

Meeting Minutes

Officers Present: Suzan Cruz, Chair; Charlotte Cooke, Chair-Elect; Katie McCoy, Past Chair; Megan Cunningham, Secretary/Treasurer; Allison Peeler, Parliamentarian; Lisa Cuevas, Communications Coordinator.

Senators Present: Aaron Anderson, Alexis Guess, Alisha Carter Harris, Allyson Gardner, Amanda Bennett, Amy Ferman, Audra O’Neal, Craig Howard, David Klein, Devin Axtman, Emily Gautraud, Erin McKinnis, Jim Rogers, Karen Goss, Kayla Green, Koby Osowski, Latrice Owens Moore, Liz Berry, Louise Dunn, Margaritas Venegas, Monique Scales, Natalie Bernard, Stacy Buchanan, Stephanie McDonald.

Guests Present: Nadia Guevara, Terri Liles, Amaya Spencer, George Stieren

1) Call to Order (5 minutes): 3:03 PM

2) Speakers/Presentations (20 minutes)

- a) Nadia Guevara, Director – UNT Youth Protection Program (Administrative Services)
 - i) The Youth Protection Program (YPP) oversees the Youth Protection policy implementation and compliance across all colleges and divisions of the University.
 - ii) It is responsible for providing a safe and healthy environment for the protection of minors participating in programs on and off campus.
 - iii) Program scope also covers groups and individuals working with non-student minors under the age of 18, both on and off campus.
 - iv) Faculty, staff and students must comply with policy
 - v) Every youth program, event, or activity in UNT has an obligation to ensure the safety of minors.
 - vi) Groups and individuals planning activities for non-student minors under the age of 18 are required to work through YPP and provide notification of these events in advance.

- b) Terri Liles, HR Representative
 - i) Applicant Tracking System will go live on December 1, 2019. Training is available on the Learning Portal.
 - ii) Employee Engagement Training Series will be held on Wednesday, November 13, from 10 a.m. to 11:30 a.m. at SSB Room 102. A HR generalist will be facilitating over Q11 and Q12.
 - iii) Monthly HR Liaison meeting will be held on November 19 at SSB Room 102. It is for anybody who has any HR duties. Director of Compensation, Melinda Lilly will be there to answer questions.

3) Consent Agenda Discussion Items (10 minutes)

- a) **Ad Hoc and University Committees**
- b) **Vote to approve**
 - i) Allison Peeler moved to approve, Koby Osowski seconded - motion passed.

4) Approval of Minutes

- a) No discussion.
 - i. Koby Osowski moved to approve, Stephanie McDonald seconded - motion passed, minutes approved.

5) Constituency Concerns (5 minutes)

- a) Staff raises – A constituent wanted an update on pay raise/cost of attendance (COA) adjustments.
 - i) The President stated that there will be a 2% merit available for FY20, but he was not specific on the disbursement date.

6) Officer Reports (10 minutes)

- a) Chair Report – Suzan Cruz
 - i) WFAA Toy Drive with UNT
 - (1) Volunteers are needed to assist in wrapping of boxes on Nov. 25, and toy sorting on Dec. 19.
 - (2) A Doodle poll will be sent out for volunteers to sign up.
 - (3) Student Assistants can also volunteer.
 - ii) Sgt. Crawford's Active Shooter will be held on a separate date.
 - (1) Some dates are already being considered for the training.
 - (2) Faculty can also take part in the training so as to get the number up.
- b) Chair-Elect Report – Charlotte Cooke
 - i) All employees must complete this year's Cyber Security Awareness Training by Wednesday, Nov. 13, 2017 – 11:59pm.
 - ii) Attended UNT Intimate Partner Violence & Sexual assault 101 Training by Denton County Friends of the Family. See website on how to report.
 - iii) Complete the annual Dining Services survey by Wednesday, Nov 27 for a chance to win \$100 to spend at any Dining Services location on campus.
 - iv) UNT System Perks
 - (1) Costco Membership Promotion for UNT System Employees.
 - (2) Annual Holiday Giveaways.
 - v) Upcoming Events
 - (1) Tacos & Beer Fest on Nov. 16, from 10 AM – 3 PM at Denton Co. Brewing Company.
 - (2) 5th Annual downtown Turkey Trot 5k on Nov. 28, from 9 AM – 3 PM.
 - (3) Denton holiday lighting festival on Dec. 6, from 5:30 PM – 9:30 PM at Denton Co. Courthouse & Square.
- c) Budget Report – Megan Cunningham
 - i) We are doing well on budget.
 - ii) Last month's Lunch & Learn was sponsored by the Provost. This month's Lunch & Learn will be sponsored by Ethics and Compliance.
- d) Communications Report – Lisa Cuevas
 - i) October and November Staff Spotlight have been posted.
 - ii) Working on uploading agenda.
 - iii) Let us know if you see anything that requires editing on Staff Senate website.
- e) Parliamentarian Report – Allison Peeler
 - i) No report.

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

- a) Communications and Public Relations
 - i) Complaint about email frequency.
 - (1) Need to avoid duplication by not sending out things that have already been sent out.
 - (2) Things sent to us for dissemination can be consolidated and sent out weekly if they are not time sensitive.

- (3) Staff Senate's social media accounts should be used to publicize things that have already been pushed out.
- (4) Communications on Lunch & Learns will not be affected.
- (5) An email will be sent out to inform the constituents of our new communication procedures.

b) Bylaws and Elections

- i) Working on proposing some changes as a result of the last election process.

c) Policy and Benefits Committee

- i) No report.

d) Staff Development

- i) Our next Lunch & Learn is scheduled for Nov. 21, 2019.
 - (1) Only 17 people have signed up.
 - (2) Another email will be sent out.
- ii) Radical friendliness Flash mob will happen on Thursday of next week.

8) Old Business

a) Update on Senator Reach Out.

- i) It is a way of getting people to be more responsive and engaged since we do not get face time with them.
- ii) Departments can give Senators a few minutes during staff meetings to introduce themselves, and to let them know they can reach out to them.
- iii) To work with VPs and Heads of Department to get some face time with constituents.
- iv) Audra O'Neal and Kayla Green have met with their constituents already.
- v) A guest, Amaya Spencer, introduced herself. She likes the idea of having face time with constituents as a lot of people do not fully know what Staff Senate does.
- vi) To make this change happen, it might be better to do this every semester.
- vii) Suzan Cruz is willing to attend such meetings when invited.

b) Update on tagline suggestions

- i) Submissions have been received and will be narrowed down to the top three before Senators can pick the best.
- ii) More suggestions can still be sent.

9) New Business:

a) Allison Peeler moved a motion that Senators only be allowed to hold one Ad Hoc Committee position at a time as to allow more members to take part in Ad Hoc Committees.

- i) Suzan Cruz seconded the motion.

b) Allison Peeler moved a motion to add a Faculty Senate liaison position to Staff Senate. The Senator would:

- Attend monthly Faculty Senate general meetings as a non-visitor.
- Provide ad hoc reports to Staff Senate at our general meetings and through the consent agenda.
- Serve as a liaison between Faculty and Staff Senates so that we can further align staff and faculty goals.

- i) Koby Osowski seconded the motion

c) These motions will be discussed and put to vote in the next meeting.

10) Announcements

11) Adjournment: 4:13 PM