to building to identify existing

volunteers and solicit more volunteers as needed. You can sign up for the program on their website, <http://emergency.unt.edu>. You can also visit the website for more information on evacuation plans and shelter in place maps.

V. Officer Reports

- Jennifer Lee (Webmaster) - The communications committee is working on a communications strategic plan. They are also working on promoting the Perks Program including designing a handout for the program. The Perks page now requires a log in so it can only be viewed by North Texas employees.

VI. Committee Reports

- Assessment (Ad Hoc) – They have submitted a draft of the Staff Needs Assessment to the EC.
- Bylaws – They are working on information for the SC orientation and ideas have been forwarded to the Staff Development Committee.
- Nominations and Elections – They are looking at suggestions on improving the election process for next year.
- Staff Development – They are working on SC orientation.

VII. Unfinished Business- By Laws Change/At-Large Representation

It has been motioned that we need to amend our by-laws and establish policy on at-large members. The wording would limit the number of at-large terms. It would also outline how at-large members would be chosen. The proposed wording was motioned and amended based on Council members' comments. Listed below is the final wording as submitted to the Council. Further discussion will occur at the July meeting.

*If sufficient nominations are not received from a category(ies), following the election, the first runner-up in each category where an election was held will be considered an at-large nominee. The at-large nominee(s) with the highest percentage of votes will be appointed as at-large members until all vacancies are filled for a term of one year. At the end of one year, nominations will be sought from members in the underrepresented categories. At-large appointed members may serve no more than two consecutive at-large terms with any member elected or at-large serving no more than four consecutive years.*

VIII. New Business

None

IX. Announcements

None

X. Adjournment

Due to extensive debate on language of the proposed by-laws change the second scheduled meeting did not occur. The next meeting will be held at 3pm on July 5, 2011.