

## Staff Senate Meeting Minutes

**Date:** September 30, 2021 / **Location:** Russell Building, Room 100

**Attendance:** Teresa Anderson, Bryanna Allsbury, Teriki Barnes, Penny Bridwell, Megan Cochran, Darla Ellett, Stacey Hunkapillar, Jerry Knight, Tony Lehrling, and Jennifer Maple.

Absent: Kelly Hawthorne, Jennifer Moore, Alisha Ridenour, Shawn Ridenour, Samantha Rogers and Tiffany Tate

Guests: James Altman, Joye Angel, Katy Davis, Corey Hammel, Trinity McReynolds, Susan Trombley, Karen Vasquez, Natalie Weaver, Angel Winter, and Dennis Westman

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### Call to Order

Chair Allsbury called the meeting to order at 2:02 p.m.

### Approval of Minutes from August 26, 2021

Senator Hunkapillar made a motion to approve the minutes of the August 26, 2021 Staff Senate meeting. The motion was seconded by Senator Lehrling and passed unanimously.

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### Officer Reports

- Chair (Bry Allsbury): Welcome to our two new senators, Jerry Knight and Teriki Barnes. Chair Allsbury also reported that she has submitted paperwork to change the name on the Foundation account to Staff Senate, which should be the last of the name changes needed.
  - Chair-Elect (Jeni Maple): No report at this time.
  - Past Chair (Alisha Ridenour): Absent
  - Archivist (Samantha Rogers): Absent
  - Treasurer (Ami Towne): Nothing new to report at this time.
  - Parliamentarian (Jennifer Moore): Absent
  - Secretary (Kelly Hawthorne): Absent
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### Committee Reports

- Executive Committee (Chair: Senator Allsbury)
  - At its September 14, 2021 meeting, the Executive Committee reviewed the draft of bylaws for the Committee on Committees, which is now moving forward with implementation of the Nominating and Recognition Committee. The CoC co-chairs, Senator Alisha Ridenour or Christala Smith, will be reaching out to members of the Nominating and Recognition Committee with further details.
  - As mentioned in the Chair's report, the two vacant senator positions have been filled.
  - The Executive Committee also finalized the response and recommendations regarding the telework policy, which have been sent to Vice President Dennis Westman.
  - The committee also verified the cut-off date for submission of vaccination verification in order to receive the incentive stipend, which is today (September 30) by 11:59 pm.

- Vice President Westman clarified that the verification must show full vaccination, which may be one or two shots depending on the vaccine, in order to qualify. VP Westman also added that 310 individuals have already submitted, more than half of our full-time and part-time employees.
  - Committee on Committee (Co-Chairs: Senator A Ridenour and Christala Smith): Absent
    - Senator Allsbury reported on behalf of the Committee on Committees that they are working on the implementation of the Nominating and Recognition Committee, which should begin meeting next month.
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### Old Business

- Senator Allsbury referenced the following items of Old Business from the agenda:
    - New Staff Constitution approved
    - Telework Policy
    - New Staff Orientation/welcoming group
    - Staff survey
  - Senator Allsbury also encouraged referring to the August 26, 2021 meeting minutes for additional information and reminded that meeting minutes are now available on the Staff Senate webpage (<https://www.se.edu/staff-senate/>) along with agendas, the Constitution & Bylaws, and copies of all proposals from the Staff Senate (like the Telework Policy recommendations and Staff Salary Compensation resolution).
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### New Business

- Voting Items
  - No voting items on the agenda
- Discussion Items:
  - Telework Policy

Senator Allsbury reported that the finalized response and recommendations were submitted to Vice President Westman and invited VP Westman to share any updates or feedback. VP Westman explained that they are waiting on the recommendations from Faculty Senate, and then he, Vice President Golden, Human Resources, and others will meet to review before presenting to President Newsom to make the final decision.

    - Senator Allsbury asked if there is a committee in administration overseeing this process. VP Westman explained that it was originally an emergency working group formed due to COVID but has since become more formalized and developed the draft for a more permanent plan, which was modeled largely after the University of Central Oklahoma.
    - Senator Allsbury reported that Dr. Meg Cotter-Lynch, chair of the Faculty Senate committee developing recommendations for the telework policy, requested a copy of the Staff Senate response and recommendations. After the Faculty Senate committee met again, Dr. Cotter-Lynch indicated that Faculty Senate were complimentary of and in agreement with the Staff Senate response and recommendations. Senator Allsbury expressed praise and gratitude for everyone who assisted with the response and recommendations.

- VP Westman shared the following updates and announcements:
    - Einstein Bros Bagels should be open by the end of next month. It will be open to the general public, and this will be the first Einstein's with a drive-thru on a college campus. It will likely be open during breaks and not operate on the University schedule like food services does. He added that the on-campus location will feature about 80% of items available at corporate locations.
    - VP Westman also provided an update on upcoming deferred maintenance projects. The University borrowed from master lease (as the University usually borrows money) to be able to tackle several large projects including work on parking lot and curbs. VP Westman said two dirt parking lots will be paved on university with the larger plan to make University from 1<sup>st</sup> to 7<sup>th</sup> a sort of "Southeastern Main Street."
    - VP Westman also mentioned the Campus Master Plan Survey, which closes today, and encouraged everyone to complete it. The hired firm will analyze the results, and then the administration will create ad hoc groups. He also reminded anyone interested in volunteering for one of these groups to include their names in the survey, which is otherwise anonymous.
    - In response to a question from Senator Anderson, VP Westman confirmed classroom renovations are also part of these plans, though he added that it will be a lengthy process. The first step will be to upgrade lighting to LED lights, which needs to be completed prior to painting and furniture. He said this will be a gradual process, probably floor by floor, building by building, and will hopefully start in the next couple of months.
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### **Announcements**

- Senator Allsbury reminded everyone in attendance that only elected senators and officers are allowed to vote, but anyone can bring forward items for discussion. She referred to the meeting schedule for deadlines to submit items for the agenda, which are usually the Friday prior to the meeting.
  - Next Staff Senate meeting date: October 28, 2021; photos for website will be taken at this meeting
  - Master Plan Survey and vaccination incentive documentation are both due today (9/30)
  - Senator Lehrling asked for an update on the Staff Survey, and Senator Allsbury explained that they University Affairs Committee will resume work on the survey once that committee is formed later this semester.
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### **Adjournment**

- A motion to adjourn was made by Senator Cheek and seconded by Senator Anderson. The motion passed unanimously, and the meeting adjourned at 2:28 p.m.