



STAFF SENATE MEETING

August 11, 2020

3:00 PM – Zoom Meeting

Meeting Minutes

Officers Present: Suzan Cruz, Chair; Katie McCoy, Past Chair; Megan Cunningham, Secretary/Treasurer; Lisa Cuevas, Communications Coordinator, Allison Peeler, Parliamentarian.

Senators Present: Adam Chavez, Alex Yarbrow, Alexis Guess, Alexis Roberson, Allyson Gardner, Amanda Bennett, Amaya Spencer, Amy Armstrong, Amy Ferman, Ann Bartts, Asa Johnson, Audra O’Neal, Benjamin Nye, Connor Meier, Corey Davidson, Craig Howard, Dakota Buchanan, Dana Sachs, Daniela Valdez, Devin Axtman, Emily Gautraud, Erin McKinnis, Esmer Davis, George Stieren, Jesse McBroom, Joshua Sylve, Julie Elliot, Kaitlin Anderson, Karen Goss, Katie Hebert, Kayla Green, Koby Osowski, Kristi Klusman, Lauren Burton, Liz Berry, Louise Dunn, Margarita Venegas, Monique Scales, Natalie Bernard, Quortina Phipps, Rekha Nair, Rob Pearson, Stacy Buchanan, Stephanie McDonald, Steven Tudor.

Guests Present: Cherie Ichu, Katy McDaniel, Kim Collinsworth, Maria Baylock, Mary Grubbs, Maureen McGuinness, Nadia Guevara, Rachel Rachel, RoyAnn Cox, Tiffany Miller

I. Call to Order (5 minutes): 3:03 PM

II. Speakers/Presentations (15 minutes)

- i.** Maureen McGuinness, Deputy Title IX Coordinator, Dean of Students and Assistant Vice President for Student Affairs.
 - a)** Title IX guidelines have changed significantly under the Trump Administration and they go into effect on Friday, August 14, 2020.
 - b)** For students, investigation into sexual misconduct complaints will be done by the Dean’s Office. For faculty and staff, it will continue to be done by the Office of Equal Opportunity.
 - c)** Looking for people to serve as hearing panel members, respondent advisers and respondent advocates.

1. We are putting together a 3-member panel.
 2. Both the complainant and the respondent can have advisers. If they do not bring their own, the University needs to give them the option of providing one for them.
- d) There will be training for all these people.
 - e) We are currently taking nominations for these roles. You can nominate yourself or somebody. To nominate or volunteer, email us at titleix@unt.edu.

ii. Katy McDaniel, Sr. Director of Human Resources.

- a) The University has developed additional options for increased flexibility to be supportive to faculty and staff.
- b) All faculty and staff who are in need of any increased flexibility should speak to their supervisor regarding their specific situation, their requests, and what options might be viable.
- c) The University has also put in place a process for high-risk employees to be able to request temporary job modifications. Faculty and staff who are at increased risk of severe illness from Covid-19 can request a temporary work environment or job modification. All requests are facilitated through HR.
 1. This process does not apply to individuals who are seeking reasonable accommodations due to disability under the Americans with Disabilities Act. All disabilities requests still follow our normal procedure.
 2. All necessary information on the temporary modification process and the required forms are on the HR website.
- d) Wear face coverings and maintain social distancing. Staff members who have health conditions that prevent them from being able to wear face coverings should contact HR.

III. Approval of Minutes

- i. No discussion.
 - a) Allison Peeler moved to approved, Megan Cunningham seconded – motion passed.

IV. Constituency Concerns (5 minutes)

- i. A constituent forwarded a survey she received from Strategic & Operational Effectiveness (SOE). The constituent was not sure what the survey was meant for and was hesitant to complete it.
 - a) Lisa Cuevas informed all that she had received a confirmation that it was okay to complete the survey.

- ii. Update from UNT Student Health and Wellness Center about Covid-19 testing for staff.
 - a) Dana Sachs explained that the Student Health and Wellness Center is not testing faculty and staff but refers them to their primary care physician.
 - b) Allison wanted to know if the services provided by Denton County Health Department was separate from Student Health and Wellness Center.
 - 1. In response, Dana Sachs clarified that they are separate. She noted that testing is strictly for those who have been exposed to Covid-19 or think they have been exposed to Covid-19.

