

Staff Senate Committee Reports

March 11, 2020 General Senate Meeting

Chair Report, Ben Tucker

The Board of Trustees has updated their bylaws to allow for staff representation, but staff will not be seated on Board committees until fall. Conversations with Cabinet members about the logistics of these appointments, and the nomination process is ongoing. Our first meeting is scheduled for March 9, at the time this report is being written. Staff Senate bylaws may need to be updated to reflect such representation including details about responsiveness to the Senate and term of service. The Senate will nominate candidates to Board committees, but the ultimate appointment is by the president of the board.

I have been in touch with the Provost regarding staff representation on the committee to create a policy related to the naming/renaming of things on campus.

I have also been in discussion with members of ASUPS who are interested in getting Staff Senate Support for their proposal to reimagine Warner Gym as a space for student services. I do not have a proposal related to that for the March meeting, but will likely have one for April.

Vice Chair Report, Sarah Johnson

Thank you to Jake Nelko and Sabrina Shepherd for joining me on the website update team. We have not yet met, but hope to have more information shortly. If anyone has questions or interest in working on the project as well, please contact me anytime.

Secretary Report, Frank McNeilly

Nothing to report.

Treasurer Report, Heather Bailey

There is currently \$10,948.89 in the general fund and \$606.37 in the Rosa Beth Gibson Book Scholarship fund.

Compensation Committee Report, Carol Odland

- We met with HR on 2/14 to go over compensation policy and practices, and to discuss possible recommendations for the 2021 salary pool increase
- We met twice to develop the recommendation memo for the 2021 salary pool increase and to review/edit the vendor solicitation list for the SRE
- We are presenting our memo to the full Staff Senate at the March 11th meeting for feedback and approval
- We will be sending out the first round of SRE solicitation letters this week

Elections and Governance Committee Report, Tina McLeod

Committee met on February 24 and March 5, 2020. Committee meeting notes are saved in the Staff Senate shared drive: <V:\Staff Senate Information\Elections & Governance Committee\Elections & Governance Committee Meetings and Agenda>

Elections & Governance Committee focus is on the 2020 Election process – reapportionment, recruitment, nominations, and balloting for the upcoming elections.

Reminder that Staff Senate Bylaws, Article IV on Staff Senate Organization and Governance, Section 1 Part A state that “area senators shall represent approximately 25 staff members,” and Part B states that “at-large representation shall align with staff population at a ratio of 25:1.”

2020 Elections – Motion for Reapportionment

Today (3/11/2020), the Elections & Governance Committee moves to reapportion senate seats for the 2020 Elections in alignment with Staff Senate Bylaws, Article III, Section 2 on Representation and Reapportionment, will be 17 At-Large senate seats and 17 Area Senate seats as follows: West campus – 3, East campus – 5, North campus – 5, and South-campus – 4.

OVERALL REAPPORTIONMENT – for 2019-2020 Staff Senate cycle, there are 38 seats (21 area seats and 17 at-large seats). For 2020-2021 Staff Senate years, there will be 34 seats (17 area seats and 17 at-large seats).

Details to support the motion

Review of Senate Seats

- The total number of regular staff as of 2/1/2020 is 424.
- The at-large number of senate seats for the upcoming spring 2020 Elections, which according to Staff Senate Bylaws (Article IV, Section 1, Part B) calls for a ratio of 25: 1 for staff to at-large senator, will be 17 seats.

Reapportionment

After thorough review of the current apportionment, Elections & Governance Committee **suggests that the new building, the Welcome Center, which will house at least the Office of Admissions staff, be added to EAST campus designation, thus removing Admissions staff from the NORTH campus.** This shift

will not affect the total number of AREA senators, but will affect the number of AREA senators for NORTH and EAST designations.

AREA senators “shall represent approximately 25 staff members” per Bylaws, Article IV, Section 1, Part A. Thus, based on 424 staff, there should be approximately 17 AREA senators.

