

Staff Senate Executive Committee Meeting Minutes

Date: May 9, 2023 / **Location:** Russell Building, Room 318

Attendance: Jeni Maple, Tony Lehrling, Jennifer Moore, Alisha Ridenour, and Blake Allen

Absent: Kelly Hawthorne and Ami Towne

Call to Order

Chair Jeni Maple called the meeting to order at 3:02 p.m.

Approval of Minutes

Minutes from April 11 meeting not completed yet; Chair Maple will send for email vote once received, along with minutes from March 7 meeting.

Officer Reports

- Chair: (J. Maple)
 - Chair Maple reported that she has been offered another position which is classified as a faculty position; thus, she will have to step down from Staff Senate. Maple will speak to the person with the next highest votes for Chair Elect in the previous election to see if they are willing to accept. If not, she will wait until after new election results to step down.
 - Chair-Elect: (T. Lehrling)
 - Chair-Elect Lehrling is also transitioning to another position and intends to resign from Staff Senate after the new election. Lehrling also discussed briefly the transitional plans for Financial Aid and the search for his replacement.
 - Past Chair: (A. Ridenour)
 - Past Chair Ridenour shared an update about courses in Canvas this summer, noting that numerous students enrolled in the courses have not yet completed the required GOLD orientation.
 - Staff can still sign up for Canvas training cohorts.
 - Archivist: (B. Allen)
 - University Marketing is still working with HLC committee on the staff bio form for the online directory.
 - Alan Burton is retiring this month.
 - Treasurer: (A. Towne) – ABSENT
 - Secretary: (K. Hawthorne) – ABSENT
 - Parliamentarian: (J. Moore)
 - Human Resources is extremely busy; there are lots of open positions on campus.
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Old Business

- Plant Sale: Chair Maple provided a short update on the plant sale, reporting that the event raised just over \$600 for Staff Senate. The bake sale was not a successful addition, with very few sold and most just given away.
 - Vice President Westman has asked what Staff Senate intends to spend the money and has offered to attend the June Staff Senate meeting to discuss ideas, clarify rules, and address any questions.
 - Parliamentarian Moore mentioned that SSA would allow offices to apply for money to use for supplies not covered by departmental budgets. Some members expressed hesitation that Staff Senate funds be used for necessary departmental supplies that should be covered by the university. Past Chair Ridenour suggested focusing on something additional rather than required that might not be feasible with most office budgets, like an expensive office chair.
 - Chair Maple shared Vice President Westman's suggestion of a luncheon for staff, but there were concerns about the cost and sustainability of something that large. There was much discussion of purchasing something like a popcorn, snow cone, or cotton candy machine, which could be used to provide small rewards for staff throughout the year, at various events, and perhaps to make money.
 - Supervisor Mentorship Group: With upcoming resignations and elections, it was decided that this initiative be revisited in the next academic year.
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New Business

- Voting Items: No voting items on agenda
- Discussion Items:
 - Staff Senate representative for Substance Abuse Prevention Coalition
 - Past Chair Ridenour reported that the Committee on Committees has received interest from several staff members in serving on this committee. There was discussion regarding the method to select a nominee from the volunteers, but as the coalition will want multiple staff members, it was recommended that all staff who have volunteered be recommended to the coalition. Ridenour will connect those individuals with Tiffany Tate.
 - Payroll Deduction Option for Meal Plan
 - This was discussed at April Staff Senate meeting, and VP Westman suggested a payment plan option instead of payroll deduction, which he said he would investigate. Chair Elect Lehrling pointed out that a payment plan would include an additional fee.
 - Assistant Dean exclusion from Staff Senate
 - Chair Maple shared questions and comments from O.L. Kelly, Assistant Dean of Students, regarding the assistant dean exclusion from Staff Senate. While many assistant dean positions may be more comparable to administration (e.g., serving on the Executive Team), Kelly said his is not.
 - Kelly's point was considered in discussion, but as the constitution must draw some line regarding membership, it was decided not to recommend changes to the exclusion as written.
 - 2023-24 Staff Senate Meeting Schedule

- Chair Maple mentioned that the 2023-24 meeting schedule will need to be set within the coming weeks to be approved by June and recommended considering an adjustment of the monthly Staff Senate meeting times to allow more participation of staff who are not able to attend afternoon meetings (e.g., custodial staff who may already be gone for the day).
 - Past Chair Ridenour suggested alternating times between morning and afternoon to better accommodate diverse schedules of staff.
 - Chair Elect Lehring also recommended sending calendar invites to all staff again, which would help encourage participation and alleviate confusion if the meeting times did alternate.
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Announcements:

- Next Staff Senate meeting will be Thursday, May 25 at 2 p.m.
- Next Executive Committee Meeting will be Tuesday, June 13 at 2 p.m. The Executive Committee will also meet with President Newsom and VP Westman that day at 4 p.m.

Adjournment:

- A motion was made by Past Chair Ridenour and seconded by Archivist Allen, and the motion passed unanimously.