



## STAFF SENATE MEETING

July 14, 2020

3:00 PM – Zoom Meeting

### Meeting Minutes

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

**Senators Present:** Adam Chavez, Alex Yarbrow, Alexis Guess, Alexis Roberson, Allyson Gardner, Amanda Bennett, Amaya Spencer, Amy Armstrong, Amy Ferman, Ann Bartts, Asa Johnson, Audra O’Neal, Benjamin Nye, Chris Cunningham, Connor Meier, Corey Davidson, Craig Howard, Dana Sachs, Daniela Valdez, Devin Axtman, Elizabeth Berry, Emily Gautraud, Erin McKinnis, Esmer Davis, George Stieren, Jesse McBroom, Jim Rogers, Julie Elliot, Karen Goss, Katie Hebert, Kayla Green, Koby Osowski, Kristi Klusman, Lauren Burton, Margarita Venegas, Monique Scales, Natalie Bernard, Rekha Nair, Robert Pearson, Stacy Buchanan, Stephanie McDonald, Steven Tudor.

**Guests Present:** Brittany Causey, Brittany Nichols, Cameron Combs, Dallas Hogue, DeeAnna Oliveira, Kim Collinsworth, Martha Frantz, Michelle Ramirez, RoyAnn Cox, Sampson Akwafuo, Sarah Westbrook.

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

#### **II. Speakers/Presentations (15 minutes)**

##### **i. Dallas Hogue, FPDC Estimating**

- a)** In response to identified business needs, we worked to create new content and resources for our clients.
  1. To define and explain what an opinion cost is and how it is useful.
  2. Help you decide if you need an estimate or if you can move straight into the project phase.
  3. Understand what to expect after you submit an estimate request.

4. Provide tools to allow a way to provide tracking updates to our clients who submit requests.

5. An easier way to submit an estimate request.

- b) To find us, navigate to facilities.unt.edu and click on the estimating icon (calculator).
- c) For the remainder of the fiscal year, any requests for estimating will require your Vice President's approval.
- d) Estimate Request Vs Project Initiation.
  - 1. If you know how much money you have to spend on the project, use project initiation. If you do not, request for a project estimate.
- e) For transparency, we have created a diagram to walk you through each step of the process. It tells you what to expect, what steps that are still to come and what steps you have already passed.
- f) The DIY Project Estimate tool is a simple calculator. It allows you to estimate ten of the commonly requested work items.
- g) Texas Higher Education Coordinating Board (THECB) tool also allows you to do your own estimating. They calculate real construction data. It gives a good general number of what things are costing in the state of Texas on college campuses.
- h) Once your estimate is accepted, you will be given an estimate number.
- i) There are unique YouTube videos created to walk you through the process.
- j) We have been able to speed things up, the preliminary request for estimate process is no longer required.

ii. Suzan Cruz, Chair

- a) HR Updates: There will be virtual Staff Appreciation on August 11, 2020. HR will be sending out an email very soon.
- b) HR will be part of the DSA Town Hall taking place tomorrow.

**III. Approval of Minutes**

- i. No discussion.
  - a) Megan Cunningham moved to approved, Kayla Green seconded – motion passed.

**IV. Constituency Concerns (5 minutes)**

- i. None

**V. Officer Reports (10 minutes)**

- i. Chair Report – Suzan Cruz
  - a) Feedback to parking concerns were sent out in our newsletter. If your question or constituent's question was not answered the way you had hoped, Chris Phelps is open to taking individual questions.

- b)** We were going to send out a survey to collect responses on returning to campus, but DSA already did that. We will wait and see if the DSA's survey addresses our concerns. If not, we as Staff Senate are going send out another survey.

**ii.** Chair-Elect Report – Charlotte

**a)** School Supply Pantry – Allyson Gardner

1. It is a new offering at the Learning Centre to help address the current trying times.
2. Send this information to students you know who are financially in need and struggling to make ends meet right now.
3. The online form is not live right now, but by the end of the week it should be working well.
4. Requests can be mailed or picked up.
5. Keeping it to ten supplies per semester for students.
6. It is supported by the CARES Act now. Donations will be needed in the future if the School Supply Pantry continues.

**b)** Officer Elections – Stacy Buchanan

1. Officer elections are coming up in August.
2. Bylaws and Election committee would like to get a group consensus on making a one-time exception to Staff Senate procedures, and ask that all nominations are submitted prior to the meeting instead of during it. This is so that the committee can compile brief summaries of nominees, get their photos, prepare a presentation, and create the polls in advance.

**iii.** Budget Report – Megan Cunningham

- a)** The Office of the President has authorized Staff Senate to use funds for end-of-year awards.

**iv.** Communications Report – Lisa Cuevas

- a)** If you have anything for the newsletter, send it by Thursday at noon.
- b)** If you have suggestions on how to improve, please let me know.

