

Meeting Minutes

December 11, 2024 1:15 p.m.

Rathskeller Loft, University Union

**Senators Present:** Ke’an Armstrong, Jon McKenzie, Maggie Burkhead, Shawn Peoples, Amy Morris, Catie Danner, Justin Tierney, Lynn Griesemer, Jordan Jenkins,Michelle Wayne, Kim Pope, and Tina Jenkins.

**Senators Absent:** Melissa Coleman, Tony Craven**,** Andrea Beals, Michelle Morgan, Mary Brown, Matt Cobble.

**Guests:** Dr. Jay Gatrell, President and Michael Gillespie, Director, Center for Faculty Development and Innovation.

**Approval of Minutes** – Senator Jordan Jenkins moved, Vice President Wayne seconded, approval of the November 2024 minutes. Motion carried.

**Executive Officer Reports**

1. **Treasurer’s Report**
   1. Staff Senate Gift Account - $329.50 (As of September)
2. **Secretary Report** – No report
3. **Vice President Report** – No report
4. **President’s Report**
   1. Dr. Jay Gatrell, President
      1. Spoke on Commencement and Gift Days.
      2. Discussed some items coming forward in the Spring and beyond:
         * 1. Jan. 22, 2025, at 8:30AM – University Updates
           2. March 25, 2025 – Townhall Updates
           3. The Social Work Program was approved; looks like it will potentially be available Fall 2026.
      3. Shared updates about the dedicated Volleyball court coming to McAfee. This will make us one of the only D1 institutions in our region to have a dedicated Volleyball court.
      4. Endowments are being created for scholarships.
      5. President McKenzie asked about IGPs surrounding committees.
         1. President Gatrell mentioned being open to updating IGPs to make certain committees more sufficient.
      6. Senator Burkhead asked about funds for better signage across campus, specifically inside McAfee.
         1. President Gatrell addressed not needing donated dollars to find funds for better signage if needed.
      7. Senator Jenkins asked about the two-year live on requirement and specifically asked about space.
         1. President Gatrell stated that the majority of freshman choose to live on campus for a second year, so space should not be an issue.
   2. Dr. Michael Gillespie, Director, Center for Faculty Development and Innovation
      1. Discussed the new ADA rules that were officially brought forward in April. These rules are for any public entity, not just institutions. This applies to everything that is public facing, or anything that the public has access to for information/resources (website, forms, etc.).
         1. Shared the Digital Accessibility Self-Audit Checklist with the Senators present.
         2. Office 360 has accessibility checkers.
         3. FDIC has been offering workshops to help ensure that everyone is aware of the new rules, and they know how to apply them.
         4. FDIC has Graduate Assistants who are essential in the success of the team; 2 of them are paid through grants.
            1. Help with workshops, making items accessible, etc.
         5. Create a committee with different stakeholders across campus to address any concerns that might be missed or that need addressed.
      2. President McKenzie asked about lawsuits that could surface if something is missed, and it is not accessible to students who need that accommodation.
         1. Dr. Gillespie said the main concern is helping students who come forward who needs an item to be accessible that isn’t; then working with them to address that concern and make it accessible.

