



Staff Senate Meeting

December 19th, 2024 – 12:00-2:00pm

In Person/Zoom

Moderator: Kimberlee Norwood

Representatives Present: Yin Su, Nick Ayers, Peggy Reiser, Kristi Foreman, Kyle Smith, Michelle Bollenbach, Brenda Coleman, Kimberlee Norwood, Mercedes Tolbert, Keisha Giboney, Patti Smith, McKenzie Scofield, Debbie Long, Shannon Brown

Representatives Absent (excused): Shanta Haynes, Elaine Robinson, Janette Smith, Ashley Woods, David Meyer, Terri Fought, Shenicia Richardson, Ramona Jackson, Dewana Oliver, Jessica Ross, Sherry Henson, Peter Hunter

Representatives Absent:

Minutes Secretary: Kyle Smith

Visitors: Peter Buckley, Chandra Alston, Raaj Kurapati

Meeting Agenda and Minutes

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| 12:00 pm | Lunch |
| 1:00 pm | Passing of the Torch/General Updates |
| 1:20 pm | A Few Words from Dr. Buckley |
| 1:30 pm | Kimberlee Norwood gives an ERC year in review |
| 1:45 pm | Raaj Kurapati speaks and provides an award |

Kimberlee Norwood began the meeting. Roll call was conducted by Debbie Long by writing down participant list of the sheet of paper provided to Kyle Smith for documentation later.

Passing of the Torch/General Updates

Kimberlee Norwood ceremonially passes the ERC Presidential pen from Kimberlee Norwood to Peggy Reiser signifying the start of the new president-elect. Pens were handed out to newly elected officers as well.

In previous meetings, discussions formed around improving the annual employee review process. The morning before this meeting, the Senate and HR met to discuss the idea of allowing the employees to look at their yearly review 72 hours in advance, rather than receiving it during the moment of the meeting. Given that DASH will be replacing IRIS in early January, it was decided that no changes would be made until the new process could be evaluated.

However, with the introduction of DASH, evaluations will be digital going forward, providing more steps to the process that allows the employee more flexibility in receiving their evaluation. There will be no more physical copies, just digital.

Additionally, the Staff Senate agreed that the meetings in the middle of each quarter will be held in person within the HR conference room, zoom will still be an option for those who cannot attend physically.

Employee Relations Advisory Board changed the process to meet with Brian Dickens to bring forth ideas/thoughts. From there, Brian Dickens will provide the proposal to President Randy Boyd to review and gather his thought before meeting with the ERAB.

Proposed changes still in discussion are: Sick Bank Campus Wide, rather than System Wide, Emergency Relief fund for Employees, and Increase in employee recognition.

A Few Words from Dr. Buckley

Dr. Buckley reflected on the year of 2024 and ended by reading an email that was sent to him by a 30-year employee (with the permission of the employee). The email was a reflection on the employee's time at the University, aimed at providing positivity and hope in a trying year.

Kimberlee Norwood gives an ERC year in review

In her last meeting as President, Kimberlee Norwood reflected on the work that had been accomplished. The Committee established its identity and elected its first slate of officers to establish a template for the future to create a more impactful purpose for the committee.

New Bylaws were drafted for the university by the Employee Relations Committee.

Meetings began to be Publicized on the Daily Digest.

The Employee Relations Committee website was updated.

Suggestions were drafted for employee evaluations.

A new Employee Engagement Committee was formed.

Additional notes: On the topic of employee recognition, Shannon Brown brought attention to providing more focus to satellite campus employees, as often their certificates arrive very late. A response was provided stating that a new Staff Senate was being formed at the System level to try and alleviate issues such as this.

Raaj Kurapati speaks and provides an award

Raaj Kurapati thanked the Committee for its first inaugural year as a Staff Senate, creating an equal footing with the Faculty Senate that was already in place. After this, Raaj Kurapati called Kimberlee Norwood to the front of the room to present her with an award for serving as the first ever President of the Staff Senate.

Kimberlee Norwood adjourned the meeting at 2:00p.