WEST campus

- **Buildings:** Library, Music, Harned, Thompson, Wyatt
- **Number of staff:** approximately 69
- **Number of area senate seats for 2020 Elections:** 3
- **Reapportionment:** Reduction of area senate seats from 4 to 3.
- **Impact:** 1 of the 4 West campus area senate seats is currently vacant, and thus, the reduction of 1 senate seat will not have impact on currently serving senators. Also, all three senators have terms which expire, 2017-2020. In order to have staggered terms, a decision will need to be made regarding the terms available for re-election.

NORTH campus

- **Buildings:** Howarth, Jones, McIntyre
- **Number of staff:** approximately 133 (after Office of Admissions, approximately 21 staff, relocated to Welcome Center in March 2020 prior to the 2020 Elections)
- **Number of area senate seats for 2020 Elections:** 5
- **Reapportionment:** Reduction of area senate seats from 6 to 5.
- **Impact:** 1 of the 6 West campus area senate seats is currently vacant, and thus, the reduction of 1 senate seat will not have impact on currently serving senators.

EAST campus

- **Buildings:** Kittredge, Print & Copy Services, Student Affairs Houses, Wheelock Student Center
- **Number of staff:** approximately 125
- **Number of area senate seats for 2020 Elections:** 5
- **Reapportionment:** Reduction of area senate seats from 6 to 5.
- **Impact:** There are currently 6 area senate seats filled for EAST. 3 of those seats have a term of 2017-2020, and thus, those are all up for re-election. And at least 1 of those senators, whose term is ending, is also termed out per Bylaws “Senators will serve no more than six (6) consecutive years”

SOUTH campus

- **Buildings:** CICE Houses, Communications House, Facilities, Fieldhouse & Aquatics Center, Weyerhaeuser
- **Number of staff:** approximately 93
- **Number of area senate seats for 2020 Elections:** 4
- **Reapportionment:** Reduction of area senate seats from 5 to 4.
- **Impact:** There are currently 5 area senate seats filled for SOUTH. 1 of the 5 seats have term of 2017-2020, and thus the removal of that seat will not directly affect a currently serving senator.

Action Item(s) for Senators:

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.

Human Resources Policies and Practices Committee Report, Landon Wade

HRP&P continued discussion of Human Resources' review of levels, grades, titles, and the like in response to Compensation committee's BTF recommendation

Fair and consistent policies across all departments and divisions, HR email of sick notes confusing as sick notes are never required?

Discussed morale boosters given that pay will remain mostly flat in the near term

- Food allowance or ability for staff to use dining dollars
- Overtime vs. comp time, sometimes more money is preferred over more time
- Retirement amounts match between exempt and non-exempt staff
- Floating holiday/increase in personal day hours, maybe add MLK and/or Veteran's Day to calendar?

Excellence in Action awards work discussed, plan to notify campus of nominations window

Public Relations Committee Report, Mike Pastore

John Finney's tours are going well. There is a lot of interest in the tours. Mike will ask John if he would like to do more tours. The Sawmill might not be worth supporting after this academic year due to a lack of interest at this point. Committee met with Jason to start supporting SRE. Mike shared a few ideas related to SRE. Some surveys may go out soon in relation to gathering info for SRE.

Special Events Committee Report

Special Events committee has met and is currently in the planning stages for the Spring Basket Raffle to support the Rosa Beth book scholarship. A message asking for basket donations was sent to Staff and Faculty last week. Help us by encouraging your team/department to donate a basket or two this year.

Please watch for an email from Staff Senate asking for volunteers to help work the event.

We will be meeting again Wednesday April 1 at 10am WSC-201.

2020 Gift Basket Raffle

April 16 & 17, 10AM to 2PM

Staff Recognition Event Report, Jason Rotchstein

Ben, Landon, and I met to discuss the Excellence in Action Awards and I met with the PR committee to talk about publicity for the event. I also have a walkthrough of the Fieldhouse scheduled for Friday with the full planning committee and will be meeting with the décor and activity sub-committees soon. I still need to find time to meet with Tina, Carol, and Heather to talk about the door prize solicitation and hope to get that scheduled in the next week or so.