



**Meeting Minutes**  
**Staff Senate Meeting**  
**10 May 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; Gary Payne, Communications Coordinator.

Senators Present: Kathryn Beasley; Amber Bryant; Wayne Campbell; Chris Cunningham; Lisa Cuevas; David Denny; Marjorie Donzello; Brandi Everett; Stephanie Fields-Hawkins; Darlene Hargrove; Michelle Jack; Peter Kaiser; Rachel McMullen; Pam Milner; Don Noska; Anna Pechenina; Adam Wear

**I. Call to Order at 3:02**

**II. Approval of Previous Meeting's Minutes**

- a. Kerry Stanhope reported that no corrections were made to April meeting minutes. Also reported that according to parliamentary procedure, minutes were approved with any submitted corrections.

**III. Speakers and Presentations**

- a. Deborah Leliaert, Vice-President for University Relations and Planning provided an update on the President's Committee on the Staff Senate
  - i. Committee has held 2 meetings and President Smatresk provided a charge to the committee to review best practices and provide suggestions for making the Staff Senate a more robust organization which can more fully operate in University governance.
  - ii. Committee members who are not currently serving on the Senate have been encouraged to attend Senate meetings and to interview current Senators to gather ideas on how to improve the senate.
    1. Feedback from current senators will be reported in aggregate and not tied to specific senators
  - iii. Committee is also looking at peer and aspirational institutions to review best models for other Staff Senates
  - iv. Committee is expected to provide preliminary recommendations by August.

**IV. Staff Senate Standing Committee Reports**

- a. Employee Relations Committee co-chair Amber Bryant reported that Treasurer Christi Hestand and Amber were meeting this week to create

Rev.com account to submit President Smatresk's presentation to the Senate for creation of a transcript. Once submitted it should 48 hours for completed transcript to be returned. Transcript will be reviewed by URCM before being posted to the Staff Senate website. When video and transcript is ready for posting, Communications Committee will need to create a notice to staff about the video being posted.

- i. Communications Coordinator Gary Payne created a Staff Senate YouTube account to use for posting the video. Chair Kristi Ormand said she was also working on updating the Staff Senate website.
- b. Staff Development Committee-
  - i. Chair Kathryn Beasley reported that they were working on the Back to School Program. They were currently seeking feedback from recruiters on information to include and changes to be made from previous program. Planned program would include sessions on different topic that would be of interest to different people, including Undergraduate Admissions, Graduate Admissions, Financial Aid and Scholarships. Suggestion was made to also see if President's Employee Directed General Education Program as well for those staff who may need a GED before they can apply for undergraduate program.
  - ii. Kathryn reported the Ice Cream Socials were not as well attended as they had been in the past. Senators who attended the events felt that better publicity, and greater Senator participation would help for next year. Kathryn also suggested looking at a different option for events for the next year, such as different type of food or different type of event entirely.

## **V. University and ad hoc Committee Reports**

- a. Parking and Transportation Committee- Chair Kristi Ormand reported the Pro forma had been received from the contractor, but that their recommendations were not realistic for UNT due to the UNT Master Plan. Gary Robinson, Director of Parking and Transportation Services, was working with the vendor to receive revised recommendations that are more in line with the UNT Master Plan.
- b. Space Management and Planning Committee- Nothing to report
- c. Union Board of Directors- Parliamentarian Kevin Sanders reported that the Board approved the purchase of 2 touch screen kiosks to be placed outside 2 of the four Union entrances. Kiosks would provide information about UNT including events in major event space (i.e. Union, Gateway, etc.) and maps to get to those buildings and rooms. Kiosks could also provide information about campus programs and events, but there could be a fee required for departments to use the kiosks. Kevin was asked to get pricing for Staff Senate to use the Kiosk. Board also approved the purchase of a different type of wax to keep the Union floors cleaner looking for a longer period of time. Apparently original wax did not meet the expectations of the Union staff and

makes floors look dirty, even after cleaning. Board also approved the purchase of a mobile lighting system for the Union to avoid having to pay outside contractors to provide lighting. Lighting system being purchased is one for which Union staff are already trained so system can be used immediately. Contractors are reporting that all punch items should be finished by end of May. Christi Hestand asked for a list of all Union updates to be created and posted to the Staff Senate website to share with constituents.

