

University of North Texas
Staff Senate General Meeting Minutes
March 10, 2015, Chestnut Hall, Room 130 A&B

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

Members Present: Charles Andrews, Charlene Ballenger, Kathryn Beasley, Lori Belew, Wayne Campbell, Danielle Champagne, Amanda Dayton, Chris Deaton, Jordan Harmon, Darlene Hargrove, Christi Hestand, Patricia Huckabee, , Rachel McMullen, Gwendolyn Moore, Tara Petty, Brett Robison, Eva Ruiz-DuVall, Kevin Sanders, Shana Savoie, Kimberly Srader, Kerry Stanhope.

Guests Present: Matt Zabel, URCM.

I. CALL TO ORDER

Don Noska called the meeting to order at 3:04pm. In the absence of Secretary, a sign-up sheet for attendance was passed around.

II. APPROVAL OF PREVIOUS MEETINGS MINUTES

Minutes of February 2015 meeting were not present. Chair Noska tabled the acceptance of minutes and will send them out by email for formal voting once available.

III. STANDING COMMITTEE REPORTS

- a. *Communications* – No report
- b. *Elections & Bylaws* – Reported by Chair Don Noska - Committee met about reapportionment. Executive Committee discussed moving nominations to after University Day which still allows for elections to occur prior to the end of the Spring semester.
- c. *Employee Relations* – Reported by Lori Belew – They are looking into having exit interviews with HR for staff who leave UNT and requested a sub-committee be created for the Staff Survey using Qualtrics. Wayne Campbell is researching getting more discounts for staff and discussed a discount at AT&T Stadium where employees could go as a group and get a guided tour for \$15 with their immediate family.
- d. *Staff Development* – Reported by Kerry Stanhope – carnation flowers for Staff Appreciation will be ready for wrap and delivery and requested volunteers on 3/11 and 3/12. Requested that if you deliver to wear your Staff Senate shirt and use the hashtag #untstaffappreciation. Pizza will be served for those volunteering with the flowers; Ice cream social – dates are being looked at in April.

IV. OLD BUSINESS

Carnation prep and delivery volunteers – Also discussed under Staff Development report. Volunteers requested to assist with prep and delivery on 3/11 and 3/12/

V. NEW BUSINESS/CONSTITUENT CONCERNS

- a. *University Day* – Volunteers have been requested by Student Affairs. If you decide to volunteer, please wear your Staff Senate shirt. Staff Senate will have a table and Vice Chair Ormand will sign us up. We will not participate in the flag parade. Discussion arose surrounding giveaways for our table – Danielle Champagne to send an email to Senators to solicit ideas and will price items.
- b. *Communication ideas – Custodial and Facilities Maintenance* – Discussion arose regarding how to best communicate with constituents who do not receive email on a regular basis. Several suggestions – once a month post things on boards in their areas, identifying Senators in their area and having them relay information, and asking them what will work best. Lori Below to contact Dining Services regarding their employees and how to best communicate.
- c. *Targeted recruiting, recruiting materials/flyer* – Chair Noska brought a draft flyer for our review. The Communications committee was asked to finalize the flyer and add highlights of our accomplishments, employee perks and discounts, representation on various influential campus committees and access to key individuals on campus. Also discussed that this information needs to be updated and provided to HR for New Hires and that a video should be created. Wayne Campbell to research video possibilities.

Recruiting new senators – Discussion arose regarding the need to recruit more from the Technical, Service, and Operator divisions of staff. Specifically discussed the representation of these areas and how they are usually filled by at large members - do we need to adjust the bylaws to better reflect the representation of staff, should senators be given constituents by their location, division or demographics – regardless we need to determine a way where we can clearly identify who our individual constituents are to better assist them. Also need to target those truly interested and want to be more engaged at UNT. Christi Hestand will research what peer institutions are doing and how they have configured their constituents.

- d. *Bylaws item: Category Representative Functions defined*
Category representative position needs to be defined better in the bylaws – Executive Committee suggests that once a month category representatives send out communications to their category members, meet with their category members once per semester to get feedback and to assist with recruitment of future senators.

VI. ANNOUNCEMENTS

- a. UNT Wildlife Spring Equinox Work day will be 3/20/15 from 10-3 pm
- b. Staff Senate will do ice cream socials
- c. UNT's dental clinic will have an open house 3/26 in Chestnut Rotunda. They will have tour groups and accept PPO dental insurance.
- d. 3/12/15 8pm Ta-Nehisi Coates will speak as part of our Distinguished Lecture Series \$8
- e. Branded tablecloth for Staff Senate has been ordered.

VII. ADJOURNMENT

The meeting was adjourned at 4:07 pm by Chair Noska. Early adjournment provided to allow committees time to meet while we were still assembled.