

Staff Senate Meeting Minutes  
Date: November 30, 2023 / Location: Russell 100 and Zoom

- I. Call to Order at 2:00pm
- II. Roll Call

**Officers & Senators in attendance:** Ami Towne, Jerry Knight, Jennifer Moore, Kelly Hawthorne, Shawn Ridenour, Darla Ellett, Lori Kennedy, Steven Harris, Stephanie Davison, Jennifer Arnold, Stefan Kells, Crystal Cheek, Alicia Ridenour, James Sutton, Penny Bridwell, Natalie Weaver, Austin Harman, & Craig Musgrove

**Members in attendance:** Marjorie Robertson, Katy Davis, Danna Collins, Debbie Maness, Jeremy Rowland, Mekenzie Cruz, Jarod West, Claudia Beach, Sherry Holeman, Amy Ramos, Cynthia Alvarez, Teresa Anderson, Dyanna Bowen, Mark Bisson, & Lani Toomer
- III. Approval of the minutes from November 2, 2023, meeting motion approved by Alicia Ridenour, seconded by Stefan Kells. Motion passed unanimously.
- IV. Announcements from Vice President Westman/Asst. VP Mark Bisson
  - HLC initial fact-based report back to SE within 30 days (SE has ability to edit/correct any errors on that initial report). HLC full recommendation report, charges in moving forward should be back to us within 30- 60 days.
  - W-2 **Tax Information** in Self-Service- electronic option available. (If you have previously selected electronic disbursement, you do not have to go in and reselect that option each year- automatic from year to year.)
- V. Officer Reports
  - a. Chair Ami Towne:

Updates from Exec. Comm./ Administration meeting:

    - New grants, one in Aviation, others not mentioned specifically. Follow SE social media & marketing newsletters via email for more information.
    - Enrollment is up for SP24
    - Business Office: 1700 students accrued a 2.9 million debt to SE in outstanding balances; SP24 bill released next week; book advances out asap
  - b. Chair-Elect Shawn Ridenour: nothing to report
  - c. Past Chair Alisha Ridenour: Preview Week begins the week we return from the break. Make sure your Canvas courses have content. Questions or concerns? Please contact CIDT asap.
  - d. Archivist Kelly Hawthorne: Loop of Lights- if have any remaining items to add, please take them to Physical Plant by Monday, Dec. 4th
  - e. Treasurer Crystal Cheek: shared Staff Senate budgets to date for FY24
    - \$2500 in 290 acct, \$1,965.26 in 700 acct, \$2,115.75 in Foundation acct
  - f. Parliamentarian Stefan Kells: nothing to report
  - g. Secretary Natalie Weaver: nothing to report
- VI. Committee Reports
  - a. Committee on Committees (Alisha Ridenour)- no updates
  - b. Nominating and Recognition Committee (Kelly Hawthorne)- Unsung Hero for FA23 April Lehring was announced and celebrated
  - c. University Affairs Committee (Darla Ellett)- submitted changes to Constitution/Bylaws to Executive Committee for change in title from Chair-Elect to Vice Chair. Executive Committee approved and bringing to full Senate.

Still researching and working with other departments re: Employee Handbook

- VII. Old Business-see November 2, 2023, minutes for details
  - a. Voting Items
    - i. No items currently
  - b. Discussion Items
    - i. Staff Shared Governance topic and date
    - ii. Unsung hero nominations
- VIII. New Business
  - a. Voting Items
    - i. Approve the name change of Chair-Elect to Vice Chair in constitution and bylaws. Motion to approve by Stefan Kells, seconded by Jennifer Arnold. Motion passed unanimously.
  - b. Discussion Items
    - i. Employee Handbook approval process for updates to policies and procedures
      - Seek clarity in formal policies and procedures for changes, updates, and legal review(s) of Employee Handbook
      - Request communication & notification of changes to documents like the Employee Handbook to full university body
      - Inquired as to the legal delays (up to 4 years) as they reviewed changes to Handbook
      - Suggested that SE offers portions of Handbook to legal to review, ex: Employee Tuition Waiver policy, instead of large portions or whole document
      - How can Staff Senate support the efforts of HR reviewing the Employee Handbook?
    - ii. Staff holiday stipends
      - No holiday stipend will be given this year.
      - Staff received \$1100 in July
      - Senate discussed need for communication in these sensitive matters. Though never guaranteed; when a stipend is given numerous years in a row, courtesy notice to staff was requested if that status changes
    - iii. Summer work schedule recommendation to VP Westman out of Exec Committee
      - 36 hr. work week with ½ day Friday recommendation submitted by Executive Committee to President Newsom
      - Estimated answer by President Newsom beginning of the year
- IX. Announcements
  - a. Next Staff Senate meeting date: January 25, 2024
  - b. Next Executive Committee meeting date: January 9, 2024
- X. Adjournment- Motion to adjourn by Darla Ellett, seconded by Austin Harman; motion passed. Adjourned at 3:04pm.