

University of North Texas
Staff Senate Meeting Minutes
June 10, 2014
Chestnut Hall Room 324

Members Present: Charles Andrews, Lori Belew, Cheryl Benningfield, Danielle Champagne, Marjorie Donzello, Amy Fuller, Nathan Hansard, Jordan Harmon, Tracy Kaan, Peter Kaiser, Lisa Kiou, Rachel McMullen, Don Noska, Kristine Ormand, Gary Payne, Valerie Robertson, Bonita White, Velma White

Members Absent: Michael Baggett, Mary Braden, Anissa Breaux-Schropp, Curtis Condray, Brenda Fanara, Jose Grimaldo, Judy Hunter, Shelby Kinsall, Karen Knotts, Keith Kopsky, Senta Macaraeg, Dylan Matsumori, Missy McCormick, John McIntire, Pamela Milner, Gwendolyn Moore, Courtney Newsome, Mark Packer, Jessica Powell, Adam Silva, Shannon Smith, Jennifer Spillman, Kerry Stanhope, Matt Wilkinson

Guests: Matt Zabel (URCM)

- I. Call to Order
Danielle Champagne called the meeting to order.
- II. Approval of Minutes
The May minutes were approved.
- III. Standing Committees
 - a. Communications- Gift cards for Geocache participants were approved. The winners will be selected from a random drawing among participating University employees.
 - b. Elections and By-laws- Election results were finalized and approved. All new members were contacted and welcomed.
 - c. Employee Relations-
 - They are working with the Staff Development committee on the Ice Cream Social. There will be multiple events (one at Discovery Park on 7/21, one in the Administration Building on 7/23 and two for Facilities staff on 7/24).
 - The Staff Survey will going out within the next couple of weeks via email and paper copies.
 - d. Staff Development- In addition to working on the Ice Cream Social, the committee is also working on an open enrollment workshop for staff members in conjunction with Human Resources.
- IV. Discussion
 - a. QEP Status Update- Cheryl Benningfield gave an update on the QEP (Quality Enhancement Plan). Initial ideas were gathered which were then narrowed down and grouped together into five areas. The ideas were then presented to the QEP team and one group was eliminated. The four remaining groups are working on longer proposals to be reviewed in September. The QEP team will then make a recommendation to the President. Once the President has approved the selection, there will be a rollout of campus marketing.
 - b. Smoking Policy- Charles Andrews serves on the Sustainability Council. The Council has been looking at whether there is a need for cigarette receptacles on campus.

Please contact Charles with your feedback as well as if you've noticed particular litter issues on campus and areas where smokers congregate.

c. **Work Groups-**

- **Mentoring-** The group will serve as potential mentors for new staff members.
- **Underrepresented Classifications-** There are several classifications where few, if any, staff members are interested in signing up for Staff Senate. Senate members are in communication with leadership in those areas. The group will be creating marketing and outreach plan to figure out how to get these staff members involved.
- **Orientation/Transition-** Members of this work group will work with the Executive Committee to plan orientation and update the handbook. A succession plan for Senate leadership will be discussed.

If you are interested in serving on any of these work groups, please contact Danielle. Several Senate members have already signed up.

- d. **Potential By-law Changes-** The Senate will look at changes to the by-laws to ensure an annual staff survey, establish a transition structure and create more detailed position manuals. The proposed changes will be presented to the Senate for a vote later this summer.
- e. **President Smatresk-** President Smatresk is scheduled to attend the July 22nd Staff Senate meeting. Please send specific questions you would like to ask to Danielle.
- f. **Budget-** There is money remaining in the Senate budget to pay for summer events such as the ice cream socials, summer workshops, Geocache prizes, giveaways, orientation and USB drives in lieu of binders. We are also looking at the possibility of ordering shirts for Senate members.

V. **Announcements**

- The next meeting will be 7/22 at 3pm. The location will be announced later.
- Basketball and other sport camps are being held on campus throughout the summer. Employees receive discounts. Contact Bonita White at x3654 for more information.
- Speech and Hearing is still offering \$25 hearing tests for adult and children. Contact the office at x2262 for more information.
- The Distinguished Lecture Series is bringing Dave Wozniak on campus August 18th.

VI. **Adjournment**

Danielle Champagne adjourned the meeting.