



## STAFF SENATE MINUTES

**Meeting Date: July 7, 2022, at 11:05 a.m.**

**Presiding Officer: Chair Gary Wells**

The Staff Senate held the July Session in Glass Hall, room 486. Chair Wells called the session to order at 11:05 a.m.

Absences: Kathleen Hains JF1, Lesa Anderson JF1, Peggy Jones JF1, Peggy Kahre JF1, Sherri Cloyd JF1, Holly Calkins JF2, Autumn Page JF2, Jason Smith JF2, Carisma Wantland JF2, Danny Winkler JF3, Lacey Geiger JF3, Shawn McComb JF3, Phil Bridges JF4, Nicole Dalton JF4, Yo Satake JF4.

### GREETINGS

- Chair Wells welcomed everyone and encouraged everyone to grab the snacks provided.

### GUEST SPEAKER

- David Hall – Director of University Safety
  - Director Hall discussed the many changes coming to the bear line shuttles later this year, including combined routes, eliminating stops, adding soft stops, and adding a “request and go” to the bear line app.
  - Changes are not in effect and an official announcement will be made at a later date. It is believed to go into effect at the beginning of the fall semester, 2022.

### APPROVAL OF THE MINUTES

- Prior to minutes approval, several changes were made to June’s Staff Senate Minutes. Changes include location room number 486, change of wording plague to plaque, added Kelly Schlinder to absent, and changed November to December for the retention payout.
- With corrections made, the minutes were approved by unanimous consent.

### NEW SENATOR WELCOME

- New Senators took the Staff Senate oath.
- New Officers took the Staff Senate Officer oath.
- The handbook will be updated within the next month. It will include the updated by laws and updated committee structures.

# EXECUTIVE REPORTS

- Chair Report
  - Chair Wells updated the philosophy of Community Involvement over the next year with focus on community service and involving community service programs as guest speakers in the upcoming Staff Senate Meetings.
  - The budget for 2022-2023 was reviewed and noted that there was no money in the funding for basketball tickets or concessions, soccer tickets are free, and there was a double event for pineapple whip. Chair-Elect Hader noted that this is the initial budget and that changes will need to be made in the future that can be voted on from the contingency.
  - The initial budget was moved to a vote for approval by Chair-Elect Hader and seconded by Senator Haring. The initial budget is approved by unanimous consent.
  - Chair Wells introduced the new executive board.
    - Chair – Gary Wells
    - Chair-Elect – Will Hader
    - Past Chair – Kathleen Hains
    - Coordinator of Staff Committees – Kelly Schlinder
    - Coordinator of Staff Communications – Gabby Lampe
    - Secretary – Kathleen Hahn
    - Parliamentarian – Phil Bridges
- Chair-Elect
  - Initial budget for 2022-2023 was just passed, will work on updating it after initial committee meetings.
  - The budget was increased this year to \$15,812.
- Past Chair
  - No updates
- Coordinator of Staff Committees
  - Presented changes on new committees: Remove Communication Committee and add diversity/retention committee, change Council for Administrative Professional Forum to Professional Development Committee. This change includes the addition of professional development for all staff not just administrative professionals, and add staff discounts to the Public Affairs Committee
  - Discussion on the new committees included removing discounts from Public Affairs, separating diversity and retention into two separate committees, adding recruitment to retention, adding diversity as a subcategory for all committees, making a new committee to discuss retention and recruitment.
  - Chair-Elect Hader moved to break the vote into four separate voting motions.
    - Motion 1: Dissolve Communications Committee
    - Motion 2: Add Diversity as a task for each of the Staff Senate Committees.
    - Motion 3: Change the name of the Council for Administrative Professionals to the Professional Development Committee.
    - Motion 4: Add Retention and Recruitment Committee and have members meet to decide what they would like to include in the Committee description.

- After further discussion, Motions 1 – 3 were moved to a vote and approved by unanimous consent.
- Motion 4 was withdrawn and changed into an ad hoc work group to discuss recruitment and retention, to be voted into a committee at a later time.
  - After further discussion the work group was approved by unanimous consent.
- Each Senator is required to serve on one committee continually throughout their term.
- Secretary
  - Senators are required to attend monthly staff senate meetings. They will need to sign in at the beginning of each meeting to not be marked as absent.
  - Senators are allowed 3 absences each year. After 3 absences, the executive board will meet to discuss how to move forward.
  - If a Senator needs to miss, please email the Staff Senate Communications email so we can make note of the excused absence.
- Executive Meeting with President Smart
  - Funeral leave is now called bereavement leave. Employees still receive five days for leave, and it does not need to be consecutive days to use it.
  - No increase in pay for health, dental, or vision insurance for the 2023 year.

## EXECUTIVE REPRESENTATION REPORTS

- External Committees with open seats include Shared leave, Staff Excellence in Service Awards, Student Government, Sustainability, Transportation Advisory Committee, and Wyrick Commission. If interested, please email the Staff Senate Communications email.
- No external committees met during the month of June.

## COMMITTEE REPORTS

- The Council for Administrative Professional Forum have not met.
- Public Affairs: Next meeting July 15, 2022, at 10:30 a.m. Upcoming events include Marlee Matlin, I'll Scream Later, Book Club. 19 copies of the book are available, link for book and registration will be emailed out. Adopt a Street is 7/8/2022, meet at 11:30 a.m. at Burger King on National.
- Staff Activities: Huge thank you to all senators who helped on Staff Appreciation Week. All Staff t-shirts sold went fund the Staff Senate Scholarship. Shirts are still available. Pineapple Whip will be available for staff on 7/14/2022, no sugar free options are available. Upcoming activities include a run to benefit the Bear Pantry, bowling, and kickball leagues. Next committee meeting will be held 7/19/2022 at 1:30 p.m. in Carrington 203.
- Staff Communications Committee did not meet.

## OLD BUSINESS

- Last year's leftover budget was used to purchase Robert's Rules, and the Marlee Matlin book.

## OPEN FORUM

- With gas prices on the rise will it be possible to work from home? Executive Board have approached this with President Smart previously and he was not in favor from working from home. That option is available with specifics listed in the new employee handbook on how to proceed.
- Senators asked to include working from home as a project for the new ad hoc committee.
- Committee heads will meet with new members to discuss joining committees after the adjournment.

## ADJOURNMENT

- July Staff Senate meeting was adjourned at 12:41 p.m.