

Staff Senate Meeting Minutes  
Date: February 29, 2024 / Location: Russell 100 and Zoom

- I. Call to Order- 2:02pm
- II. Roll Call

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

**Members in attendance:** Lani Toomer, Dyanna Bowen, Cynthia Alvarez, Debra Fulenchek, Teresa Anderson, Claudia Bacon Tonihka, Terri Rogers, Dana Clure, Maggie Ahearn, Sherri Farris, Sherry Holeman, Debbie Maness, James Altman, Stephanie Acosta, Susan Dilbeck, Amy Ramos, Christi Gaines, Stacey Hunkapillar, Jeremy Rowland, Marjorie Robertson, Marlena Cataldo, Kelli Norman, Bethany Rucker, Danna Collins, Jamie Wood, Susan Trombley, Karen Vasquez
- III. Approval of the minutes from January 25, 2024, meeting. Shawn Ridenour made motion to approve, Crystal Cheek seconded. Motion carried.
- IV. Announcements from Vice President Westman:
  - a. Repairing/ replacing HVAC systems in Fine Arts & Science buildings, which will lead to temporary relocation of many offices/ depts.
  - b. By end of June 2024, no longer renting SE space to external entities; those spaces will be used for SE offices temporarily relocating, or remain permanent SE offices/ dept spaces.
  - c. Shearer Hall roof repairs (hail damage) will take place this summer.
  - d. Sculpture for Legacy Plaza slated to be installed FA24.
  - e. New scoreboards/ video boards will added to athletic facilities (football field & arena).
  - f. Possible \$ for deferred maintenance to come out of current legislation- updates to followAnnouncements from Asst. VP Mark Bisson:
  - g. Student Employee Wage Survey was sent to each department last week. Please complete the survey by Friday, March 15<sup>th</sup>
  - h. Upcoming dates: April 12<sup>th</sup>- Supervisor training (mandatory), April 19<sup>th</sup>- Spring Campus Clean-up Day
- V. Officer Reports
  - a. Chair Ami Towne: Chair Ami Towne & Parliamentarian Stefan Kells met with UCO Staff Senate (equivalent) committee members to discuss our bylaws, meeting structures, etc. Proposed possible meetings between all RUSO Staff Senate entities to share ideas & stay up-to-date on issues, concerns, or positive innerworkings between all groups. Business office update: Spring Term II starts Monday, March 4<sup>th</sup>; Financial Aid disbursement will be March 27<sup>th</sup>
  - b. Vice Chair Shawn Ridenour: nothing to report
  - c. Past Chair Alisha Ridenour: nothing to report
  - d. Archivist Kelly Hawthorne: nothing to report
  - e. Treasurer Crystal Cheek: Budget in 290 Univ. account currently \$1,418.84; 700 Univ. account currently \$1,965.26, & Foundation account currently \$1,936.20.
  - f. Parliamentarian Stefan Kells: nothing to report
  - g. Secretary Natalie Weaver: nothing to report
- VI. Committee Reports
  - a. Committee on Committees (Alisha Ridenour)- nothing to report

- b. Nominating and Recognition Committee (Kelly Hawthorne)- the Staff Senate Awards nomination link is live & will remain open until March 6<sup>th</sup>.
  - c. University Affairs Committee (Darla Ellett)- UAC spoke to Marjorie Robertson RE: help from Staff Senate with Employee Handbook review. Contact UAC Chair, Darla Ellett, if interested in helping HR with this endeavor, & specific sections of the handbook will be sent to you.
- VII. Old Business-see January 25, 2024, minutes for details
- a. Voting Items
    - i. No items currently
  - b. Discussion Items
    - i. Summer work schedule recommendation
    - ii. Student worker departmental budgets and hours
- VIII. New Business
- a. Voting Items
    - i. None currently
  - b. Discussion Items
    - i. Faculty/Staff Recognition reception date & volunteers- date set for Monday, April 22<sup>nd</sup> at 3:30pm. Volunteers needed to help set up chairs in VPAC.
    - ii. Summer Work schedule decision from President Newsom- See memo/ email from V.P. Westman for complete details on summer work schedule.  
University open Monday-Thursday 8am- 5pm, Fri 8am- 12pm. Flexible work schedule determined by each department. \*Though University open 36 hours, employees must log 40 hours each week, either in person or using annual leave. Student employees can not be sole employee keeping office open on Fridays.
    - iii. Staff Survey Results- Received 87 responses to survey out of (over) 300 full & part-time staff employees.  
Discussed incentivizing next year to encourage more staff to participate, while still keeping the survey **anonymous**.  
Comments were shared with full staff in an effort for transparency.  
Additional ideas for next year: reminders to directors/supervisors asking them to encourage their team to complete survey & sending deadline reminders.  
Discussed opening computer labs so staff not at a computer have the opportunity to participate in the survey as well.  
Reiterated that every voice matters & is taken seriously. Comments and survey answers help Staff Senate know what concerns to address, and create pathways for solutions in an ever-changing, growing, & learning environment.
- IX. Announcements
- a. Next Staff Senate meeting date: March 28, 2024
  - b. Next Executive Committee meeting date: March 12, 2024
- X. Adjournment. Motion to adjourn made by Jennifer Moore, seconded by Stefan Kells. Motion carried. Meeting adjourned at 3:14pm.