

Staff Senate Agenda
Wednesday, May 24, 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) Elections
- 4) Committee sign-up sheet
- 5) Subcommittee reports:
 - Staff Development: Luncheon Learning – On Moodle
 - Ask the Senate (Peggy D., Casey, Frances)
 - Pat on the Back (Frances, Angela)
 - Luncheon Learning (Peggy D.)
 - Shared Governance
 - ✓ WIRE Advisory Board Update – Peggy D.
 - Newsletter: (Amanda, Angela, Ronda, Taryn, Peggy D.)
 - Summer Newsletter**
 - ✓ TRIO department
 - ✓ Tree planting at Highlands College
 - ✓ WIRE committee
 - ✓ Ask the Senate
 - ✓ Pat on the Back – Frances (Niki and Carmen Nelson)
 - ✓ New Employee (Carmen, Ronda) – updated list
 - ✓ Share congratulations note (completion of 6-mo probation period) to go with mugs
 - Website: Annual review and update; Use of webpage by staff – ideas – when to implement? Angela, Casey, Peggy M.
 - Update senator list and biographies
 - Check to make sure all minutes and newsletters are posted
 - Review Useful Information to make sure links work and info has not changed
- 6) Supply drive for the homeless
- 7) MUSSA Survey - Update (Peggy D.)
- 8) Senate development plan – Progress Reports:
 - Scholarship Guidelines – on hold pending survey
 - Moodle policy and procedures update
- 9) Meeting dates: Any schedule changes?
- 10) Round table

Staff Senate Meeting Minutes
May 24, 2017
Mountain Con, SUB
9:00 to 10:00 am

Present: Angela Stillwagon, Kathy Stevens, Frances Holmes, Peggy Delaney, Joyce O'Neill, Amanda Shroyer, Taryn Quayle, Scott Forthofer

Absent: Peggy McCoy, Ronda Coguill, Casey Vanatta and Marilyn Patrick

Minutes of the previous meeting were read and approved.

Emergency Evacuation (EE) project update –Taryn confirmed the I'm Safe cell phone app is now available. She encouraged members to download the app. There was discussion regarding the perception that EE info is not important and this need to be corrected. There was a suggestion that automating the education so that it is available 24/7 and easy to access will be helpful.

Elections - Three candidates responded positively to the call for new senators; Niki Wilcox, Marcia Lubick and Nick Bowsher. After member discussion a motion was made and seconded to accept the three as new senators. Peggy D will send them a letter and add this info to the summer newsletter. New members will receive a prep/orientation sheet of expectations of a senator. The SS Bylaws state that senators serve a two year term and many current senators are over that time frame. The elected officers serve for one year. Members were asked to email Taryn with info of how long they have served and the Bylaws committee will address voluntary term renewal. A suggestion was made to send out nomination instructions after graduation because graduation is a stressful time for many staff and then wait until July 1 to fill the positions. There was a clarification that appointment time for senators starting their appointments doesn't start until July 1. Plan to review the Bylaws and vote for President, Vice President and Secretary at the June 9th meeting.

Committee sign-up sheet - Peggy D asked that members review and clarify their committee appointments.

Subcommittee report –

WIRE – Peggy will share her vision list with SS.

Summer Newsletter – articles are due by June 19th

New employees – Frances reported that temporary and part-time employees are not coming up on the list of new employees.

Supply drive for the Homeless – Peggy D will share the list of needed articles and prepare a drive. Further discussion will occur at the June meeting.

MUSSA Survey update – Peggy D asked members to look at the report and give feedback.

Respectfully submitted,
Joyce O'Neill
Secretary