

Minutes from Staff Senate Meeting
Date: January 25, 2024 / Location: Russell 100 and Zoom

- I. Call to Order 2:00pm
- II. Roll Call
 - Officers & Senators in (physical) Attendance:** Ami Towne, Alisha Ridenour, Shawn Ridenour, Natalie Weaver, Stefan Kells, James Sutton, Jerry Knight, & Jennifer Moore
 - Members in (physical) Attendance:** Jolane (Lani) Toomer, Rachel Childers, Teresa Anderson, Dyanna Bowen, Cynthia Alvarez, Marjorie Robertson, Dorothy Owens, Mark Bisson
 - *25 others attended via Zoom, but we were unable to capture those names this week.*
- III. Approval of the minutes from November 30, 2023, meeting. Motion to approve made by Shawn Ridenour, seconded by Stefan Kells. Motion carried.
- IV. Announcements from Vice President Westman/**Asst. VP Mark Bisson**
 - a. 2 proposals for Summer Work Schedule:
 - Option #1:** 36-hour work week, M-Th 8:00am- 5:00am, Fri. 8:00am- 12:00pm. Remaining 4 hours become holiday pay.
 - Option #2:** Flexible schedule determined by each department, each person logging 40 hours.
 - i. These proposals have been presented to both Faculty Senate and Staff Senate; President Newsom will make final decision as soon as possible.
 - b. Student Employment:
 - i. Tracking student employment \$ is new to SE; University should be at 58% at this time but is currently sitting at 68% of disbursed student employee budget.
 - ii. Work Study funded students might or might not be able to switch to regular work, depending on each student's circumstance.
 - iii. Switching back to Work Study, (after switching to regular work) is an option
 - iv. \$10 hour is now the university standard. Students will not go back to \$7.25 minimum wage pay under any circumstances.
 - v. Try to be mindful of cutting hours where you can, if you go over student employment budget, but speak to Mark before letting a student employee go. The university knows many departments will go over their allotted student employee budget. Formulate a plan with him if you have any questions or concerns.
 - vi. How will deficit/ student employee overages be paid at the end of the fiscal year? Will departments be responsible?
 - vii. Issues with work study students splitting between two departments & how to fairly track/split hours & pay accordingly
 - c. Other student employment discussion:
 - i. HR is processing Spring Work Certifications, but their priority is W2s. Your patience is appreciated.
 - ii. CMC asks you to please mark your job postings that are closed or filled as 'expired' in Handshake. You can reopen them when you need to, but students think jobs are available that are actually closed.
- V. Officer Reports
 - a. **Chair Ami Towne:**
 - i. March 6, 2024 will be Annual Day of Giving; Homecoming has been set for Oct. 5, 2024, with Distinguished Alumni Banquet on Oct. 4, 2024.
 - ii. University received two new endowments from Joel Wellnitz & Evert Tigner.

- iii. Communication regarding individual gifts for the Legacy Fund will be sent from President Newsom to SE community soon.
 - iv. President Newsom predicts we will fall short on meeting budget by around 3,000 student credit hours
 - v. VP Westman said budgets will remain at 50% until March-April
 - vi. 1098 T, tuition statement forms, are now available
- b. Chair-Elect Shawn Ridenour: nothing to report
- c. Past Chair Alisha Ridenour: nothing to report
- d. Archivist Kelly Hawthorne: not in attendance
- e. Treasurer Crystal Cheek: not in attendance
- f. Parliamentarian Stefan Kells: nothing to report
- g. Secretary Natalie Weaver: nothing to report
- VI. Committee Reports
 - a. Committee on Committees (Alisha Ridenour)- nothing to report
 - b. Nominating and Recognition Committee (Kelly Hawthorne)- Sec. Jolane (Lani) Toomer reported that NRC is brainstorming staff involvement activities. More to come.
 - c. University Affairs Committee (Darla Ellett)- committee was unable to meet in Jan. because university was closed due to increment weather
- VII. Old Business-see November 30, 2023, minutes for details
 - a. Voting Items
 - i. Approve the name change of Chair-Elect to Vice Chair in constitution and bylaws
 - b. Discussion Items
 - i. Employee Handbook approval process for updates to policies and procedures
 - ii. Staff holiday stipends
 - iii. Summer work schedule recommendation to VP Westman out of Exec Committee
- VIII. New Business
 - a. Voting Items
 - i. None currently
 - b. Discussion Items
 - i. Summer work schedule recommendation – see above notes
 - ii. Student worker departmental budgets and hours – see above notes
- IX. Announcements
 - a. Next Staff Senate meeting date: February 29, 2024
 - b. Next Executive Committee meeting date: February 13, 2024
 - c. Other announcements:
 - i. Spring events: CMC to host Safety Career Fair, EIL Prospective Teacher Academy events (McCurtain Co. Campus & Durant Campus events), Curriculum Contest, and many more...
 - ii. Staff-led Shared Governance- University Travel & Purchasing Procedures (focus on Travel), Tuesday, Feb. 20th, Location TBD.
 - iii. HR mentioned payroll might vary from previous months because change in insurance costs, particularly for those w/ dependents on insurance policies.
- X. Adjournment

Motion to adjourn by Stefan Kells, seconded by Jennifer Moore. Motion carried.