- v. Parliamentary Report – Allison Peeler (Absent)
  - a) We noticed a gap on the president’s website, and we came together and made a presentation to the vice president of UBSC and Debbie Rohwer, to create a Staff Success microsite that mirrors what exists on Faculty Success and Student Success.
  - b) UNTToday has launched as the new InHouse. USBC would love for Staff Senate’s communications team to be a content partner with them, so that anything Staff Senate-related can get highlighted in the e-newsletter.

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

- i. Communications and Public Relations- Erin McKinnis
  - a) A breakdown of Staff Senate social media data:
    - (1) Facebook- Followers: 555, Daily Page Engaged Users: 276, Posts: 47, Negative Feedback: 0, Top Post: June 24.
    - (2) Twitter- Followers: 1,193, Posts: 42, Retweets: 35, Likes: 19, Top Tweets: June 1.
  - b) Send an email to Erin McKinnis or Lisa Cuevas for webinars or things to be featured.
- ii. Bylaws and Elections- Stacy Buchanan & Devin Axtman
  - a) Staff Senate General Elections –
    - (1) General and special elections have been wrapped up.
    - (2) Gearing up for the officer elections coming up in August.
- iii. Policy and Benefits Committee - Kayla Green
  - a) No report.
- iv. Staff Development – Megan Cunningham
  - a) The last AHA for FY 20, titled *Techniques for improving Adult Penmanship* is tomorrow at 3 PM.
  - b) The AHA on Film & Television has been canceled and people have been notified.
  - c) Kemper Rao wants to help organize ASL (American Sign Language) learning opportunities.

**VII. Old Business**

- i. None.

## **VIII. New Business**

- i.** Senator for Frisco Campus.
  - a)** Need for Staff Senate representation for the Frisco location.
  - b)** Will speak to the Office of the President about it.
- ii.** Proposing to have an Equity and Diversity committee. Staff Senate sent out an open letter to the president following the ‘Moving forward Together’ initiative. One of the recommendations is that we need to have our own committee.
  - a)** Megan Cunningham
    1. One of the things we asked for in our letter was for the president to make sure that we are doing business with corporations who share the University’s values.
    2. Had small group discussions with the president and the provost about BLM and had the opportunity to speak directly to him about this.
    3. Volunteered to look at all campus partners to see if they have Diversity and Inclusion statements on their website.
    4. Making sure there is a spot on the Diversity and Inclusion campus wide committee that is being created.
    5. Need to hold people accountable for the things they have been trained on.
  - b)** Allison Peeler
    1. We wanted to make a public statement about where Staff Senate stands.
    2. We want to be a voice for the campus community.
- iii.** Kayla Green moved a motion to include Diversity and Inclusion as a committee on Staff Senate, Allison Peeler seconded – motion passed.
- iv.** Devin moved a motion to update the Staff Senate Bylaws as follows:
  - a)** Membership of the Staff Senate shall consist of full or part time benefits-eligible staff employed by UNT for a minimum of one (1) year prior to the start of their term.
  - b)** The Faculty Senate Liaison shall:
    1. Attend monthly Faculty Senate general meetings as a non-voting visitor (second Wednesday of each month).
    2. Provide ad hoc reports to Staff Senate at our general meetings and through the consent agenda.

3. Serve as a liaison between Faculty and Staff Senates so that we can further align staff and faculty goals.
  - c) Senators may hold one Ad Hoc Committee position at a time as to allow more members to take part in Ad Hoc Committees, starting with academic year 2021.
  - d) No discussion.
    1. Stacy Buchanan seconded – motion passed.
- v. Devin moved a motion to update the Staff Senate Procedures as follows:
- a) Vacancy within the Staff Senate.
    1. A vacancy due to termination of employment or removal from the Staff Senate will be filled within 45 days of Staff Senate notification.
    2. If no nominees come forward to run in an election to fill a vacancy, the Bylaws and Elections Committee shall appoint a current Senator to represent the constituents of the vacancy until the next General Election.
  - b) Voting.
    1. Voters may cast one vote for each open seat in their administrative unit. (For example: In an administrative unit with five open seats, voters can vote for as few as one or as many as five candidates.)
    2. In case of a tie vote among two or more candidates, a runoff election shall be held. All tied candidates shall be listed on the runoff ballot.
    3. In the runoff election, the candidate receiving the most votes shall be declared the winner.
    4. In case of a tie vote in the runoff, the winner shall be randomly selected by the Bylaws and Elections Committee.
  - c) The parliamentarian shall:
    1. Make approved edits to the official Procedures or Bylaws based on new motions or legislation. Provide changes to the Communications Chair for website updates.
  - d) No discussion.
    1. Stacy Buchanan seconded – motion passed.

**IX. Announcement:**

**X. Adjournment: 4:20 PM**

**XI. New Senator Orientation.**