

Staff Senate Agenda

October 30, 2024

Location: MR5 11:20am – 12:35pm

1. Call to Order/Roll Call
 - a. D. Allen motioned to call the meeting to order at 11:23AM Mike Pestrutto seconded
 - b. The following senators were absent from the meeting: Dan Hickson (excused), Jennifer Robin (excused), Michael Damiano, Willy Hamilton (excused), Ashley Jones (excused), Anthony Locavara, Patricia McConville (excused), Maria Spade (excused), Grace Talian, Renee Toliver, ,
2. Bring Your Friend to Staff Senate Winner Announcement – Amie Baarrdsen
3. Approval of Minutes
 - a. Motion to approve K. Spalding, second L. Taylor
4. Dr. Craig Bickley- discussion of excessive absenteeism
 - a. Why – received consultant report, overworked, overburdened, people taking on work for vacancies and absences. There has been no consistency regarding absenteeism from department to department (manager to manager). This was problematic in accountability.
 - b. HR wanted to bring in the data in house and have begun to follow the policies and laws to make sure people are given the proper job protections for people when necessary (FMLA, etc)
 - c. HR would have records or supervisors would have the documentation, but it would never make its way to HR
 - d. Misunderstandings, 15 days of unprotected absences. Look at sick hours/leave without pay/COVID. An accumulation is made, and the information is reviewed line by line. The protections are removed, and the notifications are based off the balance.
 - e. This is being done across all employee groups (managers, etc.)
 - f. From the previous/first notification – no one was brought in for discipline, because they provided the proper documentation, or they were coming to work.
 - g. When HR gets to the point where someone needs to come to HR, they will sit and have conversations about the specific situation which would lead to conversation about the hardship. Before that, there needs to be consistency in the administration of the notifications and leaves.
 - h. HR is following the laws as they are written. Managing this for the first time. The goal is the keep people at work as much as they possibly can.
 - i. Consequences = compliance and HR will be reasonable when a situation comes forth.
 - j. Question form K. Kallert questioning who is on the notification vs manager and employee. CB confirmed the notification is going right to the direct employee with the manager CC'd. The reason for this process to be centralized is so that HR can model the proper conversations that are appropriate. K. Kallert appreciated the way it is now happening.
 - k. FMLA forms are only shared between two people in HR. Contact Joyce in HR for assistance. Serious health conditions can include a variety of things.

- l. DB asked for clarity on what FMLA protection is considered, who submissions should be given to and what the run dates (calendar year) are.
 - m. BT questioned what necessary documentation is needed.
 - n. VB asked about excused/unexcused absences. CB said the policy does not exist and the focus should be on following the laws.
 - o. D. Allen, confirming that a doctor's note does not make a sickness protected.
 - p. MP asking about families and trickle down- based on FMLA and caretakers.
 - q. Zoom- clarifying the sick time must be used when you're on FMLA. Yes. Other time can be used when you are under FMLA when you use ALL SICK time. Follow up – FMLA must be submitted every 12 months.
 - r. AB, chronic condition, asking about pre-certifying FMLA. Yes, work with doctor.
 - s. Out of FMLA, no sick days left – you may have to go to HR to review the specifics of the situation included with the Union
5. President's Report
- a. Flexible Work Week Task Force charge (T. Barone, K. Kallert co-chairs)
 - i. Collecting feedback as well as reviewing the WFH policy (6170/71 procedures)
 - b. Task Force on Deans Evaluations
 - i. K. Kallert will represent the Staff Senate
 - ii. Could be a good segway for 360 staff/manager evals in the future
 - c. Reminder about the Budget & Financial Planning Suggestion Form
 - d. Please consider volunteering for the Strategic Planning Process
 - e. Meetings with C. Bickley/OHR scheduled through April 2025, began October 22, 2024
6. Vice President's Report
- a. J. Potter's Presentation was shared at the Budget Planning Committee Meeting
 - b. Plant savings
 - c. Budget & Financial Planning Suggestion Form
7. Treasurer's Report
- a. \$59.14 on catering for October's open meeting
 - b. \$100 PO open at the Bookstore
 - c. Balance is \$1540.86 (as of 10.16.24)
8. Secretary's Report
- a. Absences for senators, please give prior notice
9. Historian's Report
- a. Website updated with terms of service
10. Parliamentarian Report
- a. N/A
11. Ex-officio updates (CWA and IFTPE)
12. Standing Staff Senate Committee Reports
- a. CWA/IFTPE
 - i. CWA has meeting scheduled with OHR about absenteeism emails
 - b. Elections Committee
 - i. Everyone should have received the nominee and bio emails. Campaigning gets underway and up through when voting opens. Voting will open on the 11th for 7 consecutive days. Hoping to install positions by/for the Nov open meeting.

- c. Information Technology Committee
 - i. Tech committee met with PG last week. ITS is handling hardware and IT equipment that is being centralized. What should the survey ask. Will need input soon so survey can go out in November.
 - ii. Senator email groups, MP wanted to make sure senators know how to use the groups properly. How can the information be shared? Who are the owners.
 - iii. AJ recommended an automated agenda distribution system, managers who are senators and conflict of interest?
- d. Diversity and Inclusion Committee
 - i. The committee hasn't met recently but is still working on the inclusive scheduling calendar. The planning has come to a halt because board approval is required. D. Allen was asked to be on Valerie's CCDEI committee. Trying to figure out board approval and progress continues.
- e. Event Planning Committee
 - i. Thanks for attending and participating in the Bring Your Friend to Staff Senate.
- 13. Updates from University Committees
 - a. Morale Committee
 - i. First meeting of the semester, CB now a member, Sass presented to the board in September. The Board was "surprised" by this and will be taken to the Senior Leadership Team. WM believes there will be change, but it will be slow. Can't please everyone and not everyone will be happy. Monica says the results are not being taken lightly. The document will be released eventually and will make the timeline understood.
 - b. Title IX Committee
 - i. Some confusion, procedure 6941, finalized litigation across the county and after the election. Interim at this point.
 - c. Strategic Planning Committee
 - i. MV feels good about the process and is encouraged. We need active participation, please contribute if you are able.
 - d. Budget Planning Committee
 - i. See the VP notes above
- 14. New Business
- 15. Old Business
 - a. Push the use of the WFH Request Form, documentation and steps need to be followed to make sure this can continue.
 - b. Make sure you know who your divisional senator is so you can share concerns with them, which can then be brought forward for exec to be made aware. All are updated on the website.
- 16. Open Floor
 - a. KS asking if it's possible to put bios and nominations on the website. Yes, SA will work on it. Let Sarah know where you want it.
- 17. Adjournment
 - a. L. Taylor motioned to adjourn at 12:27PM, D. Allen seconded