

STAFF SENATE MEETING

June 9, 2020

3:00 PM – Zoom Meeting

Meeting Minutes

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

Senators Present: Alex Yarbrow, Amanda Bennett, Amy Ferman, Audra O’Neal, Chris Cunningham, Craig Howard, Devin Axtman, Elizabeth Berry, Emily Gautraud, Erin McKinnis, Jim Rogers, Justin Stewart, Kaitlin Anderson, Karen Goss, Kayla Green, Latrice Owens Moore, Koby Osowski, Louise Dunn, Margarita Venegas, Monique Scales, Natalie Bernard, Stephanie McDonald, Steven Tudor.

Guests Present: Amy Shenberger, Angela Whitfield, Asa Johnson, Benjamin Nye, Cindy Dalton, Dana Sachs, Daniela Valdez, Diane Cooley, Julie Elliot, Katie Herbert, Kim Wendt Collinsworth, Linda Mckeiver, Rekha Nair, Rob Pearson, Suzan Gehrlein, Dave Reynolds, Brandi Renton, Katy McDaniel, Dr. Hermann, Clay Simmons, Steve Maruszewski.

I. Call to Order (5 minutes): 3:03 PM

II. Speakers/Presentations (20 minutes)

- i. Brandi Renton, Associate VP, Admin Services Renton, (Co-chair, Safety & Incident Management Advisory Group)
 - a) Here to talk to you and more importantly, to listen to any questions or concerns you might have, and to answer them the best we can.
 - b) There are five re-entry or restart groups on campus:
 1. Academic Affairs Advisory Restart Group, led by Provost Cowley and Adam Fein,
 2. Student Life Advisory Restart Group, led by Debbie Rohwer,
 3. Safety & Incident Management Advisory Restart Group, co-chaired by Brandi Renton and Steve Maruszewski,
 4. Facilities, Operation & Physical Plan Restart Group, led by Dave Reynolds on behalf of Bob Brown.
 5. Research and Innovation Restart Group, led by Dr. Mark McLellan

6. Other members on our re-entry team include Jim Berscheidt, VP of UBSC, representations from Academic Affairs, Athletics, Student Affairs, and other areas.
- c) Every group has a task and cross functional membership.
 - d) Group's task was to develop industry safety guidelines for the institution, as well as partnering with our system colleagues.
 - e) This group is also in charge of monitoring the Emergency Operation Center and providing guidance to the president and the cabinet.
 - f) Face masks have been purchased, and at least two have been allocated to every employee, including student employees.
 - g) A Covid-19 hotline will be communicated next week
- ii.** Katy McDaniel, Sr. Director, HR.
- a) HR is working to develop and implement a formal procedure for those employees who are in a high-risk category as defined by CDC, who have been asked to return on campus, and who may have special requests for modification to their work environment, PPE, schedule, or other aspects of their job as it relates to their high-risk status during the Covid-19 pandemic.
 1. This process is designed to provide a mechanism for HR to facilitate these requests to help the employee mitigate the risk of contracting Covid-19, while also ensuring that the essential functions of the job are completed.
 2. Any employee that is requesting any specific thing related to their high-risk status would need to submit the designated request form to HR.
 3. This does not apply to a request for disability accommodation. Whether the request for disability accommodation is related to Covid-19 or not, it will continue to follow the normal disability accommodation request procedures and documentation.
 - b) HR is working on finalizing FAQ documents to aid the employees and supervisors across the board in navigating the employment related aspects of the Covid-19 situation.
 - c) Currently working on ensuring that each campus can be accurately represented in terms of providing consistent information.
 - d) Temporary telecommuting approvals by the university remain in place until normal operations are resumed on campus. At that time, if a staff member would like to request to telecommute, the normal flexible work policy and procedures will need to be followed.
- iii.** Clay Simmons, Chief Compliance Officer
- a) Working on putting together some training for the campus.

