

## **STAFF SENATE MEETING AMENDED MINUTES**

Thursday, May 18, 2022

9:00 a.m. – 11:00 a.m.

Virtual via Webex

### **I. Call Meeting to Order**

Chair called meeting to order at 9:02 a.m.

### **II. Old Business**

- **Minutes – Approval of April Minutes**

Change in April minutes noted. The ending time for the poker walk is at 1:30, not 12:30. Amended April minutes approved.

- **2023 Staff Senate Election Results**

We would like to welcome our new senators. Five were elected with three unclassified staff and two classified staff for three-year terms beginning June 2023. All newly elected senators have been notified.

- Unclassified:

1. Kurt Holden
2. Mia Honaker
3. Betsie Turner

- Classified:

1. Courtney Laukitis
2. Michelle VanHuss

For those that were nominated, but not elected, your names will remain on the list if any seats open. The next highest vote getter and classification will be offered that seat first. If this happens, you will be contacted by the Senate. You can still be involved by reaching out to Frank or Amanda to let them know if there were any committees you would like to be on as there is not a requirement for you to be a senator to be on some of them.

- **Staff Senate Retreat Update**

At the retreat, we met and discussed initiatives and ideas that support the President's 3 R's. The report summarizing those initiatives/ ideas was completed and shared with the Senate. We will share this report with the provost and our administrative liaison early next week. We will also set up regular meetings with the provost and the executive committee. The first meeting with Dr. Thompson is scheduled for the end of May. Continue to make your edits/comments prior to early next week. We will also post the list on the senate's blog and will continue to be open to feedback and suggestions. Keep in mind that some of these initiatives does not require administrative approval or funding. The ones that we can do and begin on our own, we will get ad hoc committees together to begin

working on them, i.e., the resource book. Please reach out to Frank if you are interested in being on the ad hoc committees.

(Debra Radford) We received the okay to move forward with the proposal regarding employee recognitions, i.e., Raider Bucks program to make incentives more tangible. We would like to start a committee to begin working on this proposal. The following senators have volunteered to be on the committee: Seth Gordon, Tami Smith, Debra Radford, Jerry Hensley, and Amanda Spencer. A suggestion was made to investigate the possibility of using TouchNet Marketplace Store as a platform for the incentive program, this information will be forwarded to the committee.

Cyndi Parsons made shout outs last time for two people in Facilities to be announced before the Learn Local Conference last month and they were not on the list. It was suggested that she reach out to Lisa Ragan in HR and/or Frank Wolz in CATS so they can look into what might have happened.

### **III. New Business**

- **Summarize Officer Positions**

We will be electing next new officers in the June meeting. We will not be doing the nominations non-publicly like we did last year. We will do nominations in the chat publicly, and the nominees are more than welcome to turn down the nomination if they choose to do so. If you have someone you want to nominate, please feel free to reach out to them and ask them prior to the meeting. The voting will be a closed voting, and we will get results immediately. You will get the ballot emailed to you in the morning of the meeting, but do not use the ballot until the nominations have been announced and accepted.

The following are the officer positions. The elect positions will work with the current positions to learn and get an idea of the role to make transition smoother. Officer positions will receive a stipend for their service.

- *Chair/Chair-Elect*

The chair leads the general meetings and executive committee meetings. The first Thursday of the month meeting is an executive committee planning meeting for the executive meeting with our liaison which is Emily Hamman, the Associate VP for Human Resources, and on the 2<sup>nd</sup> Thursday of each month. The general Staff Senate meeting is the 3<sup>rd</sup> Thursday of each month.

The chair is invited to participate in university meetings, searches, etc. to represent staff senate. The chair will be responsible for appointment of other staff senators to the committees. The chair will send out a survey

with committee choices and work with the executive committee to assign committee assignments.

The chair leads all the initiatives and delegates what the staff senate is doing. There is a chair-elect that will be working with the current chair. The current chair-elect will move into the chair and the current chair will move into a past-chair position. This is to provide transitional continuity and advice.

The current chair is Frank Wolz, and the chair-elect is Amanda Spencer. We will be voting for a new chair-elect in June.

- *Secretary/Secretary-Elect*  
Responsible for minutes of the general and EX committee meetings. Calling of the roll for attendance and voting. Writing the agendas with the chair.

The current secretary is Mia Honaker, and the secretary-elect is Tami Smith. We will be voting for a new secretary-elect in June.

- *Treasurer/Treasurer-Elect*  
We have minimal funds, and the treasurer will be responsible for working through ChromeRiver, etc. and keeping track of budgeting. Usually, it is someone who has an idea of WSU's finance systems.

The current treasurer is Debra Radford, and the treasurer-elect is Franchesca Alford. We will be voting for a new treasurer-elect in June.

- *Parliamentarian*  
It is a two-year term and assists the chair with Robert's Rule of Order for meetings. They are also the chair of the Policy and Governance committee and lead the election and election process.

Our current parliamentarian is Jerry Hensley, and he has one more year left of his term.

- **Chair's Report**

- There were not a lot of administrative updates this month.
- We did have a discussion with our liaison, Emily Hamman, and Burhan Kawosa, Associate Vp for Finance Operations, regarding budgeting and University finances. We shared the perspectives, thoughts, and feelings that the staff has expressed to the Senate regarding the University's financial situation. It was a good conversation and well-received by both

Burhan and Emily.