V. Officer Reports (10 minutes)

- i. Chair Report – Suzan Cruz
 - a) Parking fees will be taken pre-tax from UNT employees who purchase and pay for permits via payroll deduction.
 - b) The return to campus summary created by the Executive Committee and sent to the president was well received by everyone.
- ii. Chair-Elect Report – Charlotte (Absent)
 - a) No report.
- iii. Secretary/Treasurer Report – Megan Cunningham
 - a) No report.
- iv. Communications Report – Lisa Cuevas
 - a) Anyone that has items for the newsletter should send it. The newsletter will go out Thursday.
- v. Parliamentarian Report – Allison Peeler
 - a) There will be a handover to the new Executive Committee.
 - b) Thanked everyone who responded to the Staff Safety Survey or helped pass out the survey.
 - c) Creation of the Staff Success website is in progress. It is projected to go live at the end of this month.
 - d) Congratulated and thanked everyone on the Staff Senate for their amazing work this year.

VI. Staff Senate Committee Reports (10 minutes) -- these meetings will be held after the general meeting

- i. Communications and Public Relations- Erin McKinnis
 - a) A breakdown of Staff Senate social media data:
 - 1. Facebook- Followers: Increased from 523 to 554, Posts: 423, Top Post: April 27.

2. Twitter- Followers: Since 1/15/2020 increased from 1,181 to 1,195, Posts: 240, Top Tweets: May 13.
- b) Thanked all the Communications Committee members.

ii. Bylaws and Elections- Stacy Buchanan

a) Officer Elections:

1. Thanked everyone who nominated people for the Officer Elections.
2. Thanked all the Bylaws and Elections Committee members for all their work.
3. A document has been put together for the next committee. It contains some of the things that the committee learned along the way.

iii. Policy and Benefits Committee - Kayla Green

a) No report.

iv. Staff Development – Louise Dunn

a) No report

- b) Thanked everyone and all the Staff Development Committee members for doing an amazing job this year and for presenting some wonderful topics.**

VII. Old Business

- i. None.**

VIII. New Business

i. Officer Elections:

- a) Chair-Elect - Elizabeth Berry ran unopposed to emerge as Chair-Elect.**
- b) Parliamentarian - Allyson Gardner ran unopposed to emerge as Parliamentarian.**
- c) Communications Coordinator - Alexis Guess ran unopposed to emerge as Communications Coordinator.**
- d) Secretary/Treasurer - Amy Ferman ran unopposed to emerge as Secretary/Treasurer.**

ii. Presentation of Awards will be delayed until the next Staff Senate meeting.

iii. A slideshow was presented to recognize all the Senators rolling off and to thank them for their contributions.

iv. Allison Peeler brought a motion for the creation of a Staff Senate Webmaster position on the Executive Committee.

- a) This position would offload a few of the tasks that are currently on the Communications Chair and would maintain the Staff Senate website staffsenate.unt.edu as well as the new Staff Success website.
- b) The Webmaster would update content, ensure that the newsletter is posted on the website each week, and post announcements among other things.
- c) The person who assumes this role would attend a Drupal training.
- d) Lisa Cuevas wondered whose responsibility the creation of newsletter content and its distribution would be between the Webmaster and the communications coordinator.
 - 1. Allison explained that the Webmaster would work together with the communications committee. She noted that tasks of newsletter creation and distribution via email would be retained by the Communications & PR Chair while the Webmaster would be responsible for adding it to the website each week.
- e) Suzan asked if the Webmaster would be a regular Senator or part of the Executive Committee.
 - 1. Allison clarified that she proposes that the Webmaster be an Executive Committee position.
- f) Kayla wondered if there would not be confusion over the roles of the Webmaster and Communications Coordinator if the Webmaster became part of the Executive Committee. She pointed out that having this role on par with the Communications Coordinator is something to think about since the Communications Committee would have to meet with both Officers regularly.
- g) Megan Cunningham suggested assigning both the Communications Coordinator and Webmaster to the Communications Committee.
 - 1. Katie advised checking the Bylaws since it has always been one Officer advising each committee.
- h) It was agreed that Allison would meet with the new Communications Committee for further discussions before bringing the proposal up again in old business at the next meeting.

IX. Announcement:

- a) Staff Senate Standing Committees sign up - Send your first and second choices to Chuka Okose.

X. Adjournment: 4:49 PM

- a) Megan Cunningham moved to adjourn, Lisa Cuevas seconded – motion passed.