

Staff Senate Minutes

Aug 10, 2022 1:15 p.m.

Rathskeller Loft, University Union

**Senators Present:** Ke’An Armstrong,Curt Ayers, Andrea Beals, Maggie Burkhead, Matt Cobble, Tony Craven, Carrie Gossett, Danielle Green, Tina Jenkins, Kristi Keck, Derek Light, Amber May, Kim Turner, Michelle Wayne

**Senators Absent:** Angie Campbell, Melissa Coleman, Wendy Lane, Dustin Strader

**Guests:** Paul McCann, Matt Bierman

Meeting was called to order at 1:16pm.

**Consideration of New Appointed Senators –**

**Approval of Minutes** – Tina Jenkins moved to approve the minutes. Ke’An Armstrong seconded the motion. The motion passed unanimously.

**Executive Officer Reports**

A. Treasurer’s Report – $240.00 balance in the appropriated account. $369.05 in the restricted gift account.

B. Secretary Report – No report

C. Vice President Report – Free covid tests for students & employees are available at Booth Library, the Medical Clinic, Central Stores, & Housing

D. President’s Report – Remote work policy is still in the works; hope to have in place by the State of the University address; HR is fully staffed now and things are starting to move more quickly; the parking lot behind Stevenson will be resurfaced starting about 9/12 and should take about 10 days; an offer was made on the Labor Relations positions but was turned down so they are looking again to fill that position

**A. Personnel Policies, Benefits, and Welfare Committee**

a. Parking Appeals Subcommittee –No report

b. Parking Advisory Committee – No report

c. Environmental Health and Safety Subcommittee- No report

**B. Budget and planning Committee**

a. CUPB – No report

b. University Naming Subcommittee – No report

c. Campus Master Plan Committee – No report

**C. Liaison Committee**

a. University Union Advisory Subcommittee – No report

b. Staff/Faculty Senate Relations Subcommittee – No report

**D. Elections Committee** –

a. Election of new executive officer – No report

**E. Ad Hoc Committees**

a. Staff Recognition/Development Committee

b. Campus Recreation Broad Committee – No report

c. Constitution Review Committee – No report

**F. Constituent Reports**

a. Administrative and Professional – No report

b. Non-negotiated Civil Service –

c. Non-negotiated Trades – No report

d. Negotiated Trades –

e. AFSCME 981 – No report

f. UPD – There will be a ceremony on Monday, August 15 at 4pm in Lumpkin for two new hires that will be graduating from the academy

g. Contract Appointment or Grant Funded – No report

h. Minority Report – the Eastern Student Parenting Organization & first gen students will be meeting at McAfee 8/31 from 3-5pm

i. EAC Report – An audit of EIu will be conducted in 2023; the Systems Office is changing from civil service tests to credentials assessments

**G. Liaison Reports**

a. Student Senate – No report

b. Faculty Senate – No report

c. VPBA Report – Remote work policy is closer to being finalized. It is hoped that it will be finalized by the State of the University address. This policy must not affect the student experience or success and will not be looked at as a perk. Presidents Council is working on a more situational plan for specific situations. A pilot program has been done with ITS over the last year.

**H. Unfinished Business**

**I. New Business –** The question “what do we do when an active employee passes away” was posed to the Senate. There are currently no procedures in place. Discussion was held and a motion was made by Tina Jenkins to form an ad-hoc committee, Danielle Green seconded. The motion passed unanimously and Carrie Gossett, Amber May, & Maggie Burkhead volunteered for the committee. It was also suggested that an HR liaison be on the committee as well. Danielle Green will reach out to HR. Discussion was also held about needed training & development, employee orientation, and onboarding for new hires.

Meeting adjourned at 2:15pm.