

University of North Texas  
Staff Senate Meeting Minutes  
May 15, 2014  
Chestnut Hall Room 324

Members Present: Charles Andrews, Lori Belew, Cheryl Benningfield, Danielle Champagne, Brenda Fanara, Jordan Harmon, Tracy Kaan, Peter Kaiser, Shelby Kinsall, Lisa Kious, Karen Knotts, Dylan Matsumori, Missy McCormick, John McIntire, Rachel McMullen, Pamela Milner, Gwendolyn Moore, Don Noska, Kristine Ormand, Mark Packer, Shannon Smith, Jennifer Spillman, Kerry Stanhope, Bonita White, Velma White

Members Absent: Michael Baggett, Mary Braden, Anissa Breaux-Schropp, Curtis Condray, Marjorie Donzello, Amy Fuller, Jose Grimaldo, Nathan Hansard, Judy Hunter, Keith Kopsky, Senta Macaraeg, Courtney Newsome, Gary Payne, Jessica Powell, Valerie Robertson, Adam Silva, Matt Wilkinson

Guests: Matt Zabel (URCM)

I. Call to Order

Danielle Champagne called the meeting to order.

II. Approval of Minutes

The February minutes were approved.

III. Standing Committees

a. Communications-

- The Communications committee has set up a Geocaching contest on the main campus and at Discovery Park. They are looking into donations and the possibility of a drawing for prizes among the UNT Geocaching participants.
- The committee is also working on the Senate's social media presence and promotions. They've seen an increase in followers and retweets from the Senate Twitter account and their goal is to update the Facebook page twice a day. They recently added information on discount Rangers tickets for UNT staff members. Please send any information you want put on the Senate website, Facebook page or Twitter feed to either Tracy Kaan or a member of the Communications committee.

b. Elections and By-laws-

- Elections were held in three categories. Paper ballots and Qualtrics ballots were sent out and have been returned. All confirmed nominees will have a place on the Senate next year. Those not elected in their category have been tentatively named as at-large members in underrepresented categories.

c. Employee Relations-

- The Employee Relations committee has been working on a staff survey that will go out in late May or early June via Qualtrics and paper surveys. On the survey, staff members will select their division and they will not be identified by name or department so all responses are anonymous. The survey asks what

are the staff's needs, how do they feel about working at UNT as well as their opinion/knowledge of the Staff Senate. The Qualtrics survey will include a link to the Staff Senate website. It was suggested that the paper surveys include a brochure or flier with our information. The survey will be sent out to all Senate members first for review and testing. Please send suggestions and feedback to Kerry Stanhope. Once the testing process is complete, the survey will be sent out to all staff members. Information gathered will be shared with Human Resources, Vice Presidents and others as needed. A suggestion was made to add language to the by-laws requiring the Senate to send out the survey annually. That possibility will be discussed further and voted on at a future Senate meeting.

- The Employee Relations and Staff Development committees are planning ice cream socials for later this summer. They would like to host one on the main campus and another at Discovery Park.
- d. Staff Development-
- The Back to School workshops were successful. The committee is considering presenting the workshops on an annual basis.
  - The committee is working on potential summer workshops possibly tied into the open enrollment period.

#### IV. Discussion

- a. Fit Friendly Work Award- A change to the UNT faculty/staff fitness leave policy has been proposed extending the time allowed off from 20 to 30 minutes for participants. The change was discussed and is supported by the Staff Senate.
- b. Work Groups-
- Mentoring- Six people have signed up so far to serve as mentors for the summer with the possibility of extending it as needed. 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.
- c. 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.
- d. Budget- There is money remaining in the Senate budget to pay for summer events such as the proposed ice cream socials, summer workshops, Geocache prizes, orientation and giveaways. It was proposed that we give Senate members USB drives with necessary documents in lieu of the binders. We could order extra USB drives as giveaways and promotional items.
- e. President Smatresk- President Smatresk is scheduled to attend the July 22<sup>nd</sup> Staff Senate meeting. The Senate will gather questions and topics from staff members.

V. Announcements

- a. The next Staff Senate meeting will be June 10<sup>th</sup> at 3pm in Chestnut 324.
- b. The On My Own Time fine arts competition for UNT employees will take place in late July/early August. The deadline for entries is June 27<sup>th</sup>.
- c. The Athletics Department is hosting a variety of summer camps.
- d. The Fine Arts Series is presenting several events throughout the summer including Yoga in Dance June 6<sup>th</sup> and an L.A. based Mariachi group in late July.
- e. Discount tickets for the Texas Rangers and Six Flags are available.
- f. Steve Wozniak will be on campus August 18<sup>th</sup> as part of the Distinguished Lecture Series.

VI. Adjournment

Danielle Champagne adjourned the meeting.