



**Staff Senate Meeting**

**February 27<sup>th</sup>, 2025 – 2:00-3:00pm**

**In Person/Zoom**

**Moderator:** Keshia Giboney

**Representatives Present:** Shannon Brown (Virtual), Ramona Jackson (Virtual), David Meyer (Virtual), Yin Su (Virtual), Terri Fought, Keshia Giboney, Debbie Long, Peggie Reiser, Kristi Foreman, Peter Hunter (Virtual), Michelle Bollenbach, Sherry Henson, Patti Smith, Mercedes Tolbert, Shenicia Richardson, Charles Hicks, Brenda Coleman, Kyle Smith, David Meyer (Virtual), Nick Ayers (Virtual), Mckenzie Scofield

**Representatives Absent (excused):** Janna Hays, Elaine Robinson, Cynthia Tooley, Ashley Woods, Jessica Ross, Janette Smith

**Representatives Absent (unexcused):** Katora Jones, Dewanna Oliver, Shanta Hayes (No Notice of absence provided)

**Minutes Secretary:** Kyle Smith

**Visitors:** Jay Sawe (Virtual)

**Meeting Agenda and Minutes**

- 2:00 pm**      **Welcome and Review of Last Month's Minutes**
- 2:05 pm**      **Formation of an Ad-Hoc Budget Planning Committee**
- 2:10 pm**      **Discussions Regarding the Staff Senate Budget Rough Draft**
- 2:35 pm**      **Inclement Weather Update Review**
- 2:45 pm**      **Campus Departmental Updates**

## **2:50 pm      Staff Senate Re-introductions**

Keshia Giboney began the meeting. Attendance was documented via a sign in sheet/checking attendees via Zoom.

### **Welcome and Review of Last Month's Minutes**

Keshia began with a review of the topics discussed in the last meeting using the meeting minutes. Going forward, Keshia would like to resume voting to approve the meeting minutes from the prior meeting each new meeting.

### **Formation of an Ad-Hoc Budget Planning Committee**

A proposal was sent out to form a committee to spearhead the initiative of drafting the final Budget Proposal for the Staff Senate to present. Prior to the meeting Nick Ayers and Cythia Tooley had volunteered to serve on the committee. During this time, Mercedes Tolbert volunteered to serve as the final member of the committee.

### **Discussions Regarding the Staff Senate Budget Rough Draft**

To open the topic up, after reviewing the document presented by Keshia ([Employee Appreciation Initiative.docx](#)) Mercedes stated that from her experience \$500 per year for 150 certificates felt a bit oversaturated and might “water down” the feeling of appreciation with the number of certificates handed out. Discussions continued and moved in a direction towards leaving the budget at \$500 dollars but cutting the number of recipients to 75 and looking for a more meaningful recognition than “a piece of paper”. Multiple members of the senate wanted to ensure that we look for an award that is useful to anyone (as some members may not have a desk, personal office, etc.)

There were concerns about moving forward with no “Order of Operations” set just yet. Due to end of budget coming up soon, it was settled on that we form an Executive Committee to develop a plan as to how the process would work at the same time as the Budget Planning Committee operates so that we can still have the presentation ready before end of the fiscal year.

Other ideas presented were seeking possible free of charge recognition to supplement still acknowledging employee success in lieu of if we do not get the full budget or any budget at all. Options presented were Microsoft Spotlight, Employee of the Month, and Experience Based Awards (Experience based awards focused on events where a full table is already purchased but not filled, the open seats could be presented to long term faculty for free as recognition of their time here at the University.) An emphasis was also placed on seeking out and solidifying possible rejection points within the budget.

## **Inclement Weather Update Review**

This meeting took place right after the campus closure due to the boilers being unable to sufficiently heat the campus for a proper work environment. A general consensus was formed that the Tuesday message was very clear “Prepare to work from home due to inclement weather.” But there was confusion amongst all departments on the Wednesday email that closed the campus. Many were unsure if they were supposed to work from home still or if they were completely off.

Concerns were also raised about some employees finding that they were not given access to the “Professional Development” material crafted for these events. Charles Hicks proposed placing these items on the Staff Senate page for furthering the visibility, even in situations where supervisors might fail to sufficiently provide the tools needed.

## **Campus Departmental Updates**

Multiple positions available across departments in the university. Enrollment Management expressed an urgent need for a Financial Aid Counselor, Enrollment Management Administrative Coordinator, and an Admissions Operations Coordinator.

Peggy Reiser brought attention to the OneResearch status being achieved as a big win for the University.

If you were not on a committee or an officer during last year’s term, you either need to be on a committee or an officer during this term. Ad-Hoc committees were determined to not count towards this service.

## **Staff Senate Re-introductions**

It was determined that many members were not familiar with each other through all the changes we have conducted in the last year. Each member re-introduced themselves, their department, and stated if they have served as an officer or on a committee.

Keshia adjourned the meeting.