



## General Senate Meeting

Agenda: January 11, 2023

LSC 116 /TEAMS

1:30 – 2:30 PM

---

- ◆ Call to order – President – Tiffany Driver at 1:30 PM
  
- ◆ Reading & Approval of Minutes – Secretary – Maggie Odom: Benji Cantu motion to approve; John Merryman second; approved.
  
- ◆ Treasurer’s Report – Katie Gense
  - O & M: \$5,830.26
  - Friends Of Staff Senate: \$175 collected to date
  - Laptop ordered for use by Staff Senate; is ready for pickup
  - T-Shirts here; distributed during meeting. Anyone who joined virtually may pick them up from Farrington 111 or reach to Tiffany Driver to request it be sent via campus mail.
  - Rebrand coming of tents and table clothes to Staff Senate
  
- ◆ President’s Report – Tiffany Driver
  - Policy: Staff Graduation Day
    - Email sent in December, thank you all for sharing that information.
    - What happens if you graduate from another university on a workday you get 3 hours. If its SHSU you get 8 hours. How do we feel about asking for getting the Friday off before if you’re Graduating on Saturday.
      - Andrea Hoke – we can’t choose our graduation date. Logistics is more when it happens on a workday vs when you’re already off. This is not an award perse for Graduating, but something offered when you graduate on a workday.
      - Emily Figueroa - why is it only 3 hours if staff is graduating from another university. Answer: unsure really. Why can’t we provide the same benefit? That’s still an accomplishment regardless of university.
      - Natali M- New form updated for staff graduating on the staff education/work release form.
      - Staff who work on Saturday – do they 8 hours?
      - Jalon Berry – Recommendation to make it equitable, 8 hours across the board.
      - Other thought brought to light is they option could be that this benefit is taken off the table completely, and any staff member graduating would take time off (if they chose) from their accrued vacation.

- Faculty Senate
  - Attended a FS meeting in November, they asked her to come to learn how we function versus how they do it. For them the President does it all, they do not have committees like we do. Good to have that conversation and help continue to build that relationship between Staff and Faculty Senate.
- Process of Election of President – Elect
  - Received email of request for more transparency of the process, for the conversation to happen in the General (allow for discussion and vote) meeting not just in E-Board.
  - Currently the pool has come from those members on the Executive Board.
  - Natali M. - feels it should be members who have served on the E-Board prior. Also, looking at time here at the University in that right as well.
    - Several agreeing that someone should be on E-Board a year prior to becoming President - Elect
    - It's an extra time commitment being on E-Board, more meetings, needing to be at other meetings, etc.
    - We need to update the by-law to reflect, and look at years of service (Nominations & Elections will be working on this)

### ***Section 3. Member and Officer Terms of Office***

1. The President- Elect will serve a four-year term, with their first year as a member, their second as the President-Elect, third as President, and fourth as Past President and Chair of the Nomination and Elections Committee. Nominees for President-Elect must have served at least one year on Staff Senate. Upon being elected to the Executive Board as President-Elect, the person elected will have their term extended by one year to meet Executive Board obligations.

#### **◆ Committee Chairs Reports**

- News & Networking – No Report
  - Megan Ellisor has had to step down from her position.
    - Benji C. motion to use Friends Of account to get card/gift bag; second by Maggie O., approved. Katie G. will take care of this.
  - We will need to discuss a replacement for chair of this committee.
- Nominations & Elections – Benji Cantu
  - Will work on updating Bylaws (see above)
  - In March vetting process to start for elections for next year's Senate members
- Special Events – Robin Pierson
  - Vacancy for Co-Chair due to resignation; will need to find replacement.
  - People & Pets event planning on hold as discussions commence on focusing on a Staff Emergency Fund (see notes under Staff Affairs)
- Staff Development – Ashley Pickett & Brandy Bishop
  - PDC proposals have been received, meeting this week to review and make selection
  - Finalizing catering for the event pending
  - Keynote and Welcome speaker confirmed; Dr. Drew Miller and Dr. Michael Stephenson
- Staff Affairs – Andrea Hoke

- Thank you, Natali M, for providing us the information about the Wellness Leave Award for Health Assessment policy. (To be sent out to members with meeting minutes)
  - New hires = 27 new staff
  - Staff Emergency Fund; priority for committee
    - Dr. White has expressed that she would like for the review process of a staff member applying for assistance be discreet (President, Past - President, and Treasurer as committee) Will need special meeting to discuss staff emergency fund processes. Also discuss an event that focuses on this versus People & Pets that traditionally takes place.
    - What happens when money runs out? Something to consider as we continue this discussion.
    - Tiffany Driver – Friends Of change, would we be open to talking about changing that to this purpose. Requested Staff Affairs to set special meeting with Committee, President, Past – President, Treasurer, and Chantel Finley (AG).
  
- ◆ Old Business: Updates, Discussion/Action Items
  - COM/TWC Campus Outreach
    - COM Representative: current Staff Senate Member, Brittany Fish
    - Tiffany was able to work at the COM in November and was able to attend their Faculty/Staff Assembly meeting
  
- ◆ New Business: Updates, Discussion/Action Items
  - Vacant Chair positions on Executive Board
 

***Section 4. Executive Board Vacancies***

    1. Any Executive Board vacancy shall be filled only from the remaining Staff Senate members.
    2. The process will be by nomination and vote of the remaining members of Staff Senate.
    3. A Representative of Staff Senate elected to fill a vacancy shall serve for the remaining term of the vacancy.
    4. If the position of Past President becomes vacant, it will remain vacant until the next election term when the current President will assume that position.
  - General members needed due to resignations from SHSU
    - Division SE & I
    - Division Student Affairs
    - Division University Advancement
  
- ◆ Department/Campus Announcements
  - Jalon Berry: Community Service opportunity: MLK day of service 1/20; 9A-1P – information to be posted in TEAMS
  - Norma Vasquez: Stipends for (bilingual) Spanish speaking employees? Benji discussed during last year, HR stated this is a department responsibility they are to reach out to them and fund it.
  - Kathleen Gilbert/Benji Cantu – Graduation regalia for students who can't afford it is in progress
    - Registrar's office and Alumni willing to help get this off the ground.
  - Michelle Meers: Feb 23, 2023 is TRiO Day

- Katie Gense: Student Account services –tuition insurance launched (Grad Guard)  
Campus email in the works
  
- ◆ Upcoming Events
  - Staff Senate General meeting
    - February 8, 2023
      - LSC Room 116
  
- ◆ Call for Adjournment – Tiffany Driver Motion to adjourn, second by Benji Cantu; Adjourned  
2:35 PM