

**STAFF SENATE MEETING**

**March 10, 2020**

**3:00 PM – Union 332 Senate Chambers**

**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:** Alisha Carter Harris, Amanda Bennett, Audra O’Neal, Chris Cunningham, Craig Howard, Devin Axtman, Erin McKinnis, Jim Rogers, Karen Goss, Kayla Green, Koby Osowski, Latrice Owens Moore, Louise Dunn, Stacy Buchanan, Steven Tudor.

**Guests Present:** Erin Dewitt-Miller, Valerie Parker

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**I. Call to Order (5 minutes): 3:02 PM**

**II. Speakers/Presentations (20 minutes)**

- i. Erin DeWitt-Miller, Head Media & Discovery Park Libraries
  - a) Media Library is located on the first floor of Chilton Hall and is open seven days of the week.
  - b) Media Library collections include: 17,000 VHS, 19,000 DVDs, 70,000 online videos, 700 board games, and 1000 video games.
  - c) Staff, faculty, and students can check out VHS Player, portable DVD player, Portable cassette recorder, digital camcorders, camera tripod, and speakers.
  - d) Those who are interested in gaming can check out PS2, PS3, PS4, PS4 Pro, Xbox 360, Xbox One, Wii, Wii U, Switch, and Emulators.
  - e) The Visual Reality collections include: Oculus, HTC Vive and Sony PlayStation VR.
  - f) Staff/Faculty can check out up to ten items for a maximum of seven days.
  - g) Students can check out up to three items for a maximum of three days.

- h) There are also viewing stations and transfer stations for the digitization of old VHS.
- i) The Nest consists of high end gaming PCs
- j) Make reservations online before coming in to play.
- k) Library events include: GameOn, Doc Spot, Fem Flicks, and Narrative Writing for Games Workshop.
- l) Fem Flicks happens every month and is a collaboration with the Multicultural center.
- m) You can book an event by sending an email to [media.library@unt.edu](mailto:media.library@unt.edu).
- n) A license is always required to gain access to an online video.

ii. Valerie Parker, HR

- a) Merit eligibility has closed and has been loaded for those who are eligible. It will be on the April pay check.
- b) There have been no changes in merit. It is meant for those hired between March 1, 2019 to September 30, 2019.
- c) Those who have reprimands, and those hired within this period, but do not have performance reviews are not eligible.
- d) Annual performance review is mandatory for merit.
- e) Mid-year reviews are mandated by divisions not HR. They are division focused, and they don't make one eligible for merit.
- f) An electronic format will be adopted for performance review.
- g) Courses have been rolled out to educate people on how to do performance review electronically. Anyone using it is encouraged to go through the training.
- h) HR will be hosting an event soon on how to have performance review conversations and best practices.
- i) There will be a training for the new PeopleAdmin performance module.
- j) Staff Appreciation month events coming up are:
  - (1) April 12<sup>th</sup> – Ice cream social
  - (2) March 19<sup>th</sup> – Staff Appreciation Breakfast
  - (3) April 2<sup>nd</sup> – Staff Appreciation Luncheon at the Coliseum.

**III. Consent Agenda Discussion Items (10 minutes)**

i. **Ad Hoc and University Committees**

- a) Meeting President Smatresk
  - (1) The President needs our insights on how to address Gallup poll questions 1 and 8. A survey will be sent out shortly to collect your thoughts.
- b) Leadership Committee

- (1) Working on creating a mandatory campus wide training on diversity. This training is now going to be part of First Flight week for students.
- c) Faculty Senate Meeting
- (1) There were discussions on coronavirus and cancellation of travel abroad as per CDC guideline.
  - (2) Waiving the GRE GMAT requirement for affected students and is at the discretion of the department.
  - (3) Recent visa suspensions (Nigeria mostly impacted).
  - (4) Policy on disclosure of outside employment to be released soon. Outside employment policy will be released soon. Employees must report all outside employment and employees are limited to 20% outside employment activities.
  - (5) Computer use policy changes. You cannot access university owned email via a third party platform
  - (6) Faculty advocates to serve an advisory role for staff going through disciplinary process. Need to have a pool readily available to serve.
- ii. **Vote to approve**
- a) Koby Osowski moved to approve, Jim Rogers seconded - motion passed.

