Staff Operations Committee Meeting
Location: LT Agora
Date: 6/18/2019
Time: 11:00am - 12:00pm

Attendees:
Trevor Sisk, Caley Barnhart, Stephen Lancaster, Nichole Tyler, Adam Chavez, Frederick Hobbs, Jenna Kelley, Janenne Pryce-Henry, Ava Jones, Ericka Sisk

Meeting Minutes

1. Call to order and approval of agenda
   ● Stephen & Trevor second call to order.
2. Approval of minutes from April 30th, 2019 meeting
   ● Caley & Nichole approve.
3. Announcements
   ● Thursday, June 20th - Caley will not be working in the Dean’s office, but in IS.
   a. Reminder about staff/department training guide initiative
      ● Staff are still working on ideas on this
4. Discussions
   ● Sub committee name options:
      ○ Staff Resources
      ○ Staff Development
      ○ Staff Affairs
      ■ Unable to vote during this meeting due to low attendance - Decide on next Meeting
      ■ “Staff Resources & Development” would be a good option-Stephen
      ■ Concern regarding what “Development” means
        ● Development as far as our current roles
        ● Or dev regarding gaining additional skills
      ● Compiled information discussed from last meeting
      ● Structure - via election or appointment? Procedures says Election.
    a. Consideration and action for the creation of the Staff Resources Subcommittee
5. Open Discussion

- Idea of having every meeting having an open discussion
  - Grievances regarding processes/procedure. Not HR issues, but things that the committee could assist with.
- Ava - Committee for college retreats? Will we have say in it?
  - Stephen - Was part of a committee, but nothing came from it.
  - Correction: Minutes taken from the College Retreat Committee meeting show that the committee requested that this year’s retreat is prepared and functions as an actual retreat and not a workshop. The Dean approved. The committee decided on a theme, purpose, and function. The committee agreed to postpone the retreat (originally scheduled for Spring 2019) because of how much needed to be organized. A venue, caterer and external speakers have since been selected. “Fun” activity ideas and an after-hours event is also being planned. The committee has been kept apprised via email.
  - There is a committee currently to organize the upcoming retreat.
    - Ava - suggested that this could be handed over to our committee and not all put on Ericka Sisk to organize.
- Summer camp - Ling - Use Peach Jar for advertising.
  - Trevor and Adam to meet and discuss/demo
- IS - ALI is this week in DCL
- GALLUP Survey - Seem accurate/reflective of our areas?
  - Difficult to read
  - We are in the average compared to other departments.
  - Not organized well
  - Faculty and staff are grouped together, seems they should be separate.
    - Ericka - This has been heard and taken up for assessment
- IS staff moving.
  - Waiting for final quote for requisition.
  - Target End of July
  - Realistically, Sept 1.
  - Carpets were cleaned
  - Carbon filters will be installed
- Ericka - Training videos and meetings are available, check for times if needed.
  - CORRECTION: Staff development training videos and in-class trainings are available via the My Learning Portal and Lynda.com (now partnered with LinkedIn). These training will help staff keep apprised of the latest office tools and functions that support UNT, as well as soft skills.
6. Closing
   • Ava & Janenne motion to close.

Next meeting items

Vote on Sub-committee
ITSS to visit and discuss document sharing