



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

Officers Presents: Kristi Ormand, Chair; Cheryl Benningfield, Vice-Chair; Kerry Stanhope, Secretary; Christi Hestand, Treasurer; Kevin Sanders, Parliamentarian.

Senators Present: Charlene Ballenger; Kathryn Beasley; Wayne Campbell; Chris Cunningham; Lisa Cuevas; Chris Deaton; Brandi Everett; Stephanie Fields-Hawkins; Darlene Hargrove; Amelia Hiatt; Michelle Jack; Tammy McDaniel; Cheryl McQueen; Anna Pechenina; Adam Wear; Stacey Wolf.

I. Call to Order at 3:06

II. Approval of Previous Meeting's Minutes

- a. Secretary Kerry Stanhope reported that corrections were made to May meeting minutes and posted to the shared drive.

III. Welcome

- a. Chair Kristi Ormand welcomed new Senators to the meeting and also welcomed 2 representatives from the Student Government Association who attended the meeting.

IV. Staff Senate Standing Committee Reports

- a. Employee Relations Committee
 - i. Co-chair Wayne Campbell has made arrangements for a group tour of the Rangers Ballpark in Arlington. Rates are listed on the flyer he sent out to the Senate and cash payments need to be made to Wayne directly.
 - ii. Secretary Kerry Stanhope read a written report from Co-chair Amber Bryant regarding the update on President Smatresk's presentation to the Senate. She received the files back from Rev.com and they included the captioned video but could not find a text file with the transcript of the presentation. Amber is working to contact Rev.com to get that file from them. Communications Coordinator Gary Payne has received the captioned video and was working to identify who in URCM needed to review and approve the video before it could be posted.
- b. Staff Development Committee-
 - i. Chair Kathryn Beasley reported that plans were underway for the Back to School Workshops. July 14 would be the Graduate School session with a representative from the Student Financial Aid and Scholarships Office and then July 28 would be the undergrad session. Both sessions would be from noon to 1. Treasurer Christi Hestand mentioned that Deborah Leliaert had originally said she would pay for refreshments for one lunch and learn event this year. Chair Kristi Ormand suggested contacting Human Resources to see if we could use the HR training system to sign up for sessions and Secretary Kerry Stanhope said that using that process would also allow staff to have it added to their training transcript.

- ii. Chair Kathryn Beasley reported that other topics for sessions included stress management, President's EDGE program and career development. Vice-Chair Cheryl Benningfield also suggested we highlight the trainings from HR Talent Management area. Secretary Kerry Stanhope suggested promoting the sessions via tabling events and that each session should have some information about Staff Senate including what we do and how staff can get involved with us.

V. University and ad hoc Committee Reports

- a. Space Management and Planning Committee- Vice-Chair Cheryl Benningfield reported that Army ROTC will be joining the Air Force ROTC at Fouts Field and Economics Department will backfill the Army ROTC space in Whooten Hall.
- b. Parking and Transportation Committee- Chair Kristi Ormand reported the revised options from the Pro Forma had been submitted to the President 10 days ago for review. Options included some pay by phone spaces and increasing shuttles around campus to promote remote parking.
- c. Technical Architecture Group (TAG) - Chair Kristi Ormand reported that a proposal has been made to standardize University tablet purchases to surface tablets instead of apple tablets.
- d. President's Advisory Committee- Chair Kristi Ormand reported that the May meeting was cancelled. At June meeting discussion centered on a message being put together from the University to undocumented students that we would accept undocumented students at UNT. The Committee has discussed other issues including gender neutral bathrooms being included in new buildings, pay discrepancies between male and female faculty members in same departments, and recruitment of Native American students to UNT.
- e. Distinguished Lecture Series (DLS) Committee- Parliamentarian Kevin Sanders and Staff Development Committee Chair Kathryn Beasley reported that the committee was reviewing a list of possible speakers to bring in for 2016-2017 academic year. When asked if names being considered could be shared, Kathryn responded that no names could be shared until contracts had been signed and lectures were confirmed to prevent rumors of possible names going around campus and causing issue. Wayne Campbell mentioned that he thought that previous series had not had much diversity of opinions and thoughts. Kathryn responded that diverse speakers were a goal of the committee and that they tried to judge a potential speaker on whether they would foster potential conversation among the UNT community. Chair Kristi Ormand asked if there was any collaboration between Fine Arts Series and the DLS, but Kathryn said it was usually kept separated unless an individual speaker would facilitate a collaboration.
- f. President's Committee on Staff Senate (PCSS) - Treasurer Christi Hestand reported that the Committee was working on reviewing bylaws and compositions of Staff Senates at peer institutions.
 - i. Composition sub-committee is looking at 10-12 peer institutions comparable in size of institution and number of Senators. Each peer was examined for Senate structure, funding, purpose, and whether representation was based off of EEO job categories or via divisional reporting structure. Based on review, the sub-committee will present recommendations for review by the full PCSS.
 - ii. Bylaw sub-committee is reviewing bylaws from peer institutions via online information and through requests for more information. They are finding some are similar but some have differences. Some institutions have minimal bylaws and more extensive procedures. Sub-committee is having conversations of the general composition and setup of the bylaws currently, to determine how to structure UNT