1. The first training will be out tomorrow and will cover things like, safe social distancing, the appropriate way to wear a mask, and when you need to wear face covering.
 - i. The training will be required for all employees.
 - ii. The deadline is July 31st or before we come on campus again, whichever is earlier.
- b)** The second training will cover some of the requirements UNT is putting in place for people to do self-monitoring when they are at home, before they come to campus. It will include information on checking oneself for any symptoms of Covid-19 infection e.g., serious cough, lack of taste or smell, a fever over 100.4 °F and some other things.
 1. People who have these symptoms will be led through what they are supposed to do as their next steps which will include contacting their supervisors or contacting HR.
- c)** A hotline for Covid-19 questions has been set up on campus.
- iv.** Dr. Hermann, Exec. Dir. Student Health & Wellness Center,
 - a)** The Health Center is focusing on things that need to be done to keep students safe as they return on campus.
 - b)** The Health Center has been open the entire time and have continued to see patients.
 - c)** Working on coming up with plans to help educate students on things to look for.
 - d)** The goal is to be able to conduct tests on campus eventually.
 - e)** Working closely with the Denton County Health Department so as to work together with them on identifying people that have tested positive, giving them special instructions they need to follow about self-isolation or self-quarantining, as well as reaching out to any contacts that those positive cases might have.
 - f)** Need to be as proactive and quick acting as possible in order to help ensure the safety of the campus community.
- v.** Dave Reynolds, Associate Vice President, Facilities
 - a)** Chairs the Operations and Physical Planning Committee. Task is to support the phase reopening of the physical plan, academic, research and auxiliary functions.
 - b)** All technicians and custodians are back for maintenance and custodial work, respectively.
 - c)** Waiting to see what the classroom schedules look like before modifying some schedules and bringing more custodians on for daytime shift to help with cleaning between classes.
 - d)** Self-help efforts will be required. There will be disinfectant and supplies in the classrooms and in the office spaces so that people can help take care of their own areas as well.
 - e)** Working on air-conditioning systems, making sure that all the filters on campus are replaced by August.
 - f)** Sanitizer stations are being installed in the various buildings.

- g)** Working with UBSC on signage that will let people know what doors are open and those that are not open and whether the water fountains are off or not.
- h)** Elevator occupancies will be limited to about four people which is the CDC current guideline.
- i)** Considering one directional hallway. Enforcement might be impossible.
- j)** Working on providing plexiglass for the high-volume customer locations.

vi. Q & A Session

- a)** Question (Diana Cooley): What is your recommendation about air filters in individual office spaces for staff who have concerns about building ventilation. Do you suggest we supplement with personal UV/HEPA filters? Are UNT's Air Handling Units able to take MERV 13 filters?
 - 1. Dave Reynolds: Some of the buildings will be going to MERV 13 filters, but not all. All the filters will be replaced by the time everybody returns in August. It is not guaranteed that portable air filters will work.
- b)** Question (Devin Axtman): Do we know if things like mask wearing and elevator occupancies will be suggestions or requirements?
 - 1. Dave Reynolds: Masks are not a requirement; it is not mandatory to wear one, but it is highly requested. Wear a mask if you cannot maintain six feet from somebody. The same thing will also apply in the elevator. In the elevator, the recommendation will be to also wear a mask, but it is not a requirement.
- c)** Question (Suzan): Will there be footing to secure the plexiglass shield?
 - 1. Dave Reynolds: The plexiglass shields will have footings so they can either stand on the counter or stand on the ground. Requests are still being received for plexiglass shields, and the focus is on the high-volume areas first.
- d)** Question (Kim Wendt Collinsworth): Gateway: We are concerned about high traffic areas such as refrigerators, microwave ovens, and water coolers. Are there recommendations forthcoming for those areas?
 - 1. Dave Reynolds: Water fountains will be turned off as per CDC recommendation. Bottle fill stations can stay on. It is going to be on the department to keep the areas around refrigerators and microwave ovens clean. There will not be custodians to do that.
- e)** Question (Alex Yarbro): Are the masks for employees cloth masks that can be reused after washing?
- f)** Question (Katie Herbert): Could you please clarify if the two face coverings for each employee are plastic shields or masks?

1. Brandi: They are cloth masks and disposable masks. Face shields are also available.

Some UNT specific branded face coverings and bandanas have been ordered, too.

g) Question (Jesse McBroom): How can the wider campus' and each individual units' return plans be communicated out to all parties as they become finalized?

