

**AGENDA**

**March 19, 2020**

**9:00am- HETH 014**

**All Meetings are Zoomed and Recorded**

**Welcome**

- 1. Determination of Quorum and Call to Order – Open Staff Senate Meeting**
- 2. Approve Minutes: February 2020**
- 3. Approve Agenda**
- 4. Executive officer report – Exec Board met 03/12/20**
  - Promotional Pens
  - RUC Representative
- 5. Old Business:**
- 6. New Business:**

**Reports from Standing Committees**

- **Elections & Nominations, Chair: Christi Wayne**
  - Senator Elections: voting will close at 5pm on March 31<sup>st</sup>.
- **Policies & Issues, Chair: Sharon Proffitt**

Members: Pam Duncan, Deborah Lowe, Amanda Lawson

  - February meeting focused on classified handbook.
  - It was discuss that we need to add an appendix
  - Pages discuss from the classified handbook
  - Page 4: G. (Office Closings) – Add a section on transportation difficulties and governor declared state of emergencies.
  - Page 15: 8. (Leave to Provide Community Service) it has changed to School Assistance and Community Volunteer Service. When searched the policy 4.40 it doesn't come up. It however comes up in Google.
  - Page 16:10. (Emergency/Disaster Leave) discussed briefly. Would like to discuss more.
  - Page 17: 12. (Leave to Donate Bone Marrow or Organs) discussed briefly. Would like to discuss more.
  - Page 20: G (Work/Life Programs- Add where mothers can find lactation rooms and have pumping breaks – place locations on the appendix
- **Communications, Chair: Angela Arnold**

Members: Kim Dowdy, Pam McCallister, Robert Jordan

  - Meeting held 03/10/20
  - Participated in a Photolanguage exercise as a team building and development tool.
  - Update on UR and Staff Senate templates: all templates they created for us will have to be kept in-house with UR. If we want to use them, we need to submit a project request. Emails will remain the same, no special template or header. We might be able to use the website header.

- Discussion of transition for next team that will start July 1. Preparing for submission of annual report to staff senate board at the June meeting. Scheduled a working meeting on April 14th to prepare the report and a calendar/timeline for the next team to use.
  - **Staff & Community Relations, Chair: Kristina Contreras**  
Members: Ann Marie Cox, Lisa Hayden, Lynn Arnold, Connie Leathers
    - Staff Appreciation Day update
- 7. Reports from University-Wide Committees/Internal Governance- Committees representatives to be decided:**
- Diversity & Equity Action, SS Representative: *Connie Leathers, 2019-2020*
    - Working Groups have a deadline of April 1 to provide their recommended actions and then the DEAC will be combining all of the recommendations into one document. Once that is completed, DEAC will begin meeting with various groups on campus including executive committees of the Senates to talk about the recommended actions.
  - Intercollegiate Athletics, SS Representative: *Ann Marie Cox Chair Prof. Betty Dore*
  - Parking & Traffic, SS Representative: *Nate Swistock 2019-2020*
  - University Executive, SS Representative: *Kristina Contreras, 2019-2020 – NO REPORT*
  - Dining Services Advisory Committee, SS Representative: *Christi Wayne, 2017-2019 –*
  - Bookstore Advisory Committee, SS Representative: *Kara Pfaff, 2019-2020-*
  - Library Committee, SS Representative: *Jim Webster, 2019-2020 – NO REPORT*
- 8. Senators announcements (news from Divisions, concerns from constituents)**
- Student Affairs Division
  - Enrollment Management Division
- 9. Guest Speakers:** Wendy Lowery, Vice President of University Advancement
- 10. Comments, Announcements, Questions for Special Guests – open floor**
- 11. Adjournment – Close Staff Senate Meeting**
- **Next Staff Senate meeting:**  
**Thursday, April 16, 2020**  
9am, HETH 043  
*Guest Speaker/Presentation: TBD*