

Staff Senate Meeting Minutes
December 11, 2024
Monthly Meeting
Willard J. Walker Hall Room 504

- I. The meeting was called to order by chair, Roy Cordell, at 1:30 PM.
- II. A motion was made, seconded, and passed to adopt the December meeting agenda.
- III. Roll Call - Roy Cordell
- IV. Campus Updates
 - i. Human Resources - Amy Ochoa
 - a. Mandatory trainings must be completed by February 1, 2025. Non-compliance by March 30, 2025, will result in ineligibility for merit-based increases and possible disciplinary action.
 - b. Required trainings include:
 - i. Active Shooter/UAPD Training
 - ii. FERPA
 - iii. Harassment and Discrimination
 - iv. Accommodating People with Disabilities
 - v. Child Abuse Reporting
 - vi. Duty to Prevent Violence (Supervisors only)
 - vii. Building Supportive Communities: Title IX and Clery Act
 - viii. Annual Cybersecurity Training
 - c. Cybersecurity Training Update: Employees who completed cybersecurity training in Blackboard must also complete it in Workday for 2025 compliance.
 - d. Performance Evaluations
 - i. Launching in January via Workday.
 - ii. Job descriptions must be accurate before evaluations begin, as they form the basis of reviews.
 - iii. Self-evaluations are not mandatory but can be required by divisions or units.
 - iv. All evaluations must be completed by March 2025.
 - e. Performance Evaluations

- i. Changes to exempt/non-exempt classifications struck down by a federal judge on November 15, 2024. Moving forward with no changes.
- ii. Absences for December 30-31: Employees must enter absences by December 18. These days require annual leave unless sick leave is applicable.
- iii. Job descriptions must be accurate before evaluations begin, as they form the basis of reviews.
- iv. Self-evaluations are not mandatory but can be required by divisions or units.
- v. All evaluations must be completed by March 2025.

ii. Parking and Transit - Gary Smith

- a. Garland Avenue Garage: Levels 4 and above will be closed next week for repairs.
- b. Meter Changes: Beginning after the holiday break, parking meters will be replaced with the Flowbird app and mobile pay options (via text).
- c. Road Closures: Stadium Drive (north of Madison Street) will be closed December 16 – January 2 for waterline work.
- d. Temporary Parking Adjustments: Resident Reserve parking lots will be open for faculty/staff use from December 16 through January 12.
- e. Athletic Parking Concerns:
 - i. Staff raised concerns about parking tickets during athletic events, particularly for evening and weekend shifts. The issue primarily affects lower-paid employees who are receiving \$150 tickets despite ample parking availability.
 - ii. Athletics requires vacating certain parking lots three hours before events. Violation fees have increased over time to encourage compliance.
 - iii. Staff Senate and Parking & Transit are working to improve communication about parking restrictions, including using athletics event calendars and social media reminders.

V. Previous/November Minutes Approval

- i. Minutes approved.

VI. Treasurer's Report - Trish Watkins

- i. Budget and expenses were reviewed.
- ii. Balance remains the same as last month, pending some expenses.
- iii. Maintenance budget available: \$9,562.

VII. Committee Reports

i. Scholarship - Alisha Gilbride

- a. Ten applicants for the \$250 Spring Scholarship.
- b. Deadline extended to Friday, December 13, to encourage more applications.

ii. Elections – Stephen Ritterbush on behalf of Ruth Parcells

- a. Six Staff Senate positions will open in 2025.
- b. The committee is preparing Qualtrics for the election cycle.
- c. Senators planning to retire or leave are encouraged to notify the committee as soon as possible.

iii. Communications – Vince Capps

- a. Communication requests (e.g., newswire) should be submitted to Vince Capps via Teams over the break.
- b. New Communications Committee Chair will need to be appointed soon.

iv. Special Events – Becca Clifton

a. Razorgifts

- i. Record participation this year: 28 families and 91 children.
- ii. Donations of items listed on Giftster and wrapping supplies (paper/bows) still needed.
- iii. Donations can be dropped off at Reynolds 140 or coordinated through committee members.
- iv. Families participating will receive unwrapped gifts and wrapping supplies to allow them to participate in gift preparation.

VIII. Chair's Report – New Business

- i. Several senator positions will need to be filled due to upcoming retirements and transitions.

- ii. Staff Senate reviewed proposed changes to Board Policy 810.1 to ensure alignment with Board Policy 100.4. Changes included simplified officer duties to align with bylaws, adjusted definition of staff to match policy language, and procedure clarifications for forwarding resolutions to the Chancellor and Presidents if action is delayed or declined.
- iii. Senators will vote on the revised policy in January 2025.

IX. Chair's Report – Old Business

- i. There are discussions to celebrate Staff Appreciation Week in May instead of October.

X. Next meeting will be on January 8, 2025, WJWH 504

XI. Adjourn

Attendance: Karmen Boddie, Jen Boyer, Chris Butler, Erin Butler, Vince Capps, Becca Clifton, Roy Cordell, Michela Cupello, Alisha Gilbride, Kim Gillow, Walter Green, Lance Grigsby, Hershel Hartford, John Jackson, Alli Johnson, Dani McCool, Katherine Miller, Autumn Parker, Ben Pollock, Allen Porter, Ashley Reeves, Kaitlyn Riggan, Jason Riley, Stephen Ritterbush, Lee Shoultz, Shannon Siebler, Mary Skinner, Myrlinda Soedjede, Trish Watkins, Carrie Whitmer.

Absent: AnReckez Daniels, Kara Karstedt, Ruth Parcels