

Staff Senate Meeting  
Date: September 28, 2023 / Location: Student Union 213 and [Zoom](#)

- I. Call to Order at 10:02am
- II. Roll Call

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

Members in attendance: Teresa Anderson, Mark Bisson, Susan Dilbeck, Sherry Holeman, James Altman, Mekenzie Cruz, Karen Vasquez, Marlena Cataldo, Lyndi Scarberry, Cynthia Alvarez, Jennifer Kemp, Samantha Parker, Jamie Wood, Kendra Gross, Christi Gaines, Debbie Maness
- III. Approval of the minutes from July 27, 2023 meeting. Motion approved by Shawn Ridenour, seconded by Stefan Kells. Motion passed unanimously.
- IV. **Announcements from Vice President Westman**
  - Though Front Lawn is mostly finished (art installation added next year), they will be adding sprinklers next week
  - Rodeo/ Agriculture Expo Center finished with only minor work left
  - Now working around Expo Center: cleaning entryway, intramural field, bridge over trail, etc.
  - Once construction of science buildings begins, will have to temporarily relocate some classes/ labs/ offices, etc.
  - We received \$1 million grant to Aviation Sciences Institute facility. University will add \$589,000 to this project.
  - RUSO Board Mtg on SE campus Thursday/Friday, Oct. 5<sup>th</sup> & 6<sup>th</sup>
  - HR Open Enrollment coming soon- Oct. 16<sup>th</sup>- 27<sup>th</sup>.
- V. Update from Mark Bisson:
  - Planning to send combined report with both Work Study and Regular Work budgets/ budget lines so departments can plan accordingly.
  - Campus Beautification Work Day- 125 volunteers participated; thank you to all!
- VI. **Officer Reports**
  - a. Chair Ami Towne:
    - Updates from Exec. Comm./ University Administration meeting: final enrollment number turned in to the state for fall 2023 is 5,623, up 4.6%. 525 freshman, & as of Sept. 18<sup>th</sup>, there are 557 residents living on campus.
  - b. Chair-Elect Shawn Ridenour: nothing to report
  - c. Past Chair Alisha Ridenour: nothing to report
  - d. Archivist Kelly Hawthorne: working to get Staff Senate webpages updated
  - e. Treasurer Crystal Cheek: creating a one page, easy to read report of financial information to share with the group. More to come.
  - f. Parliamentarian Stefan Kells: nothing to report
  - g. Secretary Natalie Weaver: Thank you to HTeaO for the water donation supplied for our Beautification Work Day & Homecoming Staff Senate table. A gift & thank you card will be delivered to them.
- VII. **Committee Reports**
  - a. Committee on Committees (Alisha Ridenour)- CoC has met & committees have been seated.
  - b. Nominating and Recognition Committee- Kelly Hawthorne named Chair, Lani Toomer named Secretary (Reporter). Will select an Unsung Hero for fall, either from new submissions, or submissions still in the pool.
    - To nominate someone for the Unsung Hero Award: <https://www.se.edu/staff-senate/awards/> click Unsung Hero in the yellow 'In this Section' bar on the right.

- Complete the JotForm to nominate. The information goes directly to the Staff Senate email address for committee review.
- (List of past recipients can be found on this page as well.)
- c. University Affairs Committee- Stephanie Davison named Chair, Dyanna Bowen named Secretary. Currently working on tuition waiver verbiage for clarity and transparency. Also working on proposal to shift Chair-Elect title to Vice Chair. More information will be presented to Staff Senate soon.

**VIII. Old Business-** See minutes from 8.31.2023

- 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. 15<sup>th</sup>) & Homecoming (Sept. 23<sup>rd</sup>)
- b. Discussion Items
  - i. Faculty/Staff tuition waiver policy
  - ii. Appointment of Chair-Elect
  - iii. Election of new senator for senator vacancy
  - iv. Encouragement of double-sided printing by departments brought up by
  - v. Campus Beautification Workday

**IX. New Business-**

- a. Voting Items- ~~no items currently~~
  - After discussing the option to switch meeting times, it became a voting item. Survey will be sent out for emergency email voting.
- b. Discussion Items
  - i. Consensus for new meeting time
    - Though a few people felt either time would work, most preferred moving the meeting time back to 2pm. With such a large group preferring the shift, an email vote will take place among Senators & Officers. See voting item a.
  - ii. Senator role vs. staff member role in Staff Senate and voting clarification
    - Staff Senate Mission Statement and Bylaws were sent to full staff to clarify voting members vs. non-voting members, per Robert's Rule of Order. Please reach out to the Parliamentarian or other officers with questions or concerns.

**X. Announcements**

- a. Next Staff Senate meeting date: October 26, 2023 (*time & location TBA*)
- b. Next Executive Committee meeting date: October 10, 2023
- c. Other announcements:
  - McCurtain County campus Fall Fest on Tuesday, Oct. 17<sup>th</sup> from 4:30- 6:30pm. Expect up to 400 people to attend. Any Durant campus engagement/ help would be appreciated.
  - HR reminds us to be mindful of payroll schedule. Nov/Dec have zero flexibility with deadlines.

**XI. Adjournment-** 10:56am

Motion to adjourn approved by Stefan Kells, seconded by Shawn Ridenour. Motion passed unanimously.