#### **IV. Approval of Minutes**

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

#### **V. Constituency Concerns (5 minutes)**

- i. What the leave situation would be if UNT closed as a result of the coronavirus.
- ii. A staff member was told that student employment did not count for recognition for the years of service, whereas the state of Texas recognizes any student employment hours as part of years of service. There is need for HR to release a guideline on this.

#### **VI. Officer Reports (10 minutes)**

- i. Chair Report – Suzan Cruz
  - a) Performance Management System is about to go online.
- ii. Chair-Elect Report – Charlotte Cooke
  - a) Staff Appreciation month events.
    - (1) Ice Cream Social on March 12, 2020.
    - (2) Staff Appreciation Breakfast on March 19, 2020.

- (3) Wellness Week from March 23, 2020 to March 27, 2020.
- (4) Support & Services Building Tour on March 24, 2020.
- (5) Staff Appreciation Awards Luncheon on April 2, 2020.
- (6) Throughout March, staff can purchase meals for \$4.75 plus tax.
- (7) UNT Staff Resource Hunt ends on April 2, 2020.
- (8) Staff members are encouraged to help make this event a success by participating and helping at events. Spread the word by posting pictures with Staff Senate's hashtag **#YourVoiceOurMission**.

iii. Budget Report – Megan Cunningham

- a) Volunteers are needed for the Staff Appreciation Luncheon. A doodle pool is out for people to sign up.
- b) The next Lunch and Learn will be held on Thursday, March 12, 2020. It is on Cultural Humility.

iv. Communications Report – Lisa Cuevas

- a) Website updates are ongoing.
- b) Look at your committee pages and let Lisa know if anything needs to be added.

v. Parliamentarian Report – Allison Peeler

- a) Update on Staff Senate elections.
  - (1) There will be a Call for Nominations going out very soon.
  - (2) Emails will be sent to Senators going for re-election.

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

i. Communications and Public Relations

- a) A breakdown of Staff Senate social media data:
  - (1) Facebook- Followers: 549, Daily Page Engaged Users: 381, Posts: 33, Negative Feedback: 0, Top Post: February 10
  - (2) Twitter- Followers: 1,191, Posts: 11, Retweets: 4, Likes: 10
- b) Our goal as a group is to increase our followers on social media and also get Staff Senate members more engaged and involve on our social media pages.

ii. Bylaws and Elections

- a) Staff Senate General Elections –
  - (1) Call for nominations will be held on March 23, 2020.
  - (2) A reminder will be sent on March 30, 2020.

(3) Deadline for nomination will be April 6, 2020.

- b) We are working on a new procedure for the inclusion of the new administrative units.
- c) Senators are urged to talk to their constituents.
- d) We will be reaching to Senators who are eligible soon.

iii. Policy and Benefits Committee

- a) No report.

iv. Staff Development

- a) No report.

**VIII. Old Business**

- i. UNT Staff Senate's tagline is "Your Voice, Our Mission."

**IX. New Business**

- a) Update on coronavirus.

(1) UNT has a health advisory team that includes representatives from many areas on campus, including medical and emergency management staff.

(2) This group has increased its meeting schedule to a minimum of once a week.

(3) The university does have a pandemic plan, which provides a flexible framework for addressing issues as they evolve.

(4) Facilities' custodial services cleans inside campus buildings each evening between 12:30 a.m. and 9 a.m.

(5) Additionally, restrooms in high traffic buildings are serviced twice each business day between 10 a.m. and 6 p.m.

(6) During Spring Break, all tables and hard surface chairs in classrooms and public areas of classroom buildings will be disinfected.

(7) Specific questions for the health advisory team should be directed to [Leigh.Gullett@unt.edu](mailto:Leigh.Gullett@unt.edu).

**X. Announcements**

**XI. Adjournment: 4:22 PM**

- a) Koby Osowski moved to adjourn, Allison Peeler seconded – Meeting adjourned.