

**University of North Texas**  
Staff Senate General Meeting Minutes  
April 14, 2105, Chestnut Hall, Room 130 A&B

Officers Present: Kristi Ormand, Vice Chair; Cheryl Benningfield, Treasurer; Gary Payne, Webmaster/Historian; Pamela Milner, Parliamentarian.

Members Present: Charles Andrews, Charlene Ballenger, Carolyn B, Kathryn Beasley, Lori Belew, Wayne Campbell, Amanda Dayton, Chris Deaton, Marjorie Donzello, Shae Ebrahim, Patricia Huckabee, Peter Kaiser, Rachel McMullen, Gwendolyn Moore, Mark Packer, Tara Petty, Brett Robison, Eva Ruiz-DuVall, Shana Savoie, Shannon Smith, Kimberly Srader, Kerry Stanhope.

Guests Present: Matt Zabel, URCM; Carolyn Sorrels and Brandi Renton, HR; Cheryl Posey, Talent Acquisitions.

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**I. CALL TO ORDER**

Kristi Ormand called the meeting to order at 3:05pm. A quorum was not present.

**II. APPROVAL OF PREVIOUS MEETINGS MINUTES**

March meeting minutes will be sent out for voting since a quorum was not present.

**III. STANDING COMMITTEE REPORTS**

- a. *Elections & Bylaws* – Reported by Marjorie Donzello - Committee is working with Don Noska to send the Qualtrics survey out for nominations; By-laws suggested changes will be sent out to the body regarding re-apportionment of members, change to start date of terms and name change of Webmaster/Historian.
- b. *Communications* – Reported by Shannon Smith. Geocaching gift cards have been purchased and should go out this week. Volunteers are needed to take over the geocaching and does not have to be someone from the committee. Also Periscope has been set up as a live stream for those unable to attend meetings in person. This live stream CANNOT be used by Senators to count toward attendance at meetings.
- c. *Employee Relations* – Reported by Lori Belew – They are working on getting the Staff Survey sent out and it will be updated with suggestions from Executive Committee. It should be available 5/1 – 5/15/2015. It will be sent to Executive Committee for final review, it was suggested that an ad hoc committee be created for the survey itself; University Day we will have a table, walking billboard, jar of jelly beans to guess the amount, drawing and \$25 gift card, suggestion was made that for the future we obtain business cards.
- d. *Staff Development* – Reported by Kerry Stanhope – Provided copies of ice cream social flyers. Sign up sheet passed around for dates in April and May and needs 4 coolers.

**IV. Guests – HR and Talent Acquisition**

Talent Acquisition – Cheryl Posey – discussed goals for 2015 – hire more staff and faculty that can help with process of screening and interviewing, collaborate with leadership to implement Peoplesoft applicant tracking system, consolidate and simplify the hiring process, restructure onboarding, improve internal Talent Acquisition processes and procedures and to improve their customer service. They can help with initial screening of applicants and can help in sourcing jobs.

HR – Brandi Renton – Plans to consolidate all HRM forms for requesting and posting a job, PIQ has been revised, New Hire Orientation has been updated – they get a shirt and can include Staff Senate information in what they are given. They are hiring a trainer just for the Denton campus, working in titles and making them align better with the actual job and that they are consistent. Pay schedules will be the last piece of what they work on. She believes they will become broader and develop more career paths/ladders. Luis Lewin is the new Associate Vice Chancellor.

**V. OLD BUSINESS**

*University Day table* – table cloth should be available 4/15/2015; Kristi Ormand will help set up the table; wear your Staff Senate shirts and email Lori Belew to sign up to work the table.

**VI. NEW BUSINESS/CONSTITUENT CONCERNS**

a. *By-laws Proposals – Proposed Name change from Webmaster/Historian to Communication Liaison.* Voting and ensuing discussion was tabled due to a quorum not being present and no documents available to fully discuss the change.

b. *During Employee Relations Committee report* – Tara Petty moved to form ad-hoc committee for Staff Survey and Exit Survey to expire August 31, 2016, seconded by Marjorie Donzello. It was properly moved and seconded, no objections, motion carried.

**VII. ANNOUNCEMENTS**

a. Cheryl Benningfield mentioned needing a site to share documents and emails especially when we have lively discussions. Discussion ensued regarding a discussion forum and possibly using Sharepointe. General consensus at this time was to use reply all sparingly.

**VIII. ADJOURNMENT**

Kerry Stanhope moved to adjourn at 4:27 pm, motion was properly seconded, no objections and motion carried. Committees provided time to meet.