



STAFF SENATE MEETING

October 13, 2020

3:00 PM – Zoom Meeting

Meeting Minutes

Officers Present: Charlotte Cooke, Chair; Chair-Elect; Suzan Cruz, Past Chair; Liz Berry, Chair-Elect; Amy Ferman, Secretary/Treasurer; Alexis Guess, Communications Coordinator, Allyson Gardner, Parliamentarian.

Senators Present: Adam Chavez, Alexis Roberson, Amaya Spencer, Amy Armstrong, Asa Johnson, Benjamin Nye, Craig Howard, Dakota Buchanan, Dana Sachs, Daniela Valdez, Devin Axtman, Erin McKinnis, George Stieren, James Jackson, Jesse McBroom, Joshua Sylve, Kaitlin Anderson, Katie Hebert, Kristi Klusman, Lauren Burton, Lee Davis, Maria Baylock, Quortina Phipps, Rekha Nair, Rob Pearson, Steven Tudor.

Guests Present: Anh Le Palomino, David Causey, Jill King, Judy Delay, Kate Van Saaze, Lauren McGregor, Laurie Hill, Lisa Seay, Margarita Venegas, Melissa Robinson, Nancy Bouchard, Shellye Tow.

I. Call to Order (5 minutes): 3:06 PM

II. Speakers/Presentations (15 minutes)

- i. Officer David Causey, UNT Police Department.
 - a) Keep in mind that scams change all the time.

- b) Top three warning signs of scam are: promises of money/reward with minimal effort, pushy person who uses scare tactics and a “government/bill collector” who only accepts gift cards.
 - c) Other tactics: someone contacts you by text but can’t meet in person, sends you an unsolicited fake check, asks for your password or tries to make you do something that alters your routine or normal process.
 - d) If you Google search, do not pick the first company listed. Scammers may buy the top advertisement so they can be listed first.
 - e) Give UNT Police a call when you are not sure and we can help you decide if something is a scam or not.
- ii. Kate Van Saaze, UNT HR. – Mid Year Evaluation and New Performance Management System.
- a) To access the performance management system, go to my.untsystem.edu and look for the People Admin section on the main page and select the link for Staff Performance Evaluation System.
 - b) It is available to all supervisors and employees can access the systems and will be utilized to review UNT staff employees.
 - c) Steps of mid-year evaluation :
 1. Supervisor documents primary accomplishments and provides feedback on performance.
 2. Employee acknowledges feedback.
 - d) For the annual, Goals will make up 60% and Job Duties will make up 40% of the evaluation score.
 - e) Eligibility - Any employee starting on or before 7/31/2020 and program runs from 9/15 to 11/17.
 - f) Annual evaluations will be open for completion in April to May 2021.
- iii. Anh Le Palomino, UNT HR - Staff Appreciation Awards Nominations
- a) Nominations are currently being received and the window closes on November 2, 2020.
 - b) Information and nomination forms can be found on the [Staff Appreciation and Awards website](#).

- c) Forms are available in English and Spanish.
- d) Nominate someone today.
- e) New Awards – Ruby Raines Administrative Professionals Award available for only the administrative professional job classification.

III. Consent Agenda Discussion Items (5 minutes)

- i. Amaya Spencer and Kate Hebert pointed out that their names were not included on the Distinguished Lecture Series and Title IX Committee respectively.
 - a) Amy Ferman moved to approve, James Jackson seconded – motion passed, minutes approved.

IV. Approval of Minutes

- i. No discussion.
 - a) Erin McKinnis moved to approve, Alexis Roberson seconded – motion passed, minutes approved.

V. Constituency Concerns (5 minutes)

- i. COVID Tracking – How come there are not total numbers being reported on health alerts website?
 - a) UNT Safety and Incident Management Advisory Group has agreed to post the total cases of COVID on the campus to its tracking website.
- ii. Staff Taking Classes – A staff member wants to know if she can take a class with or two without declaring a degree plan, especially since she already has a degree. She also wants to know whether it is a requirement to take the GMAT before she is able to enroll in a graduate program.
 - a) The Chair-Elect explained that there are methods of recourse for a staff to take classes if they would like to. They can either audit classes or apply as a post baccalaureate.
- iii. What is the timeline for the administration to access and announce budget shortfalls for this physical year? When might we anticipate being notified of furloughs and/or layoffs?
 - a) The Chair advised anybody who had questions to submit them to the “Ask Me Anything” panel that is coming up on October 22, 2020.

