

Staff Senate Meeting Agenda
December 18, 2025
9:00-10:30am
Endeavour and Online

I. Call meeting to order

II. Guest Speaker

- a. Jason Anderson and Nick Christian

III. Attendance and Approve Minutes

IV. New Business

- a. Chair Report

- i. Winter break appears to have been well received.
 - 1. There is no more winter leave on your leave report, so you will not report anything from Dec. 24 – Jan. 2.
 - 2. Reporting hours: Hourly - you will report closure leave. Salary - you will not report anything
 - ii. All service awards have been delivered.
 - 1. Two gifts per person.
 - 2. In the future, recipients will get the certificate and lapel pin during the ceremony, then supervisor will provide token gifts during the month of their anniversary.
 - 3. 5 years: blanket and power bank
 - 4. 10 years: Umbrella and mug
 - 5. 15 years: picture frame and canvas tote
 - 6. 20 years: Stemless wine glasses and coasters
 - 7. 25 years: branded journal and mink blanket
 - 8. 30 years: picture frame and clock and archival print of choice
 - 9. 35, 40, 45 years: archival print of choice (collect 4 prints total) and another gift
 - 10. 50 years: tree
 - iii. Graduation was held on Friday, Dec 12 for graduates and PhD students, and Saturday Dec. 13 for our undergraduate students
 - iv. Board of Trustees meeting was held on Thursday, Dec 11 and Friday, Dec 12

- v. Flu shot availability
 - 1. 276 vaccines were provided to public flu shot distribution
 - 2. Flu shot is still free, but you have to do it on your own
- vi. Biometric Screening availability
 - 1. Schedule for biometrics is available on website and Healthworks website
 - 2. HMI is up and running for Nov 1 2025 – August 30 2026
 - 3. Recommendation: Schedule doctor appointment first to get on the books, then complete biometrics and health survey on the Healthworks website
 - 4. All info is on HR website <https://www.wright.edu/human-resources/health-management-initiative>
- vii. Open Enrollment is finished

V. Old Business

- a. Employee Appreciation Survey
 - i. Policy and Welfare Committee is working with Executive Committee and Emily to create a combined survey that will include appreciation questions.
 - ii. Employee Engagement Survey updates to come early 2026.
- b. Door Decorating Contest
 - i. 36 votes so far (as of 12/11/25)
 - ii. 13 submissions
 - iii. Lake Campus held a tree decorating contest. 7 groups decorated a tree. Prizes: gift cards for food services on campus.

VI. Executive Committee Updates

- a. Campus alert system
 - i. Reminder to sign up for emails, phone calls, text messages for the campus alert system as we enter winter season
- b. Speakers Schedule
 - i. Jan 22: Eric Corbitt, Thad Doyle and Greg Scharer
 - ii. Feb 19: Laura Luehrmann and Academic Engagement Team
 - iii. March 19: Susan Schaurer
 - iv. Apr 16: President Sue Edwards
 - v. May 21: Greg Sample and Javan Conley
- c. Senator Attendance

- i. Email will go out to all staff senators regarding attendance policy as currently stated in bylaws
- ii. Replacing senators who are no longer at the university
- d. Staff Senate Bylaws update
 - i. Executive Committee will update the bylaws in the spring semester
- e. Standard Operating Procedures
 - i. Each chair will document procedures in a folder on Staff Senate Teams Channel for their role
- f. 2026 meeting schedule
 - i. All senators and public participants have received calendar invites for spring semester meeting dates
 - ii. Staff Senate Exec. Committee will share guest speaker list in email to all senators and staff members

VII. Staff Senate and University Committee Report

- a. Staff Senate Committees
 - i. Governance and Membership Committee
 - ii. Policy and Welfare Committee
 - iii. Communications and Marketing Committee
 - iv. Community Coalition
- b. University Committees
 - i. Bookstore and Dining Services
 - ii. Building and Grounds
 - iii. Employee Hardship Fund
 - iv. Health Benefits Advisory
 - v. Information Technology – Faculty Staff Committee
 - vi. Mental Health Taskforce
 - vii. Student Government Association – Eimaan Virani

VIII. Schedule Reminders

- a. Staff Senate Talk Backs – Emerald Room
 - i. 4th Thursday of each month
 - ii. No agenda! Bring your lunch and gather as a community
- b. Staff Senate Executive Meeting: January 8
- c. Staff Senate Executive and Leadership: January 15
- d. Staff Senate Meeting: January 22
- e. Staff Senate Talk Back: January 29

IX. Open Commentary

X. Adjourn meeting