

Staff Senate Agenda
Friday, March 10, 2017
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

- 1) Minutes of previous meeting
- 2) Emergency Evacuation project – Update (Taryn, Amanda, Peggy D.)
- 3) Subcommittee reports:
 - Mug and thank you for David Nolt
 - Staff Development: Luncheon Learning – next topic
 - Ask the Senate (Peggy D., Carmen, Casey, Frances)
 - Pat on the Back (Frances, Angela)
 - Shared Governance
 - ✓ Service animal policy review - Update
 - ✓ WIRE Advisory Board Update – Peggy D.
 - Website: Annual review and update; Use of webpage by staff – ideas – when to implement? F/U with David Nolt (Angela, Casey, Peggy M.)
 - Event Review: Decide what to do again
 - Newsletter: (Amanda, Angela, Ronda, Taryn, Peggy D.)
Spring Newsletter
 - ✓ Campus Technical Services
 - ✓ HPER Remodel/Pool
 - ✓ Ask the Senate: Retirement Planning for Students
 - ✓ Pat on the Back - Frances
 - ✓ Deferred Compensation Benefit – short description
 - New Employee (Carmen, Ronda) – updated list; more packets needed
 - ✓ Create congratulations note (completion of 6-mo probation period) to go with mugs
- 4) MUSSA Survey - Update (Peggy D.)
- 5) Senate development plan – Progress Reports:
 - Scholarship Guidelines – on hold pending survey
 - Moodle policy and procedures update
 - Election process review
- 6) Meeting dates: Any schedule changes?
- 7) Round table

Staff Senate Meeting Minutes
March 10, 2017
Mt Con room, SUB
9:00 to 10:00 am

Present: Peggy Delaney, Peggy McCoy, Angela Stillwagon, Casey Vanatta, Frances Holmes, Joyce O'Neill, Scott Forthofer, Taryn Quayle and Kathy Stevens

Absent: Carmen Nelson, Ronda Coguill, Amanda Shroyer and Marilyn Patrick

The minutes from the previous meeting were read and approved.

Emergency Evacuation project - The next step is to conduct a staff focus group lunch meeting on March 21st. It will consist of 10 people from different departments and will be followed by a faculty focus group meeting. The ad hoc committee will summarize the input from the focus groups and present it to Marilyn Cameron and the Safety Committee. The senators discussed the difficulty of following procedure in a true emergency and the need to move all responsibility from one Safety Coordinator to more people, e.g. Security. Taryn reported that Hank DeGroat's internship will extend over the summer and the voice over text for the evacuation areas will need to be done. Taryn is writing up the minutes from the meetings.

Subcommittee reports-

There will be a meeting to make new employee packets next Tuesday at 10:00. Scott will write up a congratulations on employment note to put on the mugs.

Suggestion for next Luncheon Learning topic is the Career Advancement Ladder to be presented by Maggie Peterson.

No new Ask the Senate nor Pat on the Back items have been submitted

The Service Animal Policy has been revised to include the suggestions from the Staff Senate review and was presented to Faculty Senate for review before going to Chancellor Blacketter.

Spring newsletter articles; IT Department article by Casey Vanatta, Completion of the HPER pool, Deferred Compensation article, response by Denise Herman to Ask the Senate question and Emergency Evacuation by Taryn. Also New employee list and MUSSA survey article.

Institutional Advisory Committee update - Peggy D attended a meeting with the Faculty Senate members' representatives and Chancellor Blacketter. The preliminary committee list includes more than 3 staff members, which was a Staff Senate recommendation in its review of the committee job description. He is also working on getting compensation approved for staff members assigned to the committee commensurate with release time approved for faculty committee members.

Updates to the Staff Senate webpage – meeting minutes and member names were added. Peggy D. will clean out Moodle and the webpage hits and stats will be completed.

Peggy reported that David Nolt was given a Staff Senate mug and thank you card in appreciation of his help.

Respectfully submitted,
Joyce O'Neill
Secretary