

Staff Senate

May 10, 2022
Meeting Minutes

Note: The remarks of the senators and others are summarized and not verbatim. The recording of this meeting is available in the Staff Senate Secretary's office.

PRESENT: Sandy Baldrige-Adrian; Matt Barnes; Penny Bell; April Betsch; Jean Bennett; Chris Carter; Brittany Donatelli-Parks; Vivian Ford; Grace Gavin; Daniel Hucks; Brian Hutchinson; Geoffrey Insch; David Klauder; Michelle Lewis; Ebony McCray; Bradley Queen; Walter Showers; Abby Sink; David Speiser; Jennifer Stewart; Samantha Sullivan; Sharlene Zwing; Judith Zang

SUBSTITUTIONS: David Yancey for Sharlene Swing; Donna Haug for Kelly Moore

ABSENT: Alexis McGarvey; Wendy Singleton

ALSO IN ATTENDANCE: John Dooley

APPROVAL OF MINUTES:

- Approval of the April minutes. Correction: Jean Bennett is chairing the Staff Recognition Awards AD Hoc committee. Motion made by David Klauder and 2nd by Matt Barnes. Motion passed.

Special Order of the Day:

- None

SENATE PRESIDENT REMARKS:

- Gave report to the Board of Trustees last week
 - The number 1 priority of the BOT is finding ways to help with the cost-of-living increase.
- Staff Recognition awards:
 - Jean Bennett chairing the committee.
 - Met in March and had a productive meeting.
- Executive Council:
 - Strategic Planning surveys are being released soon.
 - Retention numbers look strong.
 - Construction for the Thompson Library Learning Complex is set to begin on May 9th. The G parking lot will be closed and parking spots to be relocated for faculty/staff and ADA. 41 parking spots being allocated to other lots on campus.
- The Staff Professional Development Survey came out last week. Please be sure to fill out the survey.
- The Staff Senate Executive Board is bringing back the idea of the Staff senate Retreat.

- Recent topic submissions:
 - Request to have wireless mics at Staff Senate Meetings.
 - Inquired about an update for dependents to attend CCU at a reduced cost.
 - Inquiry about Chauncey's Champions to return. Chauncey's Champions is still active.
 - Question asked about lunch breaks asked. All employees are to receive a minimum of 30 minutes daily and it can be adjusted by your supervisor.
- Reminders
 - Please read your emails and share information with your constituents.

Presentation

- Presentation by Amy Ritter on time entry in Self Service Portal.

PRESIDENT AND OTHER ADMINISTRATIVE REPORTS:

President Benson:

- Remarks given by Sandy. President Benson thanks staff for their efforts this spring semester.

Provost Ennis:

- The model for Commencement worked.
- Enrollment for Fall 2022 looks positive.
- Thompson Library Learning complex is expected to be completed in January 2024.

Travis Overton:

- From President Benson: Thank you for completion of the Academic School Year.
- Special thank you to Senator Sam Sullivan for her efforts during commencement.
- Student Strategic Planning survey has gone out.
- Faculty and staff Strategic Planning survey going out soon.
- Historic announcement coming out over the next 24 hours via email.
- May 12th is the State Service Awards and the Employee Picnic.
- Talk to your colleagues and challenge them to learn the Alma Mater.

Tom Koczara:

- Summer hours started on Monday.
- Projects:
 - Exploring flexible work and alternative work schedules.
 - Reviewing HR metrics
 - Phase 1 HR systems
- Reminders:
 - Transition of pay schedule for non-exempt employees happening.
 - HR is working on student pay rates.
 - The Moving and Relocation form and the Bonus forms are being automated.
 - Staff Recognition Awards are moving forward.

TOPICS FOR DISCUSSION:

In an effort to streamline Staff Senate meetings, but also continue to collect valuable employee feedback data, the Senate will begin referring Topic Suggestions that relate to specific areas of operation to the appropriate person in those areas. The Senate will continue to collect these submissions and will review them in total each semester to determine if there are organizational patterns that should be addressed by the Senate as a whole.

COMMITTEE REPORTS:

Policy and Welfare Committee

- No report

Membership Committee

- No report

Communication Committee

- No report

Open Discussion

- Senators were given the opportunity to bring any questions to the floor.

OLD BUSINESS:

- None

NEW BUSINESS:

- None

ANNOUNCEMENTS:

- Self Paced Microsoft certificate is being offered.
- Apple Certification for Staff coming in June.
- 5/12 State Service Awards and Thompson Library Learning Complex Groundbreaking.
- Next meeting is June 14th at 9am in the Alford Ballroom

Motion to adjourn by Dave Klauder and seconded by multiple senators. With no further business, the meeting adjourned at 10:06am.