- iv. Why was Staff Senate not consulted on the Anti-Bias & Cultural Awareness program? Why weren't constituents asked their opinions?
 - a) The Chair requested for more information on this to be able to follow up and provide a feedback.
 - b) Amy Ferman mentioned that she took part in the Unlikely Allies program with the Office of Diversity and Inclusion. She confirmed that they did seek some advice.
- v. Workplace safety. What can be done with regards to employees not following the guidelines recommended by CDC and UNT, and who can ensure that everyone follows the rules?
 - a) The Chair mentioned that this would be brought to the attention of the committee next month.
- vi. Email Spam and Newsletters. Is there a way to consolidate instead of receiving same information from several emails?
 - a) The Chair promised to look into this.
- vii. Need for some type of encouragement or recognition for staff given additional workload caused by vacancies as a result of the hiring freeze and budget cuts.
 - a) The following suggestions were provided -
 1. Points based reward system
 2. Make recognition fundamental part of your culture.
 3. Take advantage of an employee recognition platform.
- viii. Why wasn't staff included in the summer, early retirement program?
 - a) The Chair promised to find out if there was a reason for that.
- ix. Lauren Burton mentioned that Dining Services have been very appreciative of our support of their specials and programs in the newsletter.

VI. Officer Reports (10 minutes)

- i. Chair Report – Charlotte Cooke
 - a) Early voting starts today. You can vote on campus at the Gateway center, rooms 45 and 47, from 7am to 7am all the way through Saturday and Sundays

from 11am to 4 pm. Voting will take place from 7am to 7 pm on Election Day.

b) State Employee Charitable Campaign (SECC). The campaign runs from October 1 – 31.

1. For more information about the fundraiser, go to secc.unt.edu or contact Colby Condrey.

ii. Chair-Elect – Liz Berry

a) All the Staff Senate meeting for the fall will be virtual.

b) Pre registrations are no longer required for Staff Senate zoom meetings and there is an identical link for the entire fall.

c) Food pantry is still functional and still in need of donations.

iii. Secretary/Treasurer – Amy Ferman

a) No report

iv. Communications Coordinator – Alexis Guess

a) Received lots of good feedback on our newsletter.

1. Mailchimp has improved the way we do our newsletter and it is consistent with a lot of newsletters on campus.

b) Send anything that you or your constituents would like to see in the newsletter. Submission deadline is now Wednesday at 12 PM.

c) Send any updates for the website.

d) Adam is our Webmaster.

e) Social Media data – Erin McKinnis

1. Facebook (August): Followers – 555, Daily Page Engaged Users – 751, Posts – 36, Top Post – August 18

2. Twitter (August): Followers – 1,205, Post – 25, Retweets – 18, Likes – 94, Top Tweets – August 14, Impressions – 5,245, Engagements – 233, Likes – 12

3. Facebook (September): Followers – 557, Daily Page Engaged Users – 208, Posts – 32, Top Post – September 29

4. Twitter (September): Followers – 1,205, Post – 21, Retweets – 28, Likes – 48, Top Tweets – September 9, Impressions – 1,080, Engagements – 53, Likes – 4

f) Staff Senate Spotlight.

1. Created new spotlight templates
2. Coworkers of Senators to be feature.

v. Parliamentarian Report – Allyson Gardner

- a) To go over Roberts Rules at the next meeting.**

VII. Staff Senate Committee Sign Ups and Chair(s) Appointments (15 minutes) -- these meetings will be held after the general meeting

i. Communications and Public Relations Committee - Erin McKinnis and Adam Chavez

- a) Already presented.**

ii. Bylaws and Elections Committee - Devin Axtman

- a) Maria Baylock has been selected as the new Senator for the Provost Division.**
- b) Working on filling the vacancies in the Finance and Administration and Athletics divisions.**
 1. Athletics will require a special election.

iii. Staff Development Committee – George Stieren

- a) Will be discussing a couple of virtual presentation ideas.**

iv. Equity, Diversity and Inclusion – Quortina Phipps, Amaya Spencer

- a) Our goals, overview and staff picture have been added to our website.**
- b) The name of the committee has change to Equity, Diversity and Inclusion.**
- c) Currently working on actionable items/events as well as providing short summaries of important resource links for the website.**

v. Policy and Benefits Committee

- a) No report

VIII. Old Business

- i. Senator eligibility concerns re: Directors
 - a) There is nothing in the bylaws prohibiting directors from serving as Senators.
 - b) If you are qualified to serve when you start as a Senator and then get promoted, you will still be able to continue until the end of the term.

IX. New Business

- i. Standing Committees.
 - a) Need to devote time to standing committee meetings after the general meetings for at least 45 minutes.
 - b) Attendance policy – Need for Senators to attend Staff Senate meetings as stipulated in the Staff Senate policy. Email the Executive Committee to let them know of any absences.

I. Announcement:

II. Adjournment: 4:27 PM

- 1. Allyson Gardner moved to adjourn, Asa Johnson seconded – motion passed, meeting adjourned.