



## STAFF SENATE MEETING

November 10, 2020

3:00 PM – Zoom Meeting

### Meeting Minutes

Officers Present: Charlotte Cooke, Chair; Chair-Elect; Suzan Cruz, Past Chair; Liz Berry, Chair-Elect; Amy Ferman, Secretary/Treasurer; Alexis Guess, Communications Coordinator, Allyson Gardner, Parliamentarian.

Senators Present: Adam Chavez, Alexis Roberson, Allison Peeler, Amaya Spencer, Amy Armstrong, Ann Bartts, Asa Johnson, Benjamin Nye, Craig Howard, Dana Sachs, Daniela Valdez, Devin Axtman, Erin McKinnis, James Jackson, Jesse McBroom, Julie Elliott, Kaitlin Anderson, Katie Hebert, Lauren Burton, Lee Davis, Maria Baylock, Quortina Phipps, Reginald Johnson, Rekha Nair, Robert Pearson, Samuel Wiggins, Steven Tudor.

Guests Present: Brandi Renton, Cherie Ichu, Cynthia Hermann, David Reynolds, Emily Gautraud, Jill King, Katy McDaniel, Kim Wendt Collinsworth, Lauren McGregor, Laurie Hill, Margarita Venegas, Shellita Tow, Takeisha Busby, Tiffany Miller, Valerie Parker.

- I. Call to Order (5 minutes): 3:02 PM
  
- II. Speakers/Presentations (15 minutes)
  - i. UNT Safety and Incident Management Advisory Group.
    - a) Brandi Renton, Cynthia Hermann, David Reynolds and Katy McDaniel are part of the group
    - b) There has been an increase in the number of COVID cases.
    - c) Contact Tracing – COVID hotline has worked really well. We need everyone to encourage reporting.
      - 1. Contact tracing starts with case investigation and 90% of information come from here.
      - 2. Contact tracing team consists of 10-12 full-time staff members.
      - 3. Response time is quick and most case investigations are done within 24 hours.
    - d) COVID Dashboard has been expanded based on feedback from students, staff and faculty.
      - 1. The numbers include all self-reports and campus testing as well.
      - 2. On the dashboard, Direct Campus Impact are community members that have been on campus during their infections period, while Indirect Campus Impact are those that have not been on campus.
    - e) Denton County Public Health continues to conduct testing at UNT locations.
      - 1. Use the UNT code when you signup and register for the test.
      - 2. Tests are free and not restricted to the UNT community only.
    - f) Need to keep up the distancing, hand washing and mask wearing.
    - g) Outside of work there is not much the university can do to enforce compliance to COVID safety measures.
  - ii. Senator Tow, GSC
    - a) Need to amend ODA attendance and late grade policies to accommodate students with certain conditions that have problems with attending class and completing assignments.
    - b) Recommending better training on ODA accommodations for faculty and staff of UNT.

- iii. Valerie Parker, UNT HR
  - a) Staff Awards nominations have closed. Two hundred and sixty nominations were received.
  - b) Selection process is now underway. Recipients will be announced and awards will be presented in the spring.
  - c) Mid-year performance reviews are due by November 17, 2020.
  - d) The People Admin Module will open up on November 18, 2020 for managers to be able to enter their goals for the annual performance review period.
    - 1. Communication on training will be coming out soon.
  - e) The university has resources specifically designed to support pandemic stress through the Employee Assistance Program (EAP).
  - f) Constituents Concerns submitted will take a little more research. Feedback will be communicated through the Executive Committee.

### III. Consent Agenda Discussion Items (5 minutes)

- i. No Discussion.
  - a) Allison Peeler moved to approve, Ann Bartts seconded – motion passed, minutes approved.

### IV. Approval of Minutes

- i. No discussion.
  - a) Alexis Guess moved to approve, Amy Ferman seconded – motion passed, minutes approved.

### V. Constituency Concerns (5 minutes)

- i. The Chair thanked everyone who submitted concerns
  - a) They have all be sent out to the concerned departments and feedback will be provided once received.
- ii. Senator James Jackson – A constituent suggested that an employee resource group be established for people with disabilities.
  - a) There are currently ERGs through Diversity & Inclusion like UNeTe (for Hispanic/Latinx employee), Black Professional Network, and Neurodiversity Professional Network but not one specifically for people with disabilities.
  - b) The Chair noted that the Staff Senate Policy and Benefits committee can bring more attention to this issue.

## VI. Officer Reports (10 minutes)

### i. Chair Report – Charlotte Cooke

- a) The EC had a meeting President Smatresk on October 30<sup>th</sup> and it went very well.
- b) The president wants our feedback on ideas to increase morale and what can be done to make UNT an outstanding environment to work and learn.
  - 1. To help boost staff morale, the president has funded meal vouchers for staff members that are spotlighted. This will start with staff members spotlighted in October.
  - 2. Staff Senators are encouraged to reach out to their constituents about this.
- c) The president offered to put a message in his next announcement to encourage people who do not feel safe at work to report that.
- d) There will be no merit raises and it will not be backdated.

### ii. Chair-Elect – Liz Berry

- a) The university is transitioning from Skype for Business to Microsoft Teams on November 12, 2020 at 5pm.
- b) Looking to have a new Student Assistant. The position has been submitted on Handshake.

### iii. Secretary/Treasurer – Amy Ferman

- a) Budget – Staff Senate budget was not cut.
  - 1. Received dining vouchers worth \$280.
  - 2. Student Assistant's salary was covered.
- b) Attendance – According the bylaws, three or more absences constitute a possible removal. Need to let the EC know if you will not be in attendance

### iv. Communications Coordinator – Alexis Guess

- a) Time sensitive submissions for newsletter should be sent in good time.
- b) Need to promote things that are widely applicable on Staff Senate social media.
- c) Committees were advised to update their website content.

### v. Parliamentarian Report – Allyson Gardner

- a) Gave a presentation on Review of Robert's Rules of Order and Parliamentary Procedure.

VII. Staff Senate Committee Reports (10 minutes) -- these meetings will be held after the general meeting

i. Communications and Public Relations Committee - Erin McKinnis and Adam Chavez

a) Social Media data – Erin McKinnis

1. Facebook (August): Followers – 558, Daily Page Engaged Users – 224, Posts – 25, Top Post – October 25

2. Twitter (October): Followers – 1,205, Post – 20, Retweets – 31, Likes – 63, Top Tweets – October 14, Impressions – 1,358, Engagements – 93, Likes – 7, Retweets – 5

b) The new media request form is the preferred method for submitting requests

c) Received some recommendations from UBSC regarding the new email signature.

ii. Bylaws and Elections Committee - Devin Axtman

a) Reginald Johnson is the new Staff Senator for Athletics Division.

iii. Staff Development Committee – Amy Ferman

a) The last At Home Academy (AHA) on US election was very successful.

b) Planning on a holiday themed AHA.

iv. Equity, Diversity and Inclusion – Quortina Phipps and Amaya Spencer

a) Work has been completed on the summaries of staff resource links. Working with Adam Chavez to have them added to the committee's website.

b) Still working on actionable items and initiatives.

v. Policy and Benefits Committee – Robert Pearson and Lee Davis

a) The committee now knows its charge.

b) Working on some ideas. To provide more information in the next Staff Senate meeting.

VIII. Old Business

i. None

IX. New Business

i. None

X. Announcement:

i. None

XI. Adjournment: 4:59 PM

- i. Allyson Gardner moved to adjourn, Allison Peeler seconded – motion passed, meeting adjourned.