



Meeting Minutes
Staff Senate Meeting
8 November 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

Senators Present: Will be updated on 12/13/16 to reflect attendance.

Guests: Deborah Liliaeart, Joanne Woodard

I. Call to Order at 3:00 pm

- a. Joanne Woodard and Deborah Liliaeart were introduced.

II. Approval of Previous Meeting's Minutes

- a. October 2016 minutes were approved as written.

III. Speakers and Presentations

- a. Scott Wyndham was unable to attend, so Christi Hestand shared information about the toy drive with the Senate.
 - i. The toy drive begins on November 21st and ends on December 16th.
 - ii. Volunteers are needed to wrap and deliver boxes on November 21st and to retrieve boxes and sort toys on December 16th.
 - iii. Bring toys to December meeting to include in toy drive.

IV. Officer Reports

- a. Chair Report (Christi Hestand) -
 - i. Homecoming update
 - 1. Lisa Katie, Jessie, Melanie, and Sonia volunteered. Thanks to them!
 - 2. We had a great location near ice cream and bounce houses, and Athletics allowed us to be there for free.
 - ii. Meeting on The Gathering Place
 - 1. At the implementation workshop, it was discussed that faculty/staff need a place on campus that stimulates dialogue and collaboration between faculty/staff.
 - 2. Students will not be allowed.
 - 3. The temporary location and time might be Avesta from 4 to 6:30pm, and it might start as soon as January.
 - 4. More details to come.
- b. Budget Report (Kathryn Beasley – Treasurer & Secretary)
 - i. We are in the process of hiring our GSA.
- c. Communication Report (Brandi Everett – Communication Coordinator)

- i. Staff Senate Newsletter is now online.
- ii. Last Lunch and Learn was recorded on Facebook Live. Committee is looking for options to record Lunch and Learns for later viewing. Cheryl recommends contacting Cathy Roberts with CLEAR.

V. Committee Reports

a. Standing Committees

- i. Communications (Claudia Taylor)
 - a. Please like Facebook Page.
 - b. Had a meeting and came up with great ideas to improve visibility of Staff Senate including being included in New Employee Orientation, being added to listservs to allow us to communicate more easily, and using intercampus mail to send out fliers and information.
 - c. They thought of doing a social media campaign with “Flat Neal,” a paper cutout of Dr. Smatresk that staff could use to show off what they do. This is in the idea-gathering phase.
 - d. Send any ideas to Claudia Taylor.
- ii. Elections & Bylaws (Nina Sichterman)
 - 1. The committee has not met but will have plenty to do once the PCSS documents take effect.
- iii. Employee Relations (Wayne Campbell)
 - 1. Needs 8 people to buy \$20 tickets to the January 14th Dallas Stars hockey game. This will secure our spots for the game. Money will be collected by Chris Cunningham.
- iv. Staff Development (Ramona Rosborough & Ellysia Dierker)
 - 1. Travel Lunch and Learn was standing room only. Lunches were provided, and it drew additional interest.
 - 2. November 18th Lunch and Learn will cover HR topics, I9, onboarding, reclassification, ePars, and more. Register by November 14th to get a lunch. This Lunch and Learn is sponsored by Bob Brown.
 - 3. We will not have a Lunch and Learn in December.
- v. PCSS Report
 - 1. The PCSS report was suspended to the end of the meeting to allow us to address the other meeting topics.

b. Campus Wide Committees

- i. President’s Council (Christi Hestand)
 - 1. The search is closing for the Dean of the College of Education.
 - 2. Toyota is coming in to assist us with our onboarding process.
 - 3. Merit raises hit in January.
 - 4. Faculty/Staff Holiday Party is December 7th in Union from 3 to 5.
 - 5. We have to go through the proper channels to collaborate with the Dallas Cowboys. Deborah Liliaeart has the complete contact list, and we have separate contacts for different purposes (i.e. sponsorship, academics, internships, etc.).
- ii. President’s Advisory Council (Christi Hestand)
 - 1. No meetings until December.
- iii. Space Management and Planning (Christi Hestand)
 - 1. Will meet in upcoming weeks.
- iv. Campus Leadership Team (Gary Payne)

1. Met for campus safety walk where SGA, SS, and GSC walked around campus to identify possible safety concerns. SGA took the information and met about it; Gary will share the findings with us at a later time.
- v. Technical Architecture Group (Gary Payne)
 1. Gary could not attend the meeting.
- vi. Student Media Committee (Gary Payne)
 2. Was not invited to committee meeting, but he spoke with a coworker who is on the committee.
 3. The committee hired a Spring editor.
 4. Anna Pechenina volunteered to serve on this committee.
- vii. Distinguished Lecture Series (Kathryn Beasley)
 1. Finalized list of speakers will be distributed early in the Spring semester.
- viii. Union Board of Directors (Kevin Sanders)
- ix. Fine Arts Series
 1. Susan Sanders volunteered to serve on this committee.
- x. Staff Appreciation Month (Brandi Everett)
 1. Ann Bartts, Cheryl Benningfield, Sonia Vazquez, Travis Craig, and Melanie Dewey volunteered to serve on the committee.

V. Old Business

VI. New Business

VII. Announcements

- a. Lunch and Learn on November 18th
- b. Faculty/Staff Holiday Party on December 7th in Union from 3 to 5.
- c. P-Card training at BSC on November 10th.
- d. Travel training on November 10th at DP.

VIII. Special Item: PCSS Report

- a. Deborah Liliaeart gave an overview of the purpose of the committee and its task. Staff Senate passed a resolution to ask President Smatresk to form a committee to review Staff Senate best practices at peer institutions. The research led to committees that reviewed composition and bylaws/documentation.
- b. The research showed that UNT Staff Senators do not know who they represent. To resolve this, we should divide the Senators by administrative unit instead of job categories, allowing Senators to best represent their constituents. There will be 1 rep for each 50 staff up to 100 staff. Beyond that, we will have 1 rep for each 100 staff. Every administrative unit will have representation, and Elections and Bylaws will help the units with their elections.
- c. No current Senator will lose their seat because of the changes, but their constituents will change.
- d. The committee also found that the UNT Staff Senate bylaws were very long and included more procedure than bylaws. To remedy this, the Bylaws were separated into 2 parts: Staff Senate Bylaws and Staff Senate Procedure Manual. This makes the Bylaws easier to understand and still allows the Senate to change the procedures as necessary.

- e. The PCSS committee is positive about the changes, and the President and Cabinet are positive as well. The changes allow the Senate to have more direct access with the President and Cabinet, which allows the Staff Senate to have a bigger voice on campus.
- f. Some Senators had concerns with not being allowed to vote on the changes. Christi Hestand notified them that President Smatresk will listen to recommendations or concerns through the month of November.

IX. Adjournment at 5:00 pm