

# Staff Senate Meeting Minutes

Thursday, October 17, 2020  
Web-Ex Meeting  
9:00-10:30 a.m.

- I. In attendance
  - a. Voting Members: Franchesca Alford, Ron Applegate, Donna Braswell, Carol Bussey, Cathy Dalton, Michael Griest, Katie Halberg, April Haley, Catherine Hernandez, Christopher Hogan, Kurt Holden, Mia Honaker, Debbie Lamp, Liberty Leon, Jen McCamis, Ciara Newsome, Sheri Penwell, Carly Porter, Carol Rader, Chris Taylor, Becca Webb, Tom Webb, Frank Wolz
  - b. Non-voting members: Jennifer Attenweiler, Connie Bajek, Amanda Coffman (Lake), Candace Phlipot (Lake)
- II. Call meeting to order 9:01 am.
- III. Approval of minutes – August 13, 2020 and September 17, 2020 meeting
  - a. September minutes – Section V letter D the word Devises has been updated to Devices.
  - b. September approved with updates
- IV. Chair's Report
  - a. Leadership & Executive Committee updates
    - i. Hospitality Services updates
      1. Cost + with reviewed contract
      2. Revenue exceeds cost – Chartwells pays WSU
      3. Costs exceeds revenue – WSU pays Chartwells
      4. Last year WSU paid \$800,000 for the year
      5. This year to date WSU paid \$400,000 to date
      6. Food expenses dropped from 1.8 million to \$900,000 guarantee
        - a. Now no guarantee
        - b. 90 day out clause on both side (with large penalties)
      7. When can we put contract out to bid
      8. There is no incentive for them to do better-further discussion
      9. Would it be better to manage our own instead of contracting out?
      10. Continue to discuss options and invite Debra Radford to a meeting
    - ii. Starbucks may be closed after Thanksgiving or hours will change
    - iii. As long as students are on campus (during break) there will be food available to eat
    - iv. Take to Dining meeting – Dining should be taking quarantine meals to students on campus and not Residence Life and Housing
    - v. Staff Senate representative should be on high level searches.
      1. Rep being because they are Staff Senate members and not because of a job roll
      2. When reaching out to Student Government and Faculty Senate, Staff Senate should also be included.
    - vi. Search Committee Representation
      1. LGBTQA Committee – Becca Webb
      2. Asian and Native American Committee - Cathy Dalton
      3. Latin and Hispanic Committee -Debbie Lamp
      4. VP Search – Catherine Hernandez
    - vii. Spring schedules are being released

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1. Clarify to students the identifications and terminology of classes
  2. Continue mostly online – closing entire floors in certain building to have a smaller footprint and save money
  - viii. Parking updates – continue to work on and ask to have a solution before new parking passes go on sale.
  - ix. Shared Work Ohio program
    1. \$558,999.47 savings from Shared Work Ohio program
    2. It did have an impact
    3. Human Resources is moving back on campus – 2<sup>nd</sup> Floor UHall
    4. Marketing is Moving to Med Science
    5. Wright Patt building is being sold
    6. Where will Wright State Archives be located?
  - x. COVID-19 updates -surveillance testing
  - xi. Housing Contract with AM Management Annual Renewal
  - xii. Budget Updates – Donna will attend next BOT meeting
  - xiii. Retention and enrollment – still working with outstanding balances which is at a higher percentage
  - xiv. Permanent item added to future agendas – Faculty Senate meeting updates
- V. Treasurer’s Report (Donna)
- a. Donna has asked to get access to the Staff Senate accounts
  - b. Retention, Recruitment and Relations meeting – enrollment down. Bookstore is trying to get course work material quicker.
- VI. Committee Reports
- a. President’s Council on Inclusive Excellence (Michael Griest)
    - i. 3-year commitment
    - ii. Diverse working group that will be active
    - iii. Reporting to new VP Inclusive Excellence
  - b. Staff Senate committees
    - i. Governance and membership committee (Becca Webb)
      1. Meeting monthly on 2<sup>nd</sup> Tuesday
      2. Working on Charter and Bylaws
      3. Leave Bank
      4. Expiration of members with extensions for those on serving Executive Committee
    - ii. Policy and welfare committee (Chair)
      1. Has not met
    - iii. Scholarship committee (Carol Bussey)
      1. Fund raising ideas
      2. Work with Donna and Becca on money needed and fundraising that can be done
    - iv. Social and community engagement committee (Debbie Lamp)
      1. Tunnel Talk newsletter name changed to Staff Senate Tunnel Talk
      2. Possible overlap of duties with other committees. Possible combine or redefine. Definitely needs to be looked at.
  - c. University committees
    - i. Athletic Council (Chris Hogan)
      1. Has not met since February 2020

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2. Needs unclassified member – Mia Honaker added to the group
  - ii. Budget and Finance (Donna Braswell)
    1. Next meeting coming up
    2. Donna has been set up to replace Jerry Hensley as the Staff Senate representative
  - iii. Dining Services (Liberty Leon & Debbie Lamp)
    1. Has not met. Will contact Debra Radford
  - iv. OSCHE (Connie Bajek, Frank Wolz & Carly Porter)
    1. Planning for the OSCHE meeting at Wright State
  - v. Bookstore (Sheri Penwell- Katie Halberg-Michael Griest)
    1. Have not met. Meeting Tuesday of next week
  - d. Faculty Senate committee
    - i. Building and grounds committee (Cathy Dalton)
      1. Updated classrooms
      2. Tim Littel is working on a testing center
        - a. ACT standardized testing and more
        - b. Meeting in 3 weeks
    - ii. Commencement committee (Tom Webb)
      1. Virtual commencement
    - iii. Information tech committee (Jen McCamis)
      1. Pilot
  - e. Adhoc committee
    - i. Staff Morale (Chair)
      1. Debbie Lamp – elected Chris Hogan as chair
      2. Met twice
      3. Table event for flu shot week
      4. Donna checking on funds
      5. 40 flu shots at the Lake Campus. Candance will take care of Lake
      6. \$400 allocated
      7. Anything purchased – send information to Donna
      8. Motion to do funding – Debbie Lamp
        - a. Second by Michael Griest
        - b. Passed
- VII. Unfinished Business:
- a. Initiatives
    - i. Leave Bank Policy
      1. Charged to Policy committee
      2. Long term goal
    - ii. Infants at Work Policy
      1. Working on letter of support to help push forward
      2. Policy is already written
    - iii. Staff recognition – Social and community engagement
      1. Tip of the Hat
      2. Suggestion from Shari Mickey-Boggs
- VIII. New Business
- a. Department of Management and International Business

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- i. Job sensitivity and security
    - ii. Discuss to move forward and vote at next meeting
  - b. Hot spots at home
    - i. CaTS will be recalling them (too expensive)
    - ii. December 11 return and is due to CARES funding ending
- IX. Open commentary
  - a. Virtual Talk Back Happy Hour
    - i. Schedule and send out invitations
- X. Meeting Adjourned at 10:52 a.m.
- XI. Schedule Reminders:
  - Executive Committee Planning Meeting – Thursday, November 5, 2020 9:00 a.m.-10:00 a.m.
  - Executive Committee – Thursday, November 12, 2020, 9:00 a.m. – 11:00 a.m.
  - Staff Senate Meeting – Thursday., November 19, 2020, 9:00 a.m. – 10:30 a.m.
  - Virtual Talk Back Happy Hour - Wednesday., October 28, 2020, 4:00 p.m. – 5:00 p.m.