**Committee Reports**

1. **Personnel Policies, Benefits, and Welfare Committee** (Griesemer, Morgan, Peoples, Morris, Beals, Craven)
   1. Parking Appeals Subcommittee – No report
   2. Parking Advisory Committee – Beals, Peoples – Still waiting to hear from Chief Gamboa to schedule a meeting. Jon McKenzie plans to follow up.
   3. Environmental Health and Safety Subcommittee – No Report
2. **Budget and Planning Committee** (Wayne, T. Jenkins, Coleman, McKenzie)
   1. CUPB
      1. Senator Peoples reported out from the recent CUPB meeting.
         1. Staff Senate will continue to have 2 seats on CUPB.
         2. Overall, by laws have passed.
            1. Faculty Senate recommended to extend terms to 3 years across the board (except for students).
         3. President Gatrell reported different updates.
            1. Moving to regional fundraisers.
            2. University Advancement will still have liaisons in different departments across campus.
            3. $3 Million + was raised in 2024, compared to the $1 Million + that was raised in 2023.
         4. CUPB plans to review the mission and vision statement to be reviewed by Staff, Faculty, and Student Senate.
   2. University Naming Subcommittee – T. Jenkins
      1. Approved the name for the gym in McAfee to be named after the donor.
   3. Campus Master Plan Committee – Wayne, Craven
      1. 2 Meetings are scheduled to address concerns from the vendor that have led to some delays.
      2. Hoping to bring forward recommendations at the start of the year.
3. **Liaison Committee** (Armstrong, T. Jenkins, Peoples, Coleman, Pope)
   1. University Union Advisory Subcommittee – No report
   2. Staff/Faculty Senate Relations Subcommittee – No report
4. **Elections Committee** (J. Jenkins, Brown, Pope) – No report
5. **Ad Hoc Committees**
   1. Staff Recognition/Development Committee
      1. Continuing to go strong with the shoutouts. So far, in December there have been 20 shoutouts (which is about the average per month).
   2. Constitution Review Committee
      1. Met to discuss proposed changes.
6. **Constituent Reports** 
   1. **Administrative and Professional** (Danner, McKenzie)– No report
   2. **Non-negotiated Civil Service** (Armstrong, Hupp, Morgan) – No report
   3. **Non-negotiated Trades** (Craven) – No report
   4. **Negotiated Trades** (Wayne) – Gave an update on work being done in McAfee, and some updates coming to Lantz (creating a golf simulator). Also mentioned a lot of smaller updates happening across campus (lighting, ceilings, etc.).
   5. **AFSCME 981** (Ayers, Cobble, T. Jenkins, Griesemer, Brown, Pope) – No report
   6. **UPD** (Beals)- No report
   7. **Contract Appointment or Grant Funded** (Coleman) – No report
   8. **Minority Report** (Burkhead, Peoples)
      1. Lookout for the RSVP for the Martin Luther King Jr. Community Breakfast.
   9. **EAC Report** (Brad Green) – No report
7. **Liaison Reports** 
   1. **Student Senate** – No report
   2. **Faculty Senate** – No report
   3. **VPBA Report**
      1. Alumni Office is still looking for volunteers for Commencement.
      2. FLSA rules did not pass. Every decision that has been made in relation to this will stay the same.
      3. Audit report should come out the first of the year.
      4. Smokestack continues to shrink. Expected to finish by the end of January.
      5. Science Building designs have been discussed and meetings are taking place. Currently working on construction documents.
         1. As of right now, it does not have an official name. Just “Life Science Building”.
         2. Discussing the Southeast parking lots.
8. **Unfinished Business**
   1. **Credentials assessment issues/CS Positions and length of time for the hiring process -** No updates.
   2. **Shobe Memorial** – Continuing to work on project.
      1. Staff Senate and Civil Service Council – Going to create a plan for fundraising in January.
         1. Met with the gardeners and there is a plan.
            1. Going to take their design, and make it more realistic to fit the grounds on our campus.
         2. Goal: $7,000
         3. Senator T. Jenkins mentioned the gates that were formerly on 4th street.
9. **New Business**
   1. **Questions for the President.** Please forward questions.
10. **Announcements** 
    1. Enrollment Updates from Senator Tierney:
       1. Currently up 3% applications, up to 7% in admits, 10% up in deposits.
       2. Transfers are steady and flat.
       3. International applications, both undergraduates and graduate students are down 10%.
       4. Trending down 3% on campus visitors year after year.
          1. A new position in Admissions: Daily Visit Coordinator; meant to help increase this number.
       5. Things with FAFSA are looking positive, especially compared to issues that we were facing last year.
          1. FAFSA is currently open for students.
          2. Hoping to have packages created by February.
    2. Graduation and Commencement is streamed on WEIU’s YouTube channel.
    3. One Stop Community Christmas Volunteers needed!

**Adjourned 2:33 p.m.**