



Meeting Minutes
Staff Senate Meeting
11 October 2016 | 3:00-5:00 PM
Union Senate Chambers #332

Officers Present: Christi Hestand, Chair; Gary Payne, Vice-Chair; Kathryn Beasley, Treasurer & Secretary; Brandi Everett, Communications Coordinator; Kristi Ormand, Past Chair

Senators Present: Susan Sanders, Claudia Taylor, Robert Tompkins, Wayne Campbell, Lisa Cuevas, Karen Goss, Ellysia Dierker, Melanie Dewey, Tammy McDaniel, Michelle Jack, Stephanie Fields-Hawkins, Annie Garcia, Ann Bartts, Travis Craig, Cheryl Benningfield, Liz Perkins, Dana Duke, Rachel McMullen, Larry Collamer, Christopher Cunningham, Nicole Savage, Julie Ikpah, Nina Sichterman, Anna Pechenina, Sonia Vazquez

Guests: Geary Robinson, Michelle Hale

I. Call to Order at 3:00 pm

- a. Christi showed appreciation for everyone who attended and helped with the Staff Senate Sack Lunch.
- b. Some names on Senator handout and name cards are incorrect; corrections will be made.

II. Approval of Previous Meeting's Minutes

- a. September 2016 minutes (taken by Amber Bryant) were approved.

III. Speakers and Presentations

- a. Geary Robinson, Parking & Transportation, provided an update on parking changes.
 - i. Parking & Transportation did a study of parking on campus, and they will send out the report soon.
 - ii. Parkmobile will be available in some lots on campus beginning January 15; people who are on campus for short amounts of time can pay by credit card from a mobile device. There are plans to put Parkmobile at Discovery Park.
 - iii. Zipcar will be available to faculty, staff, and students by January 15. Zipcars will be located in front of Crumley and the Union; two will be in each location. The Zipcars will be unavailable for Denton general population.
 - iv. Faculty/Staff changes: CVAD construction will create parking changes and lot closure(s); demolition of Fouts Field in FY 17-18 can create 1000 to 1200 new spaces; will discuss new parking structure for Fouts location, and pricing in the garage will have to meet needs of bond payment.

IV. Officer Reports

- a. Chair Report (Christi Hestand) -
 - i. Staff Night at Apogee – Senators would like to receive emails on a consistent day or time to eliminate email overload. Signup Genius will be used for future events.
 - ii. Troubleshooting report – President is happy with the troubleshooting reports we have received. Senators should continue to send out the troubleshooting form to

constituents. Lunch & Learn for October will focus on travel and will take place on October 28th from noon to 1. Joanne Woodard from Equity and Diversity will provide box lunches.

- iii. Training with HR – We plan to help promote HR trainings and inform HR about trainings staff might need. Christi brought up the idea of trainings right before Senate meetings.

b. Budget Report (Kathryn Beasley – Treasurer & Secretary)

- i. President Smatresk approved Plan B budget, including addition of Staff Senate GSA. Approved budget is attached to minutes.

c. Communication Report (Brandi Everett – Communication Coordinator)

- i. Update on Staff Senate Newsletter
- ii. Considering using Facebook Live for some of our meetings and events.

V. Committee Reports

a. **Standing Committees**

- i. Communications (Claudia Taylor)
- ii. Elections & Bylaws (Nina Sichterman)
 - 1. Has not met yet.
- iii. Employee Relations (Wayne Campbell)
 - 2. Announced discounted tickets to Stars game.
- iv. Staff Development (Ramona Rosborough)
 - 3. Next Lunch & Learn is October 28th.

b. Campus Wide Committees

- i. President's Council (Christi Hestand)
 - 1. Meeting cancelled
- ii. President's Advisory Council (Christi Hestand)
 - 1. Meets about issues that affect everyone
- iii. Space Management and Planning (Christi Hestand)
 - 1. Last meeting cancelled. Waiting on Electronic votes.
- iv. Campus Leadership Team (Gary Payne)
 - 1. Discussed issues related to pedestrian, bicycling, and runner problems, and these problems will be passed to SGA.
 - 2. Victory Hall parking has shuttle that brings people to campus every 14 minutes.
 - 3. Mixer discussed to bring SGA, GSC, Staff Senate, and Faculty Senate together.
 - 4. Discussed daycare for night students, faculty, and staff.
- v. Technical Architecture Group (Gary Payne)
 - 1. Image Now will be updated by late October.
 - 2. Refining reporting process for security issues.
 - 3. Survey added to end of reports that will be used when reporting to the state.
 - 4. Lynda is available campus wide.
 - 5. Adding solid state drive to Dell computers and labs.
 - 6. New pricing for Apple Air and other things.
- vi. Student Media Committee
- vii. Distinguished Lecture Series (Kathryn Beasley)
 - 1. No new DLS events to announce. Working on finalized list of speakers.
- viii. Union Board of Directors (Kevin Sanders)
- ix. Fine Arts Series
 - 1. Casey Niestat coming October 26th.

