



Staff Senate Meeting

January 30th, 2024 – 2:00pm – 3:00 pm

Zoom

Moderator: Keshia Giboney

Representatives Present: Keshia Giboney, Terri Fought, Kristi Forman , Peggy Reisser, Elaine Robinson, Michelle Bollenbach, Katora Jones, McKenzie Scofield, Charles Hicks, Yin Su, Brenda Coleman, Patti Smith, Shanta Haynes, Mercedes Tolbert, Jessica Ross, Cynthia Tooley, Sherry Henson, Dewana Oliver, Shenicia Richardson, Shannon Brown, Peter Hunter, David Meyer, Ramona Jackson, Nick Ayers

Representatives Absent (excused): Ashley Woods, Janette Smith, Kyle Smith

Representatives Absent: Janna Hays

Minutes Secretary: Michelle Bollenbach

Visitors: Kara Bowen, Brittney Murray, Debbie Jackson, Yolanda Adams

Meeting Agenda and Minutes

- 2:00 pm Welcome**
- 2:05 pm Discuss process on how new officers were selected and vacancies**
- 2:20 pm Address the Staff Senate budget goals/proposal**
- 2:30 pm Ideas to justify needing a budget**
- 2:50 pm College updates**

Welcome

The meeting was called to order at 2 pm on 1/30/2025 by Debbie Long and handed off to Keshia Giboney.

Discuss process on how new officers were selected and vacancies

- Peggy Reisser wanted clarification the procedure for selecting new officers and wanted the process to be as transparent as possible. She wanted to know if we had voted on officers.
- For current officers – one person had been nominated for each position, and they became the officer.
- Patti Smith had a question about officer elections – was a ballot distributed, and should that be in the bylaws if it is not in there already? Also commented that even if the election was not competitive (with only one person per office), should we not still have a ballot go out?
- Keshia Giboney responded that she does not think it is required in the bylaws. She also suggested to put that in the bylaws.
- Peggy Reisser thinks this is a good idea. And to also send out a list of who the officers are.
- There were no additional concerns.
- There are two positions that still need to be filled: Engagement Coordinator and Membership and Assessment Coordinator. Duties for each position were shown on the screen.
- There was a call for nominations. Members can nominate someone else or nominate yourself. You can nominate now or after the meeting by emailing Keshia or Debbie.
- It was also brought up that an officer list is in the minutes from the December meeting and posted on the Staff Senate website.
- Charles Hicks asked if all the members need to serve in an officer role or just on a committee. Clarification – no you don't need to be in an officer role as long as you serve on a committee during your term.
- If additional questions, email Debbie or Peggy or use the Teams Chat.

Address the Staff Senate budget goals/proposal

Goals – staff senate to be more visible

Suggestions

- Article in the quarterly OAC newsletter
- Start our own Staff Senate newsletter to let employees know what we are doing and to improve knowledge of what the Staff Senate does and how to participate
- Place articles in the Daily Digest
- Volunteer for things such as the holiday party and Employee Appreciation Day
- Emails from Communications and Marketing about what we are doing and showcase the departments people are in
- McKenzie Scofield volunteered to help with the newsletter
- Peggy Reiser would like to see the Staff Senate be at the forefront of promoting positive institutional culture in our various areas
- A goal for last year was to bring the attention of the administration and HR some things that could be done to help improve the evaluation process; Chandra Alston was responsive to the suggestions the Staff Senate presented
- There were changes in the evaluation process since DASH and evaluations will be extended to April 30th
- Ask for a budget

Ideas to justify needing a budget

What would we do with a budget? How do we impact employees, staff members, and faculty?

Staff Appreciation

- Telegrams, candy baskets, etc.
- Highlight people in different areas in the newsletter to let people know who we are as a group
- Chattanooga has a monthly luncheon where supervisors are allowed to invite on staff member to come to the luncheon to recognize on person from each unit each month
- Officer recognition at the end of the year
- Do things like the university does for the students – Sundae bar or cupcakes or an afternoon refresher like popcorn and soda
- Physical activities are good too like line dancing or walking in the park as a team
- Acknowledging people who do great things through a formal nomination form to keep the other campuses involved
- Focus on different areas of the campus to involve more people

- Administrative Professionals Day and other appreciation days for different types of employees – pharmacy, OT, custodial; put together a calendar of these days to see if we can do something for those days
- Sponsor different staff members to attend local conferences for professional development
- How much money is needed for these items?
- Should fundraising for the budget be considered?
- Or members donating?
- Different amounts were discussed amongst the members for a budget
- Does the Faculty Senate have a budget and how much is it – maybe use that as a starting point
- Keshia and Debbie will work on a budget to be presented at the February meeting

Present to Raaj to see if this is something the university could do.

College updates

- Occupational Therapy students are hosting a chili cookoff on Feb 13 from 11 am to 1 pm; \$5
- Positions open in Enrollment Management
- Chancellor Buckley was named to the Memphis Business Journal's Power 100 for the 3rd year in a row
- Retirement reception for Kimberly Norwood – Feb 19 from 1 pm to 3 pm in the SAC dining hall

Meeting dismissed at 2:52 pm