

## Staff Senate Meeting Minutes

**Date:** August 26, 2021 / **Location:** Russell Building, Room 100

**Attendance:** Bryanna Allsbury, Teresa Anderson, Penny Bridwell, Crystal Cheek, Megan Cochran, Darla Ellett, Kelly Hawthorne, Stacey Hunkapillar, Stefan Kells, Tony Lehrling, Jennifer Maple, Jennifer Moore Alisha Ridenour, Shawn Ridenour, Samantha Rogers, Tiffany Tate, Ami Towne, and numerous other staff members.

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### Call to Order

Chair Bryanna Allsbury called the meeting to order at 2:01 p.m.

### Approval of Minutes from April 28, 2021

Senator Alisha Ridenour moved to approve the minutes of the April 28, 2021 Staff Senate meeting. The motion was seconded by Senator Jennifer Moore and passed unanimously.

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### Officer Reports

- Chair: (Senator Allsbury):
    - Reminder that if you are non-elected person of the Staff Senate you cannot vote on anything; however, you can discuss the items and are highly encourage to do so.
    - Robert's Rules of Order Training: Mike Davis came to give a presentation to the Officers and Senators how to efficiently run meetings. We sent him a thank you card, and he was very thankful for the card.
    - All people should be added to the shared drive by now, if not please let Senator Allsbury know so she can get you added. Website has also been updated and Senator Rogers will update us on that in a little bit.
  - Treasurer: (Senator Towne): Budget as of today is \$1,000 in University account and SE Foundation account is \$581.20 for a total of \$1581.20. Email correspondence from VP Westman confirms there will be a \$5,000.00 budget total.
  - Archivist: (Senator Rogers): Senator Rogers states last Thursday August 19, 2021 that Senator Allsbury, Lyndsey Owens, and Senator Rogers met to go over the website and what should be on it. It now has a great example of what Staff Senate is and has additional tabs that you may go and look at. It has the Staff Senate Officers and Senators so that everyone can see who we are and put a face with the person. Great job, ladies. If you have suggestions, please let Senator Rogers know.
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### Committee Reports

- Committee on Committees
  - First meeting was August 2, 2021
    - Discussion: Senator Ridenour and Christala Smith are going to Co-Chair that committee. Senator Cochran will serve as the Secretary. Working on developing some templates to be used on other committees and working on a shared document for an outline to be used on that committee and future committees.

Senator Kells said that he hasn't really had time to look at it. They will meet again to finalize things.

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### Old Business

- Senator Allsbury briefly reviewed items under old business and referred to the April 28, 2021 meeting minutes for more details:
    - 2021-2022 Meeting Schedule
    - 2020-2021 Awards
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### New Business

- Voting Items
  - Final Draft of Staff Senate Constitution:
  - Senator Allsbury entertained a motion to approve the Updated Staff Senate Constitution. Senator Moore moved to approve the new constitution and it was seconded by Senator Kells. Roll Call Vote: Yea-Senators Maple, A. Ridenour, Rogers, Towne, Moore, Hawthorne, Anderson, Bridwell, Cheek, Cochran, Tate, Ellett, Hunkapiller, Kells, Lehrling, and S. Ridenour. Motion passed unanimously.
- Discussion Items
  - Telework Policy-VP Westman joined us via Zoom to discuss the Telework Policy. VP Westman stated that the University has been operating under an Emergency Telework Policy since the Pandemic started and recognized that the University could benefit from a Telework Policy. The shared governance policy allows us to open this for discussion between Faculty and Staff Senates. The copy we have now is just the first draft and at some point, this will become a policy. A lot of this is based on what other RUSO universities have in place.
    - Senator Maple: What kind of reasons would be appropriate reasons? VP Westman stated that was a good question. He used himself as an example- having ankle surgery. It would be difficult for him to come to the office. It would be much easier for him to sit in the recliner and answer emails and work on the computer. Ultimate idea is that we may have staff who can telework based on their position with the University. Some positions limit themselves to working a couple days a week. Marjorie, Director of HR, joined. She stated that there is very limited number of people that are able to telework based off of each individual case. VP Westman stated that with the policy being in place we may be able to offer jobs in the future that are strictly telework positions. Marjorie also stated that this will also help to protect the University with workers' compensation issues and things like that. Christala Smith also stated that some of her workers are teleworking but have no related health issues, but this line of work requires for them to be online for certain periods of time.
    - Senator S. Ridenour commented that his concern is that multiple locations of this Telework Policy stipulate that the University employee must agree to alternate workplace visitations. Inspections by the supervisor are almost required to ensure no liability arise solely from University negligence. In his personal opinion it is almost impossible for these not to be done. Senator S.