- x. Staff Appreciation Month (Brandi Everett)
 - 1. Has not met yet.
- xi. SECC (Christi Hestand)
 - 1. COB sold 117 bags at Staff/Faculty appreciation game to raise SECC money.

V. Old Business

- a. PCSS Update (Kathryn Beasley)
 - i. Final report will be given to President and Cabinet for approval.
 - ii. Report will be presented to Staff Senate at November 8th meeting.
- b. Proclamation for HR (Gary Payne)
 - i. Still in process.

VI. New Business

- a. Senators are concerned about the power differential between faculty, administration, and staff. They want to make sure that Staff Senate has some amount of power, authority, and ability to affect change on campus.

VII. Announcements

- a. Pizza with Police on October 17th.
- b. Casey Niestat on October 26th.
- c. Staff Senate Travel Lunch & Learn on October 28th.

VIII. Adjournment at 5:00 pm

UNT Staff Senate Budget Request

CHAIR: Christi Hestand
TREASURER: Kathryn Beasley
DIVISION: Institutional Equity & Diversity
FISCAL YEAR: 2016-2017

| OPERATING | | Details | TOTAL |
|--------------------------|--|-------------|-----------------|
| Marketing/Communications | Event signs, flyers, kiosk fees, printed ballots, and correspondence as needed. Will work through PDS/URCM for | 750.00 | |
| Office supplies | Binders for Executive Committee and general office supplies throughout the year | 300.00 | |
| Staff Shirts | Purchase new staff shirts annually with Senate logo | 1,200.00 | |
| Awards | Outgoing chair and Senator of the Year will receive a modest trophy/award | 100.00 | |
| Promotional Items | Items to give away at University events to promote Staff Senate. Will order through PDS. | 1,500.00 | |
| | | 0.00 | |
| TOTAL | | 0.00 | 3,850.00 |

| TRAINING | | | |
|--------------------------------------|--|-------------|-----------------|
| Senate Leadership Retreat | Room rental at Frisco campus, food, and vans. Retreat will allow us to establish our goals and plan for the upcoming year. | 500.00 | |
| Orientation & Retreat for All Senate | Provide refreshments, activities and training for onboarding new senators and updating existing senators. | 500.00 | |
| | | 0.00 | |
| TOTAL | | 0.00 | 1,000.00 |

| EVENTS | | | |
|--|---|-------------|-----------------|
| Prizes to encourage participation in Lunch & Learns, surveys, and other activities | Prizes and promotional items to reward staff and promote Staff Senate. Possible prizes include staff meal plans, shirts, and other items. | 0.00 | |
| Reception possibly at UNT on the Square or Avesta | Space rental, drinks, and snacks. Allows staff to engage with one another in non-work setting. | 500.00 | |
| Homecoming float | Decorations, candy, and toys for parade float. UNT Staff Senate Eaglets - children of Senators will be invited to ride on the Homecoming float. Encourages family participation in UNT | 200.00 | |
| Tailgating at football game | Includes tent, tables, 40 chairs, 40 general admission tickets (\$850), activity (\$150), and food (\$500). Promotes staff attendance at sporting events and allows staff to engage with one another in non-work setting. | 850.00 | |
| | | 0.00 | |
| TOTAL | | 0.00 | 1,550.00 |

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|------------------------|-------------|-----------------|
| TOTAL OPERATING | 0.00 | 6,400.00 |
|------------------------|-------------|-----------------|

| ADMINISTRATIVE SUPPORT | | | |
|------------------------|---|-------------|------------------|
| Graduate Assistant | Hire Graduate Assistant to provide administrative support to the Executive Committee and committee chairs by handling email correspondence, event planning, file management and data entry for end of year assessments. | 18,000.00 | |
| TOTAL | | 0.00 | 18,000.00 |

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|--------------------|-------------|------------------|
| GRAND TOTAL | 0.00 | 24,400.00 |
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