

Staff Senate Meeting Minutes

Date: June 8, 2021 / **Location:** Russell Building, Room 318

Attendance: Bryanna Allsbury, Teresa Anderson, Penny Bridwell, Crystal Cheek, Megan Cochran, Stacey Estep, Dave Harbin, Stacey Hunkapillar, Tony Lehrling, Jeni Maple, Jennifer Moore, Alisha Ridenour, Shawn Ridenour, Tiffany Tate, and Ami Towne.

Call to Order

President Bryanna Allsbury called the meeting to order at 2:03 p.m.

Approval of Minutes from May 4, 2021

Jennifer Moore made a motion to approve the minutes of the May 4, 2021 Executive Committee meeting. The motion was seconded by Penny Bridwell and passed unanimously.

Officer Reports

- President (Bry Allsbury):
 - Welcomed new officers and senators; while terms will start in July, newly elected senators and officers were invited to attend to meet with predecessors and get a feel for the meetings and how they operate
 - Needs biographical information from Alisha, Samantha, Penny, Crystal, Tiffany, and Stefan
 - Vice President: Vacant until new election
 - Secretary: Vacant until new election
 - Treasurer (Jennifer Moore):
 - Vice President Westman agreed to fund the additional award (Outstanding Outreach Employee) so we did not have to take the funds from the foundation account; funds for the additional award are included in this year's budget request
 - Historian (Alisha Ridenour): No updates at this time
 - Reporter (Sam Rogers): Absent/No report
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Old Business

President Allsbury briefly reviewed several items under old business and referred to May 4 meeting minutes for more details:

- Updates from emergency Executive Committee meeting (4/28/21)
 - Staff Senate Teams group
 - BLUE Staff Onboarding in Blackboard
 - Staff Senate Awards
 - New officer elections
 - Review of second draft of Constitution
 - Poll of membership
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New Business

- Introductions/Transitions
 - President Allsbury invited all present members to introduce themselves and provided a summary of some of the major initiatives the Staff Senate has been working on, including the proposal for 3% raises and the revision of the Constitution and Bylaws, adding that the purpose of the changes is to focus more on shared governance and addressing concerns of staff, as well as staff recognition and community.
 - Newly elected members were given time to meet with predecessors to discuss role and address any questions
- Officer bios/pictures (April 28, 2021)
 - Most newly elected officers and senators have submitted bios and pictures for the announcement and webpage; those who have not were asked to submit asap, with the goal to send an email announcement campus-wide next week
- Templates
 - One goal for upcoming year will be to create standardized templates for meeting minutes, agendas, financial reports, etc. to allow for consistency from year to year
 - Will begin with agenda and minutes, and secretary will spearhead; however, President Allsbury also solicited input from other members, particularly any who have served in secretary role before
- Committee survey
 - Currently working on a survey to poll staff at large to solicit volunteers to serve on Staff Senate committees and also for ideas regarding resources/services/opportunities Staff Senate could provide and/or issues the Senate should address
 - President Allsbury will send draft of the survey for review and hopes to send to staff next week
- Quarterly newsletter
 - President Allsbury described plans to begin a quarterly newsletter for staff; will be looking for updates from members and subcommittees going forward
- Committee on Committees selection
 - President Allsbury noted that the Committee on Committees will need to be formed quickly and begin meeting by July 15; this committee will then work to form the other committees
 - Committees will be responsible for establishing their own policies, procedures, and meeting schedule
 - Senators and officers will also identify committee preferences on upcoming survey to staff at large
- Constitution and Bylaws final draft
 - Subcommittee met again to address additional questions/comments from Mike Davis
 - President Allsbury summarized the most recent changes and invited discussion:
 - **Article 4, Section 5:** Clarified the wording and took out the power of the Executive Committee to decide not to fill a vacancy; did, however, provide for a vacancy to remain until the next election if the position cannot be filled
 - **Article 4, Section 6:** Specified 2/3 (two-thirds) vote via secret ballot required for removal of office
 - **Article 7:** Added Article on “Voting” to define quorum and voting method, as well as deadline for items to be voted on

- Some discussion of the statement that requires the chair to abstain from voting or debating for/against a motion unless it would create or break a tie
 - Moore explained that language was in the suggestions provided Mike Davis
 - Allsbury will send draft to full staff and final revisions will be put to a vote at August meeting
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Adjournment

- A motion to adjourn was made by Bridwell and seconded by Moore. The motion passed unanimously, and the meeting adjourned at 2:46 p.m.