- d. Staff Appreciation Month Committee- Christi Hestand reported that the Senate needs to strengthen our relationship with Human Resources to increase our participation in events and also have better Senator turn out to help with events.
- e. IDEA Committee- Christi Hestand was asked to follow up with Equity and Diversity to see if this committee was still functioning.
- f. Finished committees: It was reported that the QEP Committee, Senate Bill 11/Campus Carry Committee and 125<sup>th</sup> Anniversary Committee were all finished.
- g. Kristi Ormand stated that a Staff Senate representative was needed for the Technical Architecture Group. Cheryl Benningfield volunteered to serve on this group if it still exists.
- h. Staff Senate inclusion on future committees- Chair Kristi Ormand stated she would follow up with the President's Office to get a list of current University Committees and associated contacts to ensure Senate representation on appropriate committees.

## **VI. New Business**

- a. Proclamation to recognize Staff Appreciation Month efforts- Communications Coordinator Gary Payne presented a proclamation to be presented to the Denton Campus Human Resources and Staff Appreciation Month Committee for planning a successful Staff Appreciation Month in March 2016. Gary read the proclamation and Parliamentarian Kevin Sanders motioned to approve the proclamation as approved. The motion was passed. There was a suggestion to determine if the Denton Campus Human Resources team could be nominated for any UNT Denton Campus Awards.
- b. Leadership Council-Parliamentarian Kevin Sanders presented the idea to create an ad hoc committee to explore the development of a Leadership Council that would foster communication between Staff Senate, Faculty Senate, Student Government Association, and Graduate Student Council. Senator Pam Milner mentioned that another campus she was reviewing for the President's Committee on the Staff Senate had a similar group on their campus. Kevin volunteered to reach out to SGA and Senator Anna Pechenina volunteered to communicate with GSC. After discussion about the need for the committee and the exact charge of the committee, Pam Milner motioned to table the ad hoc committee until a charge for the committee could be created. The motion carried and the proposal was sent back to the Executive Committee for development of an official charge.

- c. Nominations- Marjorie Donzello reported on nominations for 2016-2017 Senators. Nominations were completed on Monday, May 2, 2016 with 76 individual names being submitted. 6 were ineligible, 17 declined to run, and 12 didn't respond. 41 individuals in four EEO categories agreed to stand for election and submitted a brief biography for the ballot. Full details are in the attached Election and Bylaws Committee Report.
- d. Bylaws and Elections Chair Don Nosaka reported that under the rules of reapportionment in the Staff Senate Bylaws, the 2016-2017 Staff Senate will have 48 Senators. Full details are in the attached Election and Bylaws Committee Report.
- e. Bylaw Proposal- Bylaws and Elections Chair Don Noska presented a proposed bylaw change that would require Staff Senate appointees to University committees to report back to the Staff Senate Chair on the work of their committees. After reading the amendment, Don stated the last sentence "During the 'Committee Reports' portion of the meeting agenda." was actually part of the previous sentence, so the period preceding the sentence was stuck and the 'D' in 'During' was made lowercase. See attached bylaw proposal for corrected version. Pam Milner suggested adding University committees as a standing agenda item instead. After discussion, Pam Milner motioned to refer the proposal back to committee to determine the simplest method of including that requirement in the Senate bylaws.

## **VII. Announcements**

- a. Mean Green Move-In Volunteers needed-August 21<sup>st</sup> Senators can sign up at [https://unt.az1.qualtrics.com/SE/?SID=SV\\_0iUupdnxOkrQSBn](https://unt.az1.qualtrics.com/SE/?SID=SV_0iUupdnxOkrQSBn) and should email [Eric.johnson@unt.edu](mailto:Eric.johnson@unt.edu) with questions.

## **VIII. Adjournment at 4:12 pm**