**Staff Senate General Meeting Minutes**

**1/12/21**

**10:00 a.m.**

**Microsoft Teams**

Present: D. Pollock, G. Gates-Fowler, C. Lesko, K. Sellers, P. Hallman, M. Brown, B. Harris-Johnson, L. Connelly, L. Woolwine, T. Wilds, E. Trott, B. Holt, A. Ruiz, R. Schneider, J. Peterson, R. Jurden, S. Louis-Jeune, L. Crider, and W. Jennings.

**President – M. Brown**

* Welcome to New Members and Senators
* Advisor Update
* Usually appointed by the USF President. President Currall does not want to appoint an advisor. He will attend our meetings or will send a member of his team.
* Vacant Positions – we need Senators to fill these positions.
* Assistant Recording Secretary
* Quiet Quality Awards Vice Chair
* Senate Operations Vice Chair
* Staff Morale Vice Chair
* University Wide Vice Chair
* 2021 Initiative Campaign
* Recruiting
* Quiet Quality Awards
* Additional items to pursue this year.

**Vice President – K. Sellers**

* Salary Equity Task Force
* Meeting this afternoon.
* Rescheduling our meeting for 1:00 p.m. on Thursday.
* Committee Vacancies
* Five Standing Committees
* Several ad hoc committees
* Prospective Senate Members
* In order to vote during meetings, you must be a Senator. Staff can attend any meeting, but are not allowed to vote unless they are a member.
* To join, complete a membership application. It is a two-year appointment (through June 2022).
* Every member must serve on a committee.
* AFSCME
* Just a reminder that we are not a part of this group. We do, however, disseminate information from AFSCME as it become available.
* Change in leadership in December 2020. S. Howler (one of our Senators) serves as Treasurer.
* Bylaws Committee
* K. Sellers is working on compiling the suggestions amendments to the language of the bylaws.
* Senate Survey
* Holding off on sending out the survey to Staff until we know more about what is happening with COVID-19 and how our working scenario will play out.
* Would like to build somewhat of a relationship with the administration first.
* Maybe do a pre-survey first and then a post-survey later?
* Note: HR gave us a portal to submit Staff concerns. K. Sellers submitted one and got no feedback. Perhaps invite the leader of HR to one of our meetings?

**Secretary – W. Jennings**

* Suggested we put together an ad hoc committee to pursue to the goal of getting our Dollars for Staff Scholars fund to the endowment level. Would be willing to serve on the committee.
* Reminder to try and not schedule a Senate meeting during the first week of classes. It makes it difficult for Senators in the academic units to attend. Traditionally, we have pushed the meeting back a week in those instances.

**Assistant Recording Secretary – Vacant**

**Treasurer – T. Wilds**

* E&G - $3,036.00
* Carry Forward - $10,479.00
* Concession Fund - $675.00
* Dollars for Staff Scholars - $2,186.56
* Haven’t spent anything. Budget looks the same.
* Looking for shirts. Need to redesign shirt to match the University brand.

**Sergeant-at-Arms – P. Hallman**

* Earl Trott is our newest senator – Welcome!
* Normally, a letter is sent from the President to your supervisor when you serve on the Senate. It may be March before those letters go out.
* Might want to check with prospective members to be sure they don’t need one sooner than that for their supervisor in order to participate.

**Parliamentarian – B. Vojnovic**

* Out on parental leave.

**Committees**

**Communications – A. Ruiz/G. Gates-Fowler**

* Role of the committee:
* Update the website.
* Have two student volunteers to assist us.
* Update Facebook page.
* Working on a single email for the Senate to start an Instagram page.
* Creating fliers.
* We have our new logo.
* The website is pretty much up to date.

**Quiet Quality Awards – S. Louis-Jeune**

* Need some certificates signed with the new logo.
* Still working on moving the rest of the supplies out of Education. Waiting on some more assistance. Can move some to the Marshall Student Center as well.
* Will be sharing a call for nominations to be distributed to your areas.
* Role of the committee:
* Send nominees’ information to HR to determine eligibility.
* Nominations sent out to the committee for review.
* Set up times to make award presentations.
* Annual QQA reception.

**Senate Operations Committee – B. Deen**

* Not available.
* Role of the committee:
* Administers annual elections.
* Administers Dollars for Staff Scholars scholarships.
* Establishes budget for the Senate.
* Senators, please select a committee by next week.

**Staff Morale – B. Harris-Johnson**

* Accepting donations for a gift card for B. Vojnovic and her new little one.
* Role of the committee:
* Welcome back events.
* Get to Know Your Senator event.
* Homecoming participation by the Senate.
* Assist with QQA event.
* Send out birthday wishes each month.

**University Wide – S. Howle**

* Unavailable today. Death in the family.

**Open Discussion**

* Discussion regarding the Salary Equity Task Force.

With no further business, the meeting was adjourned at 11:24 a.m.

Respectfully submitted,

Wendy S. Jennings, Secretary