

Staff Senate Meeting
Date: August 31, 2023 / Location: Student Union 213 and [Zoom](#)

I. Call to Order at 10:04am

II. Roll Call

Officers & Senators in attendance: Ami Towne, Alisha Ridenour, Shawn Ridenour, Natalie Weaver, Crystal Cheek, Stefan Kells, Craig Musgrove, James Sutton, Stephanie Davison, Darla Ellett, Jennifer Moore, Jennifer Arnold, Penny Bridwell, & Teriki Barnes

Members in attendance: Dyanna Bowen, Stacey Hunkapillar, Josh Manck, Michelle Hornbeak, Maggie Ahearn, Megan Gallagher, Ashley Howard, Jennifer Davis, Teresa Anderson, April Lehring, Mark Bisson, Susan Dilbeck, Sherry Holeman, Terri Rogers, Brittany Pilkington, Danna Collins, James Altman, Jeremy Rowland, Trinity Hobbs, Michelle Burton, Claudia Bacon-Tonihka, Mekenzie Cruz, Karen Vasquez, LaDawn Bisson, Marlena Cataldo, Lyndi Scarberry, Cody Wood, & Susan Trombley

III. Approval of the minutes from July 27, 2023 meeting

Motion approved by Shawn Ridenour, seconded by Darla Ellett. Motion passed.

IV. Announcements from Vice President Westman- unable to attend

Updates from Mark Bisson-

- SE is 1 of only 2 RUSO schools with enrollment numbers up
- Ribbon cutting of Legacy Plaza a great success (*Reminder from Treasurer Crystal Cheek: Legacy Plaza was paid for with specifically designated external funding.*)
- Rodeo Expo wrapping up; Rodeo team moving in Tuesday, Sept. 5th
- Science & Biology buildings construction update: 2nd meeting with construction team Sept. 6th regarding finances and logistics
 - Completion date 2025-2026
- Student Union furniture being replaced this fall
- Upcoming work day at Durant Campus- Friday, Sept. 15th. Planning to have work day at McCurtain County Campus as well- date TBA
- Select offices will begin officing out of the McCurtain County Campus 1 day a week

V. **Guest speaker, April Lehring, Student Wellness Services:**

- Primarily serve students with cough, cold, flu, etc. *Support* chronic issues (not necessarily treat chronic diagnoses)
- Personal counseling for students needing an unbiased person to talk to; Student Wellness can refer if beyond our resources. Ex: Lighthouse Behavioral Wellness Centers
- Maxient Reporting form available on SE website to all students, faculty, & staff if concerns arise
- EAP faculty/staff resources: 3 counseling sessions, will prep assistance, financial management, and more. *Check HR page for full benefits available to employees.
- All have access to Wellness Center (Yoga TTh & W), Intramural sports, and more
- SOS grant- coalition forming for this group, if want to get involved
- Always striving to reduce stigma around mental health care. Remember that your brain is an organ, just like your lungs & heart. Have a story or experience to share? Anonymity can be requested. Student Wellness Center would be grateful to share your experiences

with others. Please reach out to April or her team with any questions, concerns, testimonies, etc.

VI. Guest Speaker Josh Manck, Executive Director of University Communications:

- Shared 'Open Records Schedule of Applicable Fees' with Staff Senate
- This policy is available on SE website, and will protect our resources, time, employees, and university as an entity when outside parties make reproduction requests, records requests, etc.
- [Open Records Schedule of Applicable Fees - University Marketing \(se.edu\)](https://se.edu)

VII. Officer Reports

a. Chair Ami Towne:

- Staff Senate will present at a Shared Governance Forum in the spring. Subject matter TBD. (Will see what is needed after Faculty Senate presents in the fall.)
- VP Westman putting committee together to solidify summer 4-day work week policy/procedure. Need Staff Senate representatives in committee; possibly have University Affairs draft proposal regarding Staff Senate recommendations for new summer hours.

b. Chair-Elect Shawn Ridenour: nothing to report

c. Past Chair Alisha Ridenour: nothing to report

d. Archivist Kelly Hawthorne: unable to attend meeting

e. Treasurer Crystal Cheek:

- No Staff Senate transactions/expenses yet in FY24
- Out of \$5,000 budget, \$2,500 available at this time
- Reminder that FY23 'leftover' funds from Staff Senate accounts did not carry over

f. Parliamentarian Stefan Kells: nothing to report

g. Secretary Natalie Weaver:

- Multiple recruitment events during the month of September. Many opportunities to share on social media, volunteer, meet prospective students, etc.

VIII. Committee Reports

a. Committee on Committees (Alisha Ridenour)

- CoC has met & committees have been seated.
- CoC will present committee placements to Executive Committee, then share with full staff

b. Nominating and Recognition Committee (not yet seated)

c. University Affairs Committee (not yet seated)

IX. Old Business-see July 27, 2023, minutes for details

a. Voting Items

- i. No items currently

b. Discussion Items

- i. 2023-2024 Staff Senate meeting schedule and new meeting time/location
- ii. Committee preferences on survey

X. New Business

a. Voting Items

- i. Entertain motion to approve spending (up to \$200) from Staff Senate funds on supplies (water, ice, etc.) for:
Campus Beautification Workday (Sept. 15th)
Homecoming (Sept. 23rd)

- ii. Motion approved by Shawn Ridenour, seconded by Jennifer Arnold. Motion passed from voting at large.

b. Discussion Items

i. Faculty/Staff tuition waiver policy

- Dyanna Bowen presented discrepancies, inconsistencies, and/or unclear language within current Tuition Waiver policy
- Request University Affairs committee review this policy to clarify:
Recipient allotted up to \$5,000? Per one parent? Both, if both parents employed at SE?
Not stackable, if both parents employed? But, stackable with other scholarships?
Approval process not outlined clearly. HR involvement?
- Now an Etrieve form, originally built by Financial Aid, which routes through HR. Is that required and/or necessary? Reasoning for who receives Etrieve form?

ii. Appointment of Chair-Elect

- Blake Allen left SE; Shawn Ridenour had next highest votes for Chair-Elect, and moved up to that position
- Shawn moving to officer left his Senator position vacant

iii. Election of new senator for senator vacancy

- Executive Committee moved to next highest Senator votes, which was a tie. An emergency vote took place among all officers and senators.
- Steven Harris has been elected to Senator

iv. Encouragement of double-sided printing by departments brought up by Purchasing Office representative, James Altman

- Need clarification from Office of Finance if employees are allowed to submit POs, PCard Statement Balances, travel documents double sided?

v. Campus Beautification Workday- request Staff Senate representation at Workday. *See voting item regarding Staff Senate supply purchase for event

XI. Announcements

- a. Next Staff Senate meeting date: September 28, 2023
- b. Next Executive Committee meeting date: September 12, 2023
- c. Other announcements:
 - Career Management Center All Majors Fair will take place Sept. 27th, 10:00am- 3:00pm in the Ballroom. Please share this information with your students!
 - Michelle Hornbeak, moving to University Communications Director position, requests we like, share, comment, etc. on SE posts for increased Facebook algorithm engagement.

XII. Adjournment

Motion to adjourn approved by Stefan Kells, seconded by member Josh Manck; motion passed by voting at large.