

University of North Texas
Staff Senate Meeting Minutes
July 22, 2014
Chestnut Hall Room 324

Members Present: Charles Andrews, Cheryl Benningfield, Danielle Champagne, Marjorie, Donzello, Jose Grimaldo, Jordan Harmon, Peter Kaiser, Shelby Kinsall, Karen Knotts, Keith Kopsky, Missy McCormick, Don Noska, Mark Packer, Gary Payne, Jessica Powell, Valerie Robertson, Adam Silva, Shannon Smith, Kerry Stanhope, Bonita White, Velma White

Members Absent: Michael Baggett, Lori Belew, Mary Braden, Anissa Breaux-Schropp, Curtis Condray, Brenda Fanara, Amy Fuller, Nathan Hansard, Judy Hunter, Tracy Kaan, Lisa Kious, Senta Macaraeg, Dylan Matsumori, John McIntire, Rachel McMullen, Pamela Milner, Gwendolyn Moore, Courtney Newsome, Kristine Ormand, Jennifer Spillman, Matt Wilkinson

Guests: Matt Zabel (URCM), Brandi Renton (Human Resources)

- I. Call to Order
Danielle Champagne called the meeting to order.

- II. Approval of Minutes
The June minutes were approved.

- III. Guest Speaker- UNT President Smatresk
 - a. Framework: this summer has begun the planning cycle. Plans are not just visionary, but include concrete steps, funding, and doing “what needs to be done.” The Better Together: A Planning and Implementation Workshop will be held on 8/19, bringing together staff, students, community, administration, and deans/chairs for a broad discussion.
 - b. 3 Year Evolution
 - i. Year 1 – Operations
 1. Not entirely functional, surface issues with finance, most urgent will be those areas that are short staffed, reformatting will occur
 2. VP Finance and Administration – hiring/training, Financial Transformation Project, consolidated ledgers/accounting/systems installed, indicative of other issues?
 3. VP Enrollment Management – early reads good, be aware of “VP creep” and use business perspective, this VP will serve as essentially a director of marketing and sales
 4. Need to beef up business underpinning of university – don’t take mediocre for an answer, must be exceptional
 5. VP retreat and planning session – lots to do, nuts & bolts perspective – not just talking but getting it done
 6. We need to not be understaffed, but better staffed – use outside vision and infuse best practices
 7. Fix key operational areas – will focus this year, but will take 2-3 years

- a. Example: system employees/departments – if we are the customer, treat us like a customer since we are paying for system services (need service-level agreements)
 - ii. Year 2 – Work-in-Progress
 - 1. How to develop faculty & staff? How to systemize/allow for career progression?
 - 2. What are our values? Mission statement is aspirational, but does not say *what* we value. We need to “surface what we care about.”
 - 3. What is our role? Depends on who you ask...we need to do a great job giving wonderful education, be a bastion of innovation, and use our intellectual capital. This question will be engaged over the next few years.
 - 4. What is it that we do that makes us valuable? We need answers. We need to be a better university that is more valuable each day.
 - 5. Continuing components – academic programs, serve community and students, deliver workforce, and review if there are programs to grow or if they are already saturated.
 - iii. Year 3 – Programmatic Details
 - 1. Review concrete action steps
 - 2. 90% implementation, 10% innovation
 - 3. What niche do we fill?
 - 4. Once we get operation squared away, then we can fulfill our vision
- c. Staff Survey Q&A
 - i. Budget – a little bit of a tightrope to walk, contingent on liability with state; change in planning – no longer based on expected enrollment; this year, we are close to revenue, so we will start with last year’s revenues (not betting on what will happen in the future); FY14 revenue – send 5% to reserves to leave cushion if we have to send money back to the state
 - ii. Bottoming Out – yes, this is really the bottom unless a drastic situation or disaster occurs, administration has thought of worst-case scenarios; with each year’s demonstrated increase in new revenue, plan for real growth (staffing, etc.); too much in debt already – no new capital project debt
 - iii. Raises – some, but not as much as President would like (1% merit, no across the board). It is a strong statement, and symbolic when revenues start up again
 - iv. Reclassifications – not this year, situations with UNTHSC & UNTD not comparable to where we are; there will be a fair amount of reorganization and changes in functional titles; by next year we will have comparable data; transparency will occur
 - v. Staff Engagement
 - 1. President’s Advisory Committee – staff rep(s)
 - 2. Mentoring – faculty/staff engagement; development to start next year – professionalize how we train, build better working relationships & really advance
 - vi. Morale – once we are done with the plan, hope morale will increase; put mission of entire university first – make us proud to be here; forget news cycles, and focus instead on math to move forward; we are “remarkably healthy and robust as an overall institution’ even with issues on the smaller scale; we need to focus on the things we can control

IV. Standing Committees

- a. Communications- The committee has been continuing to update and expand the geocaching sites. New containers have been purchased and will be changed out of existing sites.
- b. Employee Relations- The committee has created an interim report for the Staff Sentiments Survey. Survey has also been printed and paper copies (English & Spanish) will be distributed for those without computer access. The committee is also working with the Staff Development committee to finish planning and staffing the Ice Cream Socials for the rest of the week.
- c. Staff Development- The committee is working with Employee Relations for staffing and coordinating the Ice Cream Socials.
- d. Elections and By-laws- Bylaw updates have been made. Review of the bylaws with the entire Senate and further updates made for final review and voting in August.

V. Announcements

The next Staff Senate meeting will be held August 12, 2014.

VI. Adjournment

Danielle Champagne adjourned the meeting.