

# Staff Senate Committee Reports

## January 15, 2020 General Senate Meeting

### Chair Report, Ben Tucker

The chair is working on the following efforts:

- Creating survey related to general meeting scheduling
- Working with VP of Finance and HR to determine best practices for supervisors in supporting staff service on Senate
- Reviewing Staff governance at peer institutions
- Create nomination tool for Trustee Committees

Topics of conversation with President Crawford

- Board Proposal for Staff Representation – we will need to nominate candidates for three Board Committees.
- Salary Compensation Policy –addressing language to ensure basic salary needs are met
- Taskforce to address promotion – it’s a hard problem
- Improved managerial training for faculty supervisors of staff members
- Isiaah is excited about the Sawmill\*

\*The Sawmill is the newly added staff cheering section coordinated by the Staff Senate Public Relations Committee. For more information about The Sawmill, please email [staffsenate@pugetsound.edu](mailto:staffsenate@pugetsound.edu)

### Vice Chair Report, Sarah Johnson

I will be beginning work on creating ‘Welcome Guests’ cards which describe a little about Staff Senate, Senate agendas, Robert’s rules and procedures, and further contact information. If there is anything that senators think should be included, or might be particularly helpful for guests, please contact me directly or at [staffsenate.pugetsound.edu](mailto:staffsenate.pugetsound.edu).

Thanks to Landon and Ben for volunteering to assist with the Day of Learning Student Success Workshop on Monday; as well as everyone who participated.

## Secretary Report, Frank McNeilly

All of the 2019-2020 General Meeting and Executive Committee Meeting agendas and minutes are now posted on the Staff Senate website. The minutes for last week's Executive Committee meeting will be posted shortly.

## Treasurer Report, Heather Bailey

There is currently \$892.62 in the general fund (including \$127.72 in donated funds) and \$609.28 in the Rosa Beth Gibson Book Scholarship fund.

## Compensation Committee Report, Carol Odland

The committee will be meeting later this month to review our bylaws and suggest possible revisions, at the request of the E&G committee.

The BTF report will be out this month and we look forward to reading it and seeing the presentation.

## Elections and Governance Committee Report, Tina McLeod

**Elections and Governance Committee** – Tina McLeod (Chair), Derek Beuning, Moe Stephens, Rachel Sizer-Williams, Kelli Delaney, Emily Mullins, Sage Haynes

Committee met on January 8, 2020. Meeting notes will be posted soon in the Staff Senate shared drive: <V:\Staff Senate Information\Elections & Governance Committee\Elections & Governance Committee Meetings and Agenda>

Next meeting: Tuesday, February 4, 2020, 10am-11am, location TBA. Please join us.

**Vacancies** - Current total number of vacancies is 5.

The vacancies are as follows:

- 1 – South Campus (CICE, Communications, Facilities, Fieldhouse & Aquatics, Weyerhaeuser)
  - Proposed Appointment: Sabrina Shepherd, Schedule & Event Manager in Facilities to fulfill 2019-2022 term as a South Campus senator, and for Sabrina to remain with her current committee assignment with the Human Resources Policies and Practices Committee.
  
- 1 – North Campus (Howarth, Jones, McIntyre)

- Proposed Appointment: Nicole Kendrick, Program Manager in Experiential Learning (office located in Howarth) to fulfill 2018-2021 term as a North Campus senator, and which assigned to the Special Events committee.
- 1 – West Campus (Harned, Library, Music, Thompson, Wyatt)
- 2 – At-Large Senators

Today, January 15, 2020, the Elections & Governance Committee will present the 2 staff members, as noted above, for appointment to Senate. The Committee verifies that each of these nominees meets eligibility in accordance with Staff Senate Bylaws and university practices.

**2020 Elections** – Per Bylaws, the election process is to be completed by March 30<sup>th</sup>. We will be seeking nominations before end of February, and voting will be complete by March 30.

**Action Item(s) for Senators:**

1. If you are an At-Large Senator or your term is expiring, please think about next steps. We will be asking you in February, if you would like to run for re-elections as long as you are still eligible, specifically that you have not served for a consecutive 6 years.
2. Think about fellow staff persons who you want to see on Staff Senate and start talking with them; and then nominate them when the process opens.

**Bylaws Review** – We are currently in bylaw review process. Bylaw review will not be complete before meeting the elections cycle as stated in Bylaws, so we will work on the two simultaneously. IF there are any proposed Bylaw changes regarding election process, it will not affect this year (2020) spring elections.

Items brought to the committee's attention so far are improved language regarding quorum and proxies, and concerns about the number of senate seats and how the seats are allocated, specifically regarding the fact of the imbalance of Area Senate Seats and At-Large Senate Seats, and the timing of elections and terms (currently Spring each year, one suggestion is to move to Fall elections with terms being for calendar years – January thru December versus May to May).

*Please send your Bylaws questions, concerns, suggestions to the committee and/or [staffsenate@pugetsound.edu](mailto:staffsenate@pugetsound.edu).*

**Action Item(s) for Senators:**

- (1) We ask that when each of the committees meet within the next month, that Bylaws be an agenda item and then please summarize your suggestions/questions/etc and send to the Staff Senate email, [staffsenate@pugetsound.edu](mailto:staffsenate@pugetsound.edu) or to Elections & Governance Chair Christina (Tina) McLeod, [clmcleod@pugetsound.edu](mailto:clmcleod@pugetsound.edu).

## Human Resources Policies and Practices Committee Report, Landon Wade

Definitions of “key personnel” and “emergency” in campus closure policies have been referred to HR for review

Clarification of compliance hotline and bonus/floating holidays can be used in hour increments, not just an entire day

Plans for review of retirement benefits for staff and faculty

## Public Relations Committee Report, Mike Pastore

Although the women’s basketball team lost in the final seconds, I would still like to consider the first meeting of the Sawmill a success. As a reminder, The Sawmill is a staff cheering section for our athletic teams. There were 15 people in Sawmill attendance ranging from babies to retirees. A special thanks to Jenee James for the special announcement over the loud speaker welcoming The Sawmill to the game. No updates to report on ½ price hotdogs, but these things take time.

The next meeting of the Sawmill is **6:00pm on Jan 14<sup>th</sup>** if you happen to be reading this message prior to the general meeting. The Women’s Basketball team is taking on non-Tacoma rival although they say otherwise PLU.

After that, Women’s and Men’s Swimming also against PLU on **February 1<sup>st</sup> @ 1:00PM**.

## Staff Recognition Event Report, Jason Rotchstein

I am organizing the first planning meeting for the Staff Recognition Event and will be meeting with the other committee chairs in the coming weeks to discuss their roles in managing the Excellence in Action awards and soliciting prizes for the event. As a reminder, the event will be held on Friday, May 22 in Memorial Fieldhouse and the theme is Game Night. If anyone wishes to serve on the planning committee, please contact me.