- Senate bylaws. After structure is determined, they will move on to what should be included in the bylaws through a section by section review.
- iii. Chery Benningfield requested some information about the effectiveness and image of the Staff Senates on the peer institutions being used for review. Chair Kristi Ormand asked for information about the budgets available to the peer institutions, since that can affect the effectiveness and responsibilities as well.
 - iv. PCSS is planning to send out a survey to all staff about Staff Senate at UNT. Survey will include quantitative and qualitative questions. Current senators will not be allowed to answer since they should have all been interviewed by a PCSS committee member.

VI. New Business

- a. Elections
 - i. Senator Elections for FY16-17: Chair Kristi Ormand reported that some returning and elected Senators have resigned due to work loads, requiring some additional work to the finalized roster. List will be finalized in July.
 - ii. Officer Elections for FY16-17: Once Senator list for FY16-17 is finalized, then list of Senators eligible to run for Officer positions for FY16-17 will be created and distributed. Officer elections will be at August meeting.
- b. Binders for Officers and Committee Chairs: Parliamentarian Kevin Sanders talked about the decision of the Executive Committee to purchase binders for the elected Officers and Committee Chairs that would include information about expectations for each position, Senate bylaws and procedures and membership rosters. The hope is that the binders will help to create continuity for transition of chairs and officers. The binders were approved because electronic documents are not always accessible in meetings where a binder could be taken to the meetings. Kevin stated the binders would be personalized for each officer/chair position and that the expectation is that the office holders should be updating the binders and the Staff Senate shared drive with updated information.
- c. Roberts Rules of Order: Parliamentarian Kevin Sanders is working on a cheat sheet with basic information about Robert's Rules of Order information that could be provided to the Senate to help with matters of parliamentary procedure. Staff Development Committee Chair Kathryn Beasley also suggested that the Senate bring someone to a meeting to train the Senate on parliamentary procedure. She said the Graduate Student Council brought someone in for about \$50. It was suggested that this should be included in the training for new Senators.
- d. Proclamation for Staff Appreciation Month: Parliamentarian Kevin Sanders reported that Communications Coordinator Gary Payne had to make changes to the proclamation because there was an additional group, the Staff Recognition Committee, which needed to be recognized as well, so the proclamation had to be reviewed again by the Senate. It was pointed out that there were multiple Staff Appreciation Awards events, including a breakfast for the evening staff, and lunches at the Discovery Park and main campus, so the language for the last "Whereas" statement should be change. Secretary Kerry Stanhope was appointed to finalize wording and send to Communications Coordinator Gary Payne for creation of the final proclamation.

VII. Announcements

- a. Attendance at meetings: Secretary Kerry Stanhope reminded the Senators that attendance at the meetings was required and that any Senator who could not attend a meeting should notify an officer attend of the meeting to let them know if you would not be able to attend.
- b. Secretary Kerry Stanhope announced that, in light of the Orlando shooting, we should remind staff that active shooter training is available online at riskmanagement.unt.edu and that departments can request trainings from Kevin Crawford at the UNT police.
- c. Treasurer Christi Hestand announced that the Pride Alliance and Multicultural Center would be hosting a vigil for the Orlando shooting on Thursday night from 5:30-7:30pm with a location to be announced.

VIII. Adjournment at 4:32 pm