Ridenour also stated that under Work Standards/Performance (section 5 on page 10) that these inspections can be unannounced. He has two concerns in this area: 1. Is that the language in the sections needs to be narrowed and 2. That as a male supervisor, I would not feel uncomfortable visiting a female colleague's alternate workplace as the female may not feel comfortable with a male visiting her alternate workplace. It might be an odd thing for the female or a male to ask their supervisor to have someone accompany them with the alternate workplace visits. He suggested that we might have two people make visits. Marjorie stated that it would require HR notification of alternate workplace visit along with maybe campus police to accompany them. Marjorie also stated it is not their intent to go to every workspace unless something arises that they feel the need to do so. Christala asked how this will work with people that don't live in this area. If this was the case, then they would probably require pictures. James Altman asked if he was to get up and go get a glass of water when he was teleworking and he trips and falls would that be considered a workman's comp claim. Marjorie stated that if this happened on campus it would be, but it would be up to the insurance people if this would be considered payable. Christala Smith asked if they can't mark off everything on the check list does that mean that this employee can't work remotely. Marjorie stated that the checklist isn't required to turn in with the agreement that comes to HR. VP Westman stated that this is somewhat your responsibility.

- Senator A. Ridenour commented that the as needed basis needs to be defined better. VP Westman stated this isn't for exempt employees. Marjorie stated that this is not 100% telework. It could be someone who only works 2 or 3 days a week on telework.
  - Senator Allsbury: Evaluation of the likelihood of the employee succeeding in a telework arrangement and evaluation of the supervisor's ability to manage remote workers. Why would this hinder me from teleworking if my supervisor can't manage me? Marjorie stated this should or would be a separate issue. VP Westman encouraged us to rewrite the section or rewrite this policy to where it makes more sense to us.
  - New Staff Orientation/welcoming group: Senator Allsbury stated that will probably be the responsibility for the University Affairs Committee but has been brought up by many people around campus. Senator Moore stated that we used to do it but only 2 or 3 people would attend, and we would only do it once a year. We went through a hiring freeze. Senator A. Ridenour stated that we should have a Mentor Program for all Secretaries on campus. VP Westman suggested an electronic version.
  - Staff Survey: Senator Allsbury stated that she has a copy of the staff survey but wants us to think about doing this. Senator A. Ridenour stated that faculty completed their survey, and staff wanted to administer their survey but COVID hit and nothing came of it. Goal is to have the staff views of the University as we had no dog in the fight for shared governance at the time. Senator Allsbury stated she would send it out to everyone to look over and see what they think.
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**Announcements:**

- Thank you Letter to the President: Senator Rogers stated that President Newsom was very appreciative of the Thank you note!
- Update from Faculty/Staff Meeting: We received \$168.00 in donations.
- Next Meeting September 30, 2021 in R100

Sandy Kirven suggested we start the plaques recognition again. Senator Moore stated once the Nominating and Recognition Committee gets going, this should be our first priority.

Senator S. Ridenour volunteered to lead the Telework policy updates and have it done before September 14, 2021. [Sridenour@se.edu](mailto:Sridenour@se.edu)

**Adjournment**

- A motion to adjourn was made by Senator Maple and seconded by Senator Kells. The motion passed unanimously, and the meeting adjourned at 3:04 p.m.