

## **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. 4<sup>th</sup> 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**