WSU is still in a financial situation where we continue to have a revenue and expense problems. They are working on resolving it, and until it is resolved, we cannot make significant impact to vacancies, etc. HR is making an effort to really take a look at the current vacancies to make sure that these vacancies are truly needed and make an effort to narrow that list down. Strategic hire is going to become more an HR function and there is going to be identifying where vacancies are. HR is trying to identify succession planning and institutional knowledge stores.

They do not have any information regarding raises in July. They are still working on the budget. We may hear more in the June meeting.

We did ask about the approval on the contracts at the Board of Trustee meeting regarding HVAC other services that we did in-house. We asked if contracted labor is going to be the norm instead of in-house. The University is currently doing that with areas that we are having difficulty in keeping positions filled.

- **Officer's Reports**

- We want to thank everyone who participated in the four lunch and letter sessions. We did a good deed here by having this fellowship opportunity for our staff. There is still the opportunity to participate in the letters if you would like to please reach out and we will get those packets to you. Also thank you to Debra for her leadership on this committee.

- **Standing Committee Reports**

No Reports

- **University Committee Rep Reports**

No Reports

#### **IV. Open Commentary**

- Is there any current plan to clean up the 100+ piles of goose poop in the quad? It is the worse they have seen it, and that is usually where they let the Discovery Camp Kids have their lunch. It was suggested to mow the grass more to kill the clover which attracts the geese and perhaps putting "Rowdy" wolves' decoys around campus to scare-off the geese as the Base and surrounding businesses have done. Mike Vanhorn will take this concern and suggestions to building and grounds committee.
- SIL's Engage Bootcamp – This is an opportunity for staff to learn more about the Engage platform. Engage platform is an online engagement platform that

focuses on sharing information through profiles and gathering data through events and experiences that our students participate in. This is done through creating and building a profile campus department can share information about their department and staff and student workers to their roster and share events, promote information, track attendance, and more. So, as we increase our foot traffic in the utilization of the platform on campus, we will be able to discover trends and retention information about our students and build relationships through experiences and events to better serve the campus. The implementation and utilizing engage will also support student success objectives within the bridge plan that focuses on increasing community engagement, co-curricular and experiential learning opportunities.

Each boot camp event will allow your department to come and learn about either a specific tool or ask just general questions to learn best practices for your department's profile. The 1st session will be held on June 1st, from 2 to 3:30 in the Discovery Room A-B, Student Union. The first boot camp will provide an overview of information for the entire Engage platform from how to get started to how this platform will benefit our entire campus community. It is also intentional to hold the 1st, 2 trainings prior to the 1st, day of orientation, so that you can share your department's profile with our incoming students.

To RSVP, you can head to Engage and type in engaged Bootcamp at the very top of the page or click on the following link <https://wright.campuslabs.com/engage/event/9094951>. You'll use your W# and your credentials to log in. You can find all of the boot camp events from there to RSVP, and if you have any questions, you're welcome to send me an email at [courtney.laukitis@wright.edu](mailto:courtney.laukitis@wright.edu).

This could be very beneficial and an alternative source of sharing information in lieu of the past ListServ. Engage will notify you of upcoming events for departments/profiles you have subscribed to. It will also put your events on the University's calendar. It will also be a tool in planning programs so you do not conflict with other programming.

- The Transfer Center will be sending out a survey for Wright State Staff to share their transfer experiences and positive messages for our transfer students. The survey will be sent to you this summer. We really appreciate your participation. Your messages will be shared in social media during National Transfer Student Week Oct 16-20th. This is impactful as 31% of new students are transfer students. Thank you for your support.
- The VMC would like to invite everybody out to outside of the Veteran Military Center. The new furniture for the champions garden is there it is not like other institutional furniture. It is comfortable. Please come out and enjoy the space. If

you do come out and have any suggestions, please share them with Seth Gordon at [seth.gordon@wright.edu](mailto:seth.gordon@wright.edu)

The Champion's Garden is not completely done, and we're still working on it. There is a generous gift from the President's office to do a matching drive to raise funds over Memorial Day to memorialize Captain Sean English who, was a veteran and ROTC graduate, and died in the line of duty. The garden will be named after him.

- Reminder that the Poker Walk will be on June 7<sup>th</sup> from 11:30-1:30. It will be outside with the tunnels as a rain location. It's a great time and opportunity for fellowship with your colleagues and get some exercise in. We will have a few prizes to give away at the walk. We will also work with Courtney to get this posted in Engage.
- We have a correction in the email that went out earlier regarding the next Staff Talk Back Lunch. It is not today as listed. It will be next Thursday, May 25<sup>th</sup> at Noon. Frank will send out a new email with the correct date. If you are planning on going, then hopefully, we will see you next Thursday and if you can spread the word, if you know anybody else that would be interested.

We did received feedback on the Talk Back Lunch. We will make sure that we do introductions to new people attending the lunches. We will also suggest some topics that we can discuss. Please continue with the feedback. Also, just a reminder that the Talk Back Lunches are not official meeting and informal They are not subject to parliamentary rules. This is an opportunity to get to know your co-workers and share.

**V. Schedule Reminders**

- Staff Talkback, May 25, Noon to 1:00, Explorer Room (SU103)

**VI. Adjourn**

Debra Radford made the motion, Mike Vanhorn seconded the motion, and meeting adjourned at 10 a.m.