

Staff Senate Executive Committee Meeting Minutes

Date: July 13, 2021 / **Location:** Russell Building, Room 318

Attendance: Jennifer Maple, Alisha Ridenour, Samantha Roger, Kelly Hawthorne and Ami Towne.
Absent: Bryanna Allsbury and Jennifer Moore

Call to Order

Chair-Elect Jennifer Maple called the meeting to order at 2:05 p.m.

Approval of Minutes from July 8, 2021

Alisha Ridenour made a motion to approve the minutes of the July 8, 2021 Executive Committee meeting. The motion was seconded by Kelly Hawthorne and passed unanimously via email voting.

Officer Reports

- Chair: (Bry Allsbury): Absent presented by Chair-Elect Jennifer Maple
 - Working on getting emails, Teams, etc. updated with new officers and senators. If you get strange emails it's probably from Chair adding and removing people.
 - Next Executive Meeting is August 10, 2021. This will be our Robert's Rules of Order Training with all officers and senators. Please make every effort to be there. Mike Davis will be doing the Training.
- Chair-Elect: (Jeni Maple): No Report at this time.

Discussion:

Jeni stated that maybe we could use the Quarterly Newsletter Idea to get ahead of the complaints of the staff 2% raise and let the what was supposed to go here?

Jeni also stated that her and Bry had talked about us (Staff Senate) going to departments' staff meeting and asking them what is the best way for us to get the staff information to you?

- Past Chair: (Alisha Ridenour):

Discussion:

- Suggested we (Executive Committee) draft a letter to the President to show our appreciation for giving the 2% staff wage increase and thanking him for making it a priority.
- Alisha Ridenour asked why are there two people on committees that are not on Staff Senate-Jeni stated that they are volunteers. One volunteer asked to be one and one was asked to fill out survey and was added to a committee. Executive Committee was a little disappointed in the number of people that filled out survey. Alisha suggested we send out another campus- wide email stating that we only had 2 people fill out survey and we feel some didn't get it or just didn't open it. Everything should be in body of email instead of attachment. A lot of people use their phone to open email and it's really hard to open attachments on phone. We also need to clarify the reason there are two volunteers on the committees that are not on Staff Senate. These volunteers weren't hand-picked.

- Alisha also brought up that we should be aware that we may be approached with the questions/complaints of why we only got a 2% and not a 3% raise.
 - Secretary/Mentor Program: so many new secretaries on campus have no idea how to do things because they have not been told how to do it or have not been shown. (ex: Creating PO, ordering supplies, putting in work orders, etc.)
 - Parliamentarian: (Jennifer Moore): Absent/No report
 - Secretary (Kelly Hawthorne): Requested binders or any helpful material to use as guide
 - suggested before we put Bios on webpage to let them update their Bio if need be
 - Treasurer (Ami Towne): Still no access to accounts or Foundation accounts
 - Archivist (Sam Rogers): What do we want on website, Final Copy of Constitution or Bylaws?
 - Sam Rogers suggested if someone wants a New Photo, Dan Hoke will be set up at Annual Faculty Staff Luncheon to take anyone's pictures if you would like.
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Committee Reports

- A. Ad Hoc: Committee on Committee
 - a. Chair (Stacey Estep) Absent-No Report
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Old Business

Chair-Elect Jeni Maple briefly reviewed several items under old business and referred to June 8, 2021 meeting minutes for more details:

- Officer Bios/pictures for announcement and webpage
 - Templates for agenda, minutes, etc.
 - Committee Survey
 - Quarterly Newsletter
 - Committee on Committee Selection
 - Final Draft of Constitution
 - Officer Transition Time
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New Business

- Annual Faculty/Staff Meeting Table
 - Jeni entertained a motion to approve of having a StaffSenate table at the Faculty/Staff Luncheon. The motion was made by Alisha and was seconded by Sam and all were in favor.
 - Table will be set up from 10:00 -11:00 then luncheon starting at 11:00am.
 - Alisha suggested this would be a good time to ask for donations-payroll deductions
 - It was also suggested we may have a drawing for door prize for everyone who makes a payroll deduction. Maybe get prizes from Sam's Prize closet
 - Suggestion made that we may have information of what Staff Senate is and what we do and maybe the meeting schedule. We suggested maybe a post card size with information about Staff Senate on front and meeting schedule on back.

- Alisha stated that Dr. Kay Daigle is ready for Faculty Senate and Staff Senate to work together on things for the upcoming FY2122. We all agreed it would be a great idea.
 - Jeni was going to get with Penny about having a Cares Team table at Luncheon. It was agreed upon that we would like to have a Faculty Rep there with Penny so that Faculty Senate doesn't get the impression that Staff Senate is trying to take over the Care Team again. This is for the whole campus community not just staff.
 - Volunteers for manning the table but we all agreed that, we as officers can probably man it for 1 hr.
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Adjournment

- A motion to adjourn was made by Ami and seconded by Sam. The motion passed unanimously, and the meeting adjourned at 3:17 p.m.