1. Brandi: Will provide feedback after further discussion with Jim Berscheidt

vii. Katy McDaniel, HR Representative

a) Working on creating a virtual event for staff recognition and staff appreciation awards that was unfortunately postponed due to Covid-19. It will likely be in July. There will be some definitive details hopefully before the next Staff Senate EC or regular meeting.

b) Pay attention to the information coming out in HR Highlights, particularly regarding the benefits open enrollment. Open Enrollment runs from June 29th to July 11th.

III. Approval of Minutes

i. No discussion.

a) Megan Cunningham moved to approved, Kayla Green seconded – motion passed

IV. Constituency Concerns (5 minutes)

i. (Concern from the survey) *"We all know there are many issues that the university is addressing concerning logistics for the campus for the year. However, it seems like staff are the last to know what is going on. As the admin for the Faculty Senate, I often hear of things that are announced to faculty which are also pertinent for staff but as a staff member, I have not received that information. One recent example [and if I am wrong about not getting notice, please correct me, because I have tried to keep up with the UNT emails but may have missed it]] is that the parking costs information for the upcoming year has been disseminated to faculty (possibly via their college deans), but I have not seen any announcement to staff about this. I felt this same lack of communication was occurring at the beginning of the quarantine with all of the information with instructions about working from home, etc....that the staff were basically the last to know. Maybe that is just my perception, but perhaps if you can encourage a prompt and direct line of communication about all information relevant to staff, that would be helpful."*

a) Lisa was notified about new parking costs for the upcoming fiscal year. It has been put in the newsletter

i. Charlotte: Working with EC to address that with the president.

b) Erin McKinnis wanted to know if Transportation is giving any partial refunds or credits towards next year for this year's parking tickets.

ii. Charlotte: Suzan had gotten with Transportation in April regarding refunds, and they said they are not doing any refunds.

V. Officer Reports (10 minutes)

- ii. Chair Report – Suzan Cruz
 - a) Called upon Alex Yarbrow, the new Senator for the Division of Institutional Equity & Diversity to introduce herself.
 - b) Parking prices will not be going up this year. Send your concerns and questions on parking
- iii. Chair-Elect Report – Charlotte
 - a) The present situation calls for a new way of thinking. Need to keep using all the resources that have been provided
- iv. Budget Report – Megan Cunningham
 - a) No report.
- v. Communications Report – Lisa Cuevas
 - a) No report.
- vi. Parliamentary Report – Allison Peeler (Absent)
 - a) No report

VI. Staff Senate Committee Reports (10 minutes)

- i. Communications and Public Relations- Erin McKinnis
 - a) A breakdown of Staff Senate social media data:
 - i. Facebook- Followers: 558, Daily Page Engaged Users: 1,132, Posts: 43, Negative Feedback: 0, Top Post: May 8.
 - ii. Twitter- Followers: 1,195, Posts: 36, Retweets: 35, Likes: 88, Top Tweets: May 13.
 - b) An announcement congratulating the 2020 graduates written by Katie McCoy was the top post. There were very good reactions to the message.
 - c) On Twitter, the Staff Senate Spotlight was the top tweet.
 - d) Committee will go over Staff Senate Spotlight ideas for next year.
 - e) Send an email to Erin McKinnis or Lisa Cuevas for webinars or things to be featured.
- ii. Bylaws and Elections- Devin Axtman
 - a) Staff Senate General Elections –
 - i. Elections are over, and the new Senators will take office Sep. 1.
 - ii. Working on filling the identified gaps in the procedures.
- iii. Policy and Benefits Committee - Kayla Green
 - a) No report.
- iv. Staff Development – Louise Dunn
 - a) Members of the committee have been phenomenal.
 - b) Seven AHAs have been done since we started working remotely, and we are not done yet.
 - c) Starting a four-part book discussion tomorrow on the book *A Man Called Ove*.
 - d) Registration is still on.
 - e) Introduction to Origami will be presented on June 17, 2020.

VII. Old Business

- i. None.

VIII. New Business

- i. Orientation of New Senators.
 - a) Next month will be New Senators' Orientation. All new Senators are required to attend.
 - b) The regular Staff Senate meeting will take place as well.

IX. Announcement

- i. Meal plan prices will be going up in September. Staff members may want to consider getting meal plans prior to September

X. Adjournment: 4:08 PM

- i. Jim Rogers moved to adjourn, Megan Cunningham seconded – motion passed.