Staff Operations Committee Meeting
Location: LT Agora
Date: 4/30/2019
Time: 10:00 am to 11:00 am

Attendees:
Austin Hammond, Caley Barnhart, Janet Thompson, Stephen Lancaster, Tiffany Goertz, Nichole Tyler, Rochelle Sykes, Ericka Sisk, Adam Chavez, Janenne Pryce-Henry, Josi Reyna, Sarah Kim, Blanca Hull, Ava Jones, Trevor Sisk

Meeting Minutes

1. Call to order and approval of agenda
   • 10:04 Caley, Ava motion
2. Approval of minutes from March 19th, 2019 meeting
   • Ava & Janet approve
3. Announcements
   • Adam will work on putting minutes on website
   • Information about the committee as well
   • Sharepoint - Identified the ITSS person to contact. He will attend next meeting for questions about document sharing. From there, talk to administrators to get that going.
4. Discussions
   • Update - SO Manual. Austin will be sending final draft out
   • Discussion about removing officers policy
   • Stephen Lancaster
     ○ 2 years, if it specifies the term and officer is selected, we need formal disciplinary proceedings. "OR" we can do at any point. He is still looking up verbiage.
     ○ Austin is looking for gaps in the bylaws.
     ○ There is a very in-depth procedure for removing an officer.
     ○ Refer to Stephen for verbiage and updates. He will research more before next meeting.
a. **Austin Hammond** - Update: Committee Procedural Document (Standard Operating Manual for Committee)

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b. **Adam Chavez** - Reporting system for website edits

- Every dept will have an assigned content editor
- **Janenne in IS**
- **Tia for LT**
- **Trevor in Linguistics**
- Something more technical would fall on Adam.
  - Is there a way to record if someone goes in and changes things? He’s looking into that now.
- Types of changes and who to contact
  - Content changes - individual
  - Adam will contact the individual for changes for verification and so they are aware.
- Austin will work with Adam for the Advising webpage
- **Stephen** - Requested to edit pages.
  - He would be an exception and designate certain pages available for him to make changes
  - Stephen and Dr. Chen will communicate any changes. Adam will be involved in this as well.
  - Adam has assigned permission, but some troubleshooting needs to be worked out.
- **Adam** - Planning to do a monthly Site Editor Meeting
  - Web compliance
  - Discuss new developments
  - News and tips to make the job easier
  - Drupal Q&A

c. **Austin Hammond** - Developing an action plan for department and position focused training guides

- Develop an action plan to have this happen
  - Ericka has created a map - Austin will request this information via e-mail
  - SOP in place.
- Do we want to split up the information gathering
  - Janet - unique rolls, pull up job description and elaborate
  - Caley - Sit down and think about what we do and write down these things.
- Austin - Keep up with new duties and add them
- Josi - Review time now. So we should all be putting this as a goal.
- Easier to start at specific level, your job, and what you do. Branch off from there.
- Josi - Keep in mind seasonal things
- Rochelle - a timeline month by month. Good reminder for herself as well as help others.
- Austin - New duties we may have, this will help to assist us in that role.
- Information Sharing - Sharepoint
- No solid deadline, but lets be mindful of UPO process to start building.

### d. Caley Barnhart- Proposal for the creation of a subcommittee on staff recognition and development

- Austin - Consistent committee would be preferred
- Josi - Development needs to stand on its own. University as a whole does not support staff dev as a whole. We should be supporting moving into a higher position. Our management should be supporting these goals.
- Austin - Do we have the members to dedicate the time for this?
  - Josi - Awareness of each other and mentoring, we can do. Getting others ready to do their job, we can do that.
- Ericka - We can put all of this work in, but we don’t have the permission to make the changes we want to make.
- Josi - Leaving here to go somewhere else, or re-classification should not be how we develop, but that is how it is now.
- Austin - Focusing on more of a skillset building.
- Development of skills is more of what we are discussing
- Caley - UNT centric Free training is what we can feasibly handle.
- Josi - Making depts aware of supporting staff is important.
- How many needed to serve?
  - 3 max
- Ericka - Make a requirement to be on a sub committee?
- Janenne - Do we need to have a committee for this? Is it our responsibility to recognize people?
- Caley - what would be the alternative?
- Janenne - Is it formal, or social?
- Caley - Send out notification about recognition awards
- Stephen - It would be nice to get our leadership to recognize our successes
● Dean’s office has a “blast board” to show awards
● Josi- This committee was developed to communicate with the leadership.
● Ericka - All issues need to be reported to the Dean
● Caley - Has personally communicated with the Dean regarding this.
● Josi - Sharing at Executive meetings
● Stephen - Staff in his dept are in the dark about many things and do not get recognized. Voiced a situation where he was silenced in a meeting, ironically, during a discussion about communication.
  ○ Ericka- recommended he discuss this with superiors.
● Austin - Work on communication from the top down
● Caley - “staff advocacy committee”?
  ○ Ericka - “staff resources”?
● Staff resource subcommittee needed? - Austin
  ○ Vote on in next meeting
● Ericka - This committee can set up meetings with the dean to report

5. New business
● Department Changes to schedule/curriculum and communication with Advising
  ○ Rochelle - anything in curriculog, needs to show advising would sign off
  ○ Austin - that is not allowed
  ○ Stephen - EOP was replaced without a replacement, and did not let him, the coordinator, know.
    ■
  ○ Ericka - Say Student impact is dramatically affected
  ○ Josi - Can an advisor be part of AD HOC?
    ■ It's in the charter, it is allowable
    ■ Infringing on faculty governance shouldn’t be an issue
  ○ Blanca - One of advising is supposed to sit in to give information in faculty meetings
  ○ In college meeting, Ericka recommended an advisor speak up
● Austin - Dean will meet with Advising and Chairs to communicate procedures.

6. Closing
● Next meeting - Matthew Thomas - Sharepoint
● Move to end: Josi and Ava