

University of North Texas

Staff Senate General Meeting Minutes

May 12, 2015, Chestnut Hall, Room 130 A&B

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

Members Present: Charles Andrews, Lori Belew, Wayne Campbell, Chris Deaton, Marjorie Donzello, She Ebrahimi Darlene Hargrove, Rachel McMullen, Mark Packs, Tara Petty, Brett Robison, Kevin Sanders, Kimberly Srader, Kerry Stanhope, Patricia Huckabee.

Guests Present: Matt Zabel, URCM Carolyn Sorrels, HR, Deborah Leliaert.

I. CALL TO ORDER

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

II. APPROVAL OF PREVIOUS MEETINGS MINUTES

Minutes of April 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. GUEST PRESENTATIONS/DISCUSSIONS

Deborah Leliaert – Steering committee updated for Job Evaluation and Grading Project

Deborah wanted to give the staff senate an update about the Job evaluation and grading project. As of right now there has been no official communication on the project.

It will first go to university leaders and then shared with the staff.

Matt Zabel (URCM) is in Deborah's office, and they will help us with talking points as it is needed.

This project will be different than the 2008 project. The 2008 project didn't serve the university well. It compressed jobs into career bands that didn't make sense.

It is time for the university to be progressive

- No staff members will lose their jobs or have their salaries decreased as a result of this project
- Some jobs may have their salaries increased
- The university will not begin a hiring freeze – existing positions can hire but may need to work with HR.

Goal is to attract and retain the best talent. They want to have fair procedures to approach classification

They will be using Tower Watson – it is a global firm with deep experience with higher education and hr.

Steps (at least 1 year and in 2 phases).

- Overall consistency in Job titles and job descriptions
 - o So they reflect work performed
 - o Before 2008 there were 600-800 job titles. In 2008 they reduced it to 200. It is their plan to open this back up
- They will be using a methodology developed by Towers Watson – Global grading system
- They will use 7 factors when considering job title/description
 - o Functional Knowledge
 - o Business
 - o Leadership
 - o Problem solving
 - o Nature of Impact
 - o Area of Impact
 - o Interpersonal
- It will be consistent and applied evenly

University is likely to freeze reclassification. However, they will work with current reorgs, and institutional needs will trump the project. Reclassification will require VP and President Permission (which is what is currently happening)

Promise to keep people informed

There will be timelines

FAQs on the website

3 Town Hall meetings with the President (2 on Main campus one in Discovery Park)

Q: Which website will this info live on A: Live on the Finance and Administration website

Q: Will employees be involved like 2008 (JAQs—Job Assessment Questionnaires)? A: No b/c they didn't work. There won't be much contact on the individual level, but supervisors and subject knowledge experts will be contacted

Q: Are they considering contracting out maintenance positions? A: That seems to mostly be in the rumor mill, she didn't know but would talk to VP of Finance and Admin and recommended that the question be asked during one of the planned town hall meetings.

Q: For Denton campus, or all campuses? A: This was first done for the system, then UNT Dallas, then Health science. We are last, but this is not a system project.

Q: Concern that we will be forced into some pay grades as other projects? A: UNT Dallas is not comparable to us

Q: When will the town hall be? A: July and August

Q: Staff only? A: Yes faculty are different

Q: Will communication highlight differences between now and 2008? A: This will better be addressed with FAQs.

Deborah also was concerned that there wasn't representation for staff senate at cabinet level. She wants to make sure we are heard. For the short term Deborah will serve as a liaison between Staff Senate and the cabinet

Matt will take questions for projects to create FAQs – send questions to Matt Zable and copy the exec committee

IV. STANDING COMMITTEE REPORTS

- a. *Communications* – no one from committee is present – Kristi Ormand reported – they looked at geocaching – 2 containers are missing. They haven't checked Apogee or Discovery Park yet. Gift cards have not been put in geocaching locations.
- b. *Elections & Bylaws* – See old business and new business
- c. *Employee Relations* – Reported by Lori Belew – The staff sentiment survey went out. There will be an article in INHOUSE, and there will be posts on Social media. Wayne and Kristi will help with the report. May 20th is the dead line. Discussion about last year's staff sentiment – are we getting questions answered? How are we communicating? The exec-committee will decide what to communicate on the web. There needs to be a process developed.
- d. *Staff Development* – Reported by Kerry Stanhope – all ice cream social are done. Thank you to all who helped, especially with early morning one. There was one that ran out of supplies. Kerry is working on recommendations for next year.

V. OLD BUSINESS

Election Update: Ballots went out today. Marjorie and the elections and bylaws committee worked hard to get this done. Thirty-three people were nominated, most accepted. Two ballots went out – Tech & Paraprofessional – 1 seat, 2 nominated. Professional – 6 seats, 12 nominated. Rest of nominated who are not elected will most likely be able to fill at-large seats.

VI. NEW BUSINESS/CONSTITUENT CONCERNS

- a. Bylaws Amendment Proposal 1 – Changing Name of Webmaster/Historian – Gary would like to change name to communication liaison, as he feels it represents better what he does. There is concern that this takes out the historian part of the job. He will also need to update the description to get voted on. Then discussion was raised about if his name is "Communication" then how does that differ from what the communication committee is supposed to do? There is a gap in the responsibilities, and communication. There is no process for the communication committee to function. Maybe "Media Manager" is a better title, and historian/web responsibilities should go to communications committee. – Needs to be further developed.
- b. Bylaws Amendment Proposal 2 – Changing Start Date of Terms of Office – A definitive transition period needs to be developed. New officers and new chair people need to be transitioned to that the work does not take forever to "restart" every year. Current staff senate can elect next year's officers and then over the summer work with the outgoing officers to create transition. An ad hoc committee: Kerry (steering), Lori, Don, Tara,

Cheryl will work to develop the transition process, in the next 4-6 weeks. Note: new senators would be elected first, then new officers (to ensure the officers will still be on senate).

- c. Bylaws Amendment Proposal 3 – Redefining Membership Categories – Currently we are representatives of our EO categories from HR. Proposal is to elect senators based on division (VP area) instead – so that senators have a better idea of their constituents. However we need to make sure in some way that senators across levels can still be evenly represented (i.e. directors and administrative assistants). Making sure if someone runs they do have a shot at being elected is the concern. Don will send out electronically to gage where the whole senate stands on this issue, and if the vote is positive and ad hoc committee will be formed.

VII. ANNOUNCEMENTS

- a. Question: Who is in charge of new senator orientation – officers
 - i. New senator meet and greet - June
 - ii. Invite new senators to sit in on July meeting
 - iii. Orientation in August with first meeting
- b. Don got data from Student Affairs about student parents and is working on child care proposal to create a child

VIII. ADJOURNMENT

The meeting was adjourned at 4:50 pm by Chair Noska.