

Kentucky State University
Staff Senate Minutes

Wednesday, January 8, 2020

Attendees		
Jasmin L. Thurman, Jayson Ameer Rasheed, Jack Lee Wollman, Jr., Elise Borne, Alison Jackson, Barbara Hayes, Danielle Barber, Elizabeth Katy Doyle, Louis Milligan, Jim Dodds,		
Absent: Yolanda Benson, Donna Carter, Travis Haskins		
1. Call to Order:	2:04PM	<ul style="list-style-type: none"> Called by Jasmin L. Thurman
Item	Discussion	Decision/Proposal
2. Roll Call		<ul style="list-style-type: none"> Roll Call was taken by J. Ameer Rasheed
3. Adoption of Agenda		<ul style="list-style-type: none"> Unanimously accepted.
4. Opening Remarks		<ul style="list-style-type: none">
5. Approval of December 2019 Meeting Minutes	<ul style="list-style-type: none"> Jack is still working on these and will have them at the February meeting. 	<ul style="list-style-type: none"> Approved.
6. March 2020 Staff Meeting Date	<ul style="list-style-type: none"> Open House. The normal time we meet falls on Spring Break during the month of March. Refreshments: will be have these for March Open House meeting? 	<ul style="list-style-type: none"> The March meeting will be moved from Wednesday, March 11 to Wednesday, March 18 due to Spring Break at 2PM. Elise Borne will update website. Refreshments will be served.
7. Staff Appreciation Day Basket Ball Game: Monday, February 10	<ul style="list-style-type: none"> Game: 5:30PM Ameer met with food vendor and they have agreed to give 65 vouchers for popcorn. This game is free for staff to attend. Looking for 4 people to give recognition. Ameer is looking for suggestions on who to recognize. The people who are being recognized will be brought to half court. 	<ul style="list-style-type: none"> The following people have been nominated: Amy Gee, Calvin Jackson, Neni Robertson, Delores Smith, Corinne Schwab, and Facilities. Jack will reach out to them via email to let them know they will be recognized.

	<ul style="list-style-type: none"> • Shoutouts for departments. Specific people for recognition. 	
8. Staff Senate Committee – Updates: Executive, Grievance, Outreach, REC	<ul style="list-style-type: none"> • <u>Grievance</u> • Sick Leave Sharing. This plan will replicate what state currently does. Danielle Barber is working on a proposal for this. • <u>Outreach</u> • Welcome Wagon: new employees get a welcome bag. May have office supplies, coffee mugs, etc. • Giving shout outs to different groups across campus, possible newsletter, • Staff “tailgate” area before games, specifically Central State Game. 	<ul style="list-style-type: none"> • Outreach: Reach out to Pat Ross regarding Central State Game. This will need to be done ASAP.
9. President’s one-on-One Meeting 1/28/2020	<ul style="list-style-type: none"> • Jasmin meets with the President the fourth Wednesday of each month. • For one-on-one meeting we need to discuss priorities, partnerships, people, golden performers, processes, projects, profits, and professional development. Not all these topics pertain to Staff Senate. 	<ul style="list-style-type: none"> • Jasmin will discuss the following: • Budget: Raising money and getting money out • Everyone needs to email Jasmin about topics to talk about to the President • Jasmin will talk about the Admin 1, 2, Executive Assistant positions;
10. Staff Senate Money	<ul style="list-style-type: none"> • Foundation accounts? Is this something we need to set up for Staff Senate? Foundation money rolls over year to year. • We do have university money that we can use. This money doesn’t roll over year to year. • 	<ul style="list-style-type: none"> •
11. Staff Senate Attendance	<ul style="list-style-type: none"> • There are two staff senate members who have missed four of six meetings. One Staff senate member missed five of six meetings. • With a few exceptions, the majority of excuses have unexcused. • Does a letter need to be sent to these staff senate members. The ones who missed four should receive a warning and the ones who 	<ul style="list-style-type: none"> • If a Staff Senate member has to miss a meeting, they need to inform Staff Senate of this. This can be done by email or text message. • Letter needs to go through legal. • Warning letters and termination letters will be sent to appropriate people

	missed five should be sent a letter of termination. <ul style="list-style-type: none">• Current bylaws state three unexcused absences call for removal from Staff Senate	
12. Closing	<ul style="list-style-type: none">•	
13. Adjournment	<ul style="list-style-type: none">• 3:39PM	