

Staff Senate Meeting Minutes
Date: March 28, 2024 / Location: Russell 100 and Zoom

- I. Call to Order- 2:00pm
- II. Roll Call

Officers and Senators in attendance: Ami Towne, Alisha Ridenour, Shawn Ridenour, Natalie Weaver, Crystal Cheek, Kelly Hawthorne, Stefan Kells, Craig Musgrove, Jerry Knight, Jennifer Arnold, Steven Harris, Penny Bridwell, & Darla Ellett.
Members in attendance: Lani Toomer, Dyanna Bowen, Teresa Anderson, Rachel Childers, Susan Dilbeck, Stephanie Acosta, Mekenzie Cruz, Danna Collins, Katy Davis, Jamie Wood, Sarah Hughes, Michelle Burton, Jarod West, Jeremy Rowland, Susan Trombley, Debbie Maness, Stacey Hunkapillar, Brittany Pilkington, Cynthia Alvarez, Christi Gaines, Claudia Tonihka, & Dana Clure.
- III. Approval of the minutes from February 29,2024, meeting
Stefan Kells made the motion to approve, Shawn Ridenour seconded. Motion carried.
- IV. Announcements from Vice President Westman/Asst. VP Mark Bisson
 - a. Budget documentation has been sent to Executive Team members are due back to V.P. Westman by April 12th.
 - b. Expect changes to insurance rates with possible premium increases. Estimated announcement of actual/ final rates in June or July.
 - c. Multiple projects in the queue if receive state funds for deferred maintenance including, but not limited to, elevator upgrades for the towers (Choctaw & Chickasaw Halls)
 - d. tory is up and running (Amazon box on 5th outside of the bookstore)
 - e. Gravel lot off 7th Ave will now become a green space.
 - f. Water bottle filling station vs. water fountains- please provide feedback to Staff Senate if buildings prefer one or the other
 - g. HLC report is back and we passed! For details on the reaffirmation, visit our website: <https://www.se.edu/2024/03/southeastern-oklahoma-state-university-earns-10-year-reaffirmation-of-accreditation-from-higher-learning-commission/>
- V. Officer Reports
 - a. Chair Ami Towne:
 - i. Administration Shared Governance Forum date has been scheduled for April 23rd. Time & location TBD.
 - ii. 4th of July a 2-day holiday for summer 2024 (not necessarily a 2-day holiday for future summers, depending on how the date falls.)
 - iii. Please contact Ami with any business office questions or concerns, or student concerns regarding billing (particularly out-of-state students & out-of-state tuition waive dates)
 - b. Vice-Chair Shawn Ridenour: nothing to report
 - c. Past Chair Alisha Ridenour: nothing to report
 - d. Archivist Kelly Hawthorne:
 - i. Working to update website with all Staff Senate documentation
 - e. Treasurer Crystal Cheek: no activity since the last meeting; nothing to report
 - f. Parliamentarian Stefan Kells: requested donation from HteaO again for water for the Spring Campus Beautification Day
 - 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)

- i. 150 responses received thus far from awards voting poll. Deadline to submit vote(s) is April 5, 2024
 - c. University Affairs Committee (Darla Ellett)
 - i. Compensation Proposal voted (passed) out of University Affairs Committee and sent to Executive Committee. (Voted (passed) out of Executive Committee and now sits in Staff Senate at large.)
- VII. Old Business-see February 29, 2024, minutes for details
 - a. Voting Items
 - i. No items currently
 - b. Discussion Items
 - i. Faculty/Staff Recognition reception date & volunteers
 - ii. Summer Work schedule decision from President Newsom
 - iii. Staff Survey Results
- VIII. New Business
 - a. Voting Items
 - i. FY25 Staff Compensation Proposal to President Newsom- Motion to approve Staff Compensation Proposal be sent as is to President Newsom was made by Crystal Cheek & seconded by Kelly Hawthorne. Motion carried.
 - b. Discussion Items
 - i. FY25 Staff Compensation Proposal- Discussion included CUPA data vs. 3rd party salary review and/or analysis, possible funding of 3rd party review through a consortium? Discussed yearly reviews- duties added to job descriptions over the years, and inability to discuss salary when signing those job descriptions each year.
 - ii. Plant Sale Date and Volunteers- plant sale is scheduled for Friday, May 3rd, collaborating with A to Z Nursery.
 - iii. Faculty/Staff recognition Reception and Staff Awards Voting- voting is live, deadline April 5th. Banquet will be held in the VPAC on April 22nd at 3:30pm. Please RSVP via link in email from President Newsom.
- IX. Announcements
 - a. Next Staff Senate meeting date: April 25, 2024
 - b. Next Executive Committee meeting date: April 9, 2024
 - c. Spring Campus Beautification Day: April 19, 2024. Please sign up via link sent by Mark Bisson.
- X. Adjournment- 3:02pm

Motion to adjourn made by Stefan Kells, seconded by Jennifer Arnold. Motion carried.