Staff Operations Committee Meeting

Location: LT Agora
Date: 8/27/2019
Time: 10:00am - 11:00pm

Attendees:
Trevor Sisk, Janet Thompson, Tiffany Goerts, Ava Jones, Jakob Bressler, Austin Hammond, Calye Barnhart, Ericka Sisk, Stephen Lancaster, Janenne Pryce-Henry, Melissa Robinson, Rochelle Sykes, Adam Chavez
Faculty: Shobhana Chelliah
Guest: Joel Phillips (from ITSS)

Meeting Minutes

1. Call to order and approval of agenda

   10:04 - Call to order
   Approval passed

2. Approval of minutes from 6/18/2019 meeting

   Adjustments:
   Retreat committee - change to say a lot has been done.
   Expansion on training videos - vague (lynda, ePRO, Linkedin) Expansion on this.

   Motion to pass with changes - passed

3. Announcements

   Ava:
   70in display - staff spotlight
   Be aware, InfoBytes is looking for staff members to be recognized.
   Submit name, dept, title. Ava or adam will do a follow up
Staff Spotlights provide an opportunity to get to know each other and students can get to know staff better. Submit whom you think do a good job with their roll, someone who isn’t well known. As staff, we can be consistent in submitting these because we know each other.

Communication staff will follow up with recommendations.

Adam: should we use sharepoint?
    Should be catered towards students, not so much staff.
    Webform link could be spread internally.

Austin: send out sharepoint info to staff

4. SharePoint Information – Joel Phillips from ITSS

1 most common differentiators from drupal is you have to log into sharepoint. No public facing sharepoint
   -User friendly
   -SCWS Side would be a public facing portal
They are working on ITSS recognition site to recognize people with awards.
   -This is one of the 2 biggest usages of sharepoint.
Sharepoint is underlying storage in the web with teams, groups, etc.

Offerings
   Office 365 groups
   Teams
   Also, contact ITSS if you have an idea for something
   Form submission site/document storage management
   Will assist with setting up a site.

joel.phillips@unt.edu

Questions:

Webforms
   -You can create an entity and have it be yours.
   -Sharepoint lists already has a form. Only includes a mini database already pre-loaded.
   -Microsoft flow and Power apps
     -Power apps - build apps. You can edit a form now in a browser.
- These are 2 complicated options, there is also a simple option.

Housing files/documents that select ppl can see?
- You can lock down each file/files in a site collection as you see fit.
- A lot of integration with documents

MS Teams - File management distinction?
- Teams is a group with membership list, doc library.
- You can attach more
- Teams includes microsoft add-ons
- If you want a team, contact ITSS to create one.

- Document sharing - external sharing of people outside of UNT is possible. They can register with any e-mail they want.

Visual training? Joel would be willing.

5. Business

a. Consideration and action for the creation of Staff Affairs Subcommittee

Nicole had a proposal but was unable to attend today. Austin discussed in her stead.
- Hold election until next meeting in September

Open discussion:
Supporting the training and moral of COI
- What about staff affairs? -Ericka
- Leaving name broad is a good idea

Motion to leave as is. Tiffany & Caley - PASS

6. Open Discussion

Open discussion is for anyone with great ideas, concerns, clarifications, or anything relating to operations aspects of our jobs.

Ericka - Dean signatures can be e-mailed ci-dean@unt.edu
- Use red folder for anything that can't be digital.

Caley - New extension 6861 in her new location.
Austin - K rooms are in the Biomedical wing

Create/ think of a way to create something that helps students find where they need to go in the building. Like a large map in the walkways.
   Melissa, include student resources information that are not well known.
   Adam - put maps up on our webpages
   Austin - include bus schedule

Adam - display on 1st floor with touchscreen capabilities is a goal.

Discussion regarding being “counted” by having a representative from Discovery park in the Staff Senate.

President’s Listening Tour issues:
   Mold
   Silos/networking opportunities

Shobhana - role of faculty representative?
   Let her know what her roll
   Ericka - Having faculty input is important.
   If something is said its nice to have an opinion on it.

   Austin - Getting another/different faculty members
   Caley - Faculty can give us perspective on how they see things
   Austin - We can invite and give our perspective to open lines.
   Ericka - reach out to LT faculty (not many reps from LT in current meeting)

7. Closing

Melissa and Janenne move to close

11:03