**Staff Senate Executive Committee Meeting Minutes**

**Date:** September 14, 2021 / **Location:** Russell Building, Room 318

**Attendance:** Jennifer Moore, Alisha Ridenour, Samantha Rogers, Kelly Hawthorne, Ami Towne and Bryanna Allsbury.

Absent: Jennifer Maple

**Call to Order**

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

**Approval of Minutes from July 13, 2021**

Senator Moore made a motion to approve the minutes of the July 13, 2021 Executive Committee meeting. The motion was seconded by Senator Towne and passed unanimously. No minutes for the August 10, 2021 meeting due to the Robert’s Rules of Order training.

**Officer Reports**

* Chair: (Bry Allsbury): Stated that the Constitution is finally approved! Yay!
	+ Sent
* Chair-Elect: (Jeni Maple): Absent.
* Past Chair: (Alisha Ridenour): No report at this time
* Archivist: (Samantha Rogers): Questions about what documents to add. Chair Allsbury stated that we should just upload the final documents. (e.g. Minutes, Agenda, Telework Policy)
* Treasurer: (Ami Towne): University account has $3,470.00. Foundation account has $581.20. Processed an invoice for postage/printing for $30.00. Received ½ budget adjustment of $2,500.00 for the University account. Total accounts balance is $4,081.20.
* Parliamentarian: (Jennifer Moore): No report at this time
* Secretary: (Kelly Hawthorne): Posting minutes-Sam will post minutes once they have been approved by Executive Team or Staff Senate Reg. Meeting.

**Committee Reports**

* Committee on Committee
	+ Co-Chairs: Senator A Ridenour and Christala Smith
		- Senator Ridenour- supplied Executive Committee with an outline for the other standing committees to use. They came up with a mission statement. Senator A. Ridenour stated the terms of appointment were the most discussed topic. They would like input on how many terms an elected representative or a volunteer should serve on this committee. Senator A. Ridenour explained the Committee on Committees Mission and Bylaws to the Executive Committee. Senator A. Ridenour stated the committee didn’t really know how many times the committees need to meet. Senator A. Ridenour mentioned that Christala Smith stated that she would like to have the volunteers at least serve two years on this committee.
		- Senator Allsbury stated that Senator A. Ridenour and herself had spoken about if the Committee on Committees was ready for the other committees to start forming and Senator A. Ridenour agreed that these committees can start taking place. Committee on Committees will be responsible for letting the other committees know its time to get the committee up and going. The first committee will be the Nominating and Recognition Committee. We were all in agreement to leave the term length as it is right now, and can be changed if need be. Senator Towne asked if the committee needs to meet biweekly, monthly, etc. We need to get these set so we can update Committee on Committees bylaws. Senator Allsbury stated to leave it as is. Some semesters, such as in Summer/Fall, maybe busier than Spring.

**Old Business**

* Annual Faculty/Staff Meeting Table
* Quarterly Newsletter
* Mentor Program
* Thank you letter to the President

**New Business**

* Voting Items
	+ Filling two vacant Senator positions:
		- Waiting until the Nominating and Recognition Committee is formed and meeting: Senator Allsbury asked if we would like to wait until this committee gets together to fill these two positions or if we should just go ahead. Senator Towne suggested we just go ahead with the appointments sooner rather than later. Senator A. Ridenour stated that is just going off the number of total votes. Senator Allsbury stated when she got back to the office she would look at it and send it out to everyone. Senator A. Ridenour stated that an email should go to all Executive Committee members of the data we already have for the number of who will fill the next two vacant positions so that there isn’t any discrepancy in who got what position. Senator Allsbury stated that she would reach out to the two next in line to make sure they were still willing to serve.
	+ Telework Policy revisions and response:
		- Senator Allsbury stated that in order for us to stay within our guidelines we have to have the Senate’s response back to VP Westman no later than Friday, September 17, 2021. This was also opened up for discussion at the last Staff Senate meeting. The final version was sent via email to the Executive Committee for review. Senator Allsbury stated Senator S. Ridenour did a fantastic job on these. We will use these documents as our recommendations for the Staff Senate. Senator A. Ridenour asked if we are going to approve these after the fact. Senator Allsbury said yes, we are approving these after the fact. We all agree it should just be the Executive Committee only to vote. Everyone was given the same opportunity to look at these in ample time to put their comments in. Senator Moore asked if we were going to specify about home visitation. It was added to the edited document. Senator Moore also asked if we wanted to add a recommendation about hours of operation. Do we need to specify Central Standard Time as 8-5 working hours? After a long discussion we decided that a recommendation should be added to the document that Central Standard time should used for the Telework Policy!
		- Senator A. Ridenour asked if faculty and staff have to follow Campus Policies for (smoking, drinking, dress code, etc.) in Zoom meetings. Executive had a detailed discussion, and we would like some clarification on this. We also feel that this Telework Policy isn’t being applied equally across the campus community.
		- Senator Moore moved to approve the recommendations and response for the Telework Policy. The motion was seconded by Senator Towne. The motion passed unanimously.
	+ Senator A. Ridenour asked about the COVID-19 Protocol for SE. How is it being determined for people to come to work after being exposed and non-vaccinated vs. being exposed and vaccinated?
	+ Senator A. Ridenour stated that they are working on the Vaccine Incentive Policy. She asked about Fall 2 employees and students. How are they going to get the Incentive because the cutoff date is September 30, 2021? She would like clarification on staff, what is the cutoff date? Senator Allsbury said she would get some clarification.

Discussions Items:

 Senator Allsbury asked for comments on the survey provided by the President’s Office.

 Comments: Daycare, HIPPA Compliance and new items in Bookstore.

**Announcements**

* Next Staff Senate meeting date: September 30, 2021
* Next Executive Committee meeting date: October 12, 2021
* Hurricane Idea Relief Drive

**Adjournment**

* A motion to adjourn was made by Senator Moore and seconded by Senator Towne. The motion passed unanimously, and the meeting adjourned at 3:16 p.m.