

**Staff Senate Meeting Minutes**  
**Tuesday, November 26, 2019**  
**Mt. Con Room, Student Union Building**  
**9:00 a.m. – 10:00 a.m.**

**Present:** Frances Holmes, Niki Wilcox, Peggy McCoy, Denise Herman, Debbie Luft, Kinsley Rafish, Tristan Sewell, Kathy Stevens, Angela Stillwagon, Casey Vanatta and Marcia Lubick

**Absent:** none

**Staff Senate Photo and Individual Senator Photos Taken.**

**Minutes:** Minutes from the November 12<sup>th</sup> meeting approved as written.

**New Business:**

**Ask the Senate:** (Frances, Casey) No questions.

**New Employee:** (Tristan, Frances, Marcia, Kinsley) Casey and Tristan have been working on the New Employee list. There are 21 employees who need welcome packets, 11 have passed their 6-month probationary period and will receive their mugs. Employees who have not received a welcome packet and are now eligible for a mug will receive both at the same time.

**Welcome packet labels need to be updated,** Tristan & Kinsley will update the label template from the Staff Senate Share. Check back with Frances if labels are needed for printing. Frances can also print the labels if necessary.

**Supplies are needed including:** candy and sticky notes.

**Moving supplies:** Tristan will work with Peggy to get the supplies moved from the URC to the SSC.

**Pat on the Back:** (Frances, Marcia, Casey, Kinsley) No report

**Lunch and Learn Update:** (Kathy, Debbie, Denise, Niki)

Marsha Goetting would be pleased to complete her presentation on Estate Planning in April 2020. She requests 90 minutes for this presentation. Frances will schedule either the Copper Lounge in the SUB or the Poore Room in the URC for this Lunch and Learn to be held on Wednesday, April 22, 2020.

**Budget Report:** (Peggy, Marcia) Peggy reported that she is in communication with Kelsey Kerbs about the payment for the staff senate shirts. Confusion still exists about the PO# that Peggy received from Kramer for the shirt order last spring and that shirts are our Staff Senate uniforms.

Marcia reported that Kramer should correct the MSU Extension charges on Banner. For some reason the coding was changed from the Staff Senate account. The invoice has been paid to MSU and Kramer is making an internal correction. The Account balance is correct at \$715.07.

<b>Beginning Balance</b>	<b>\$1,100.00</b>	<b>7/31/2019</b>
Dinning Services	-\$337.50	Sept. 17 Lunch and Learn
MSU Extension	-\$47.43	Sept. 17 Speakers Mileage
<b>Remaining Balance:</b>	<b>\$715.07</b>	<b>11/25/2019</b>

**Scholarship:** (Casey, Angela, Kinsley) A copy of the Pam Hogart Staff Senate Memorial Scholarship document has been sent over to Shannon Panisko to review the language of the Scholarship.

Kinsley will get the plans in motion for the Corn Hole Tournament to be held in January to raise funds for the scholarship.

**Events Committee:** (Peggy, Kathy, Marcia, Niki, Frances Kinsley)

**Gift Wrapping** – The Circle K club’s Holiday Care service project gift wrapping is scheduled for December 4<sup>th</sup> at 1:00pm. Staff Senate helps with the wrapping, please check your email for updates. RuthAnne will complete this project before departing from campus.

**December Commencement** – December Commencement will take place in the HPER on December 6. Virginia LaMere is in charge of the planning and has been notified that Staff Senate has offered to help.

**SPE Bazaar** – The SPE Bazaar is being held at the Maroon Activity Center (MAC) on Sunday, December 8<sup>th</sup> 9am – 4pm.

**Shared Governance:** (Frances, Kathy, Debbie)

**Leadership Education and Development (LEAD) Initiative:** Tristan Sewell is on the LEAD Team and will keep Staff Senate updated on those meetings. The LEAD may also be a source for funding for the Lunch and Learn programs.

**Chancellor Cook** has not gotten back to Frances with a date for when he will begin having monthly meetings with her. He had previously told Frances that he wanted to have monthly meetings with the Staff Senate President.

**Leadership Team Meeting Report** – Frances reported that Steve Gammon, Dean of Letters Sciences and Prof Studies has fresh ideas for moving the campus forward. Enrollment numbers were presented and Chancellor Cook reiterated that the current focus is on retaining and recruiting students.

Frances reminded the Committee that the front-line classified personnel often hear what is going on with the students. Recent complaints that have been aired are that students are having problems getting appointments with their advisors and that advisors are not properly advising. Missing out on taking a fall class that is a requirement for a spring class in the student's senior years is a common complaint.

**Physical Facilities** - With the departure of Doug Evans the Physical Facilities leadership has temporarily been restructured; Doug Abbott is oversight, Dennis Lowney is day-to-day operations, Carleen Cassidy is budgets and Marissa Bentley is purchasing, etc. There are funds put aside to maintenance however physical plant has 9 positions that have not been re-hired.

**Library roof** – work began on the library roof in late October. With the winter weather setting in and additional delays caused by the roofing company putting holes in the roof and 2<sup>nd</sup> floor ceiling an agreement was made to seal up the roof for the winter and complete library roof repairs in Spring 2020.

**Provost Search** – the names of the finalists for the Provost position should be released to campus the week of December 9<sup>th</sup>.

**Staff Recognition Committee** - (Peggy, Casey, Kathy, Denise) Frances will discuss with the Chancellor.

**Newsletter Committee** - (Niki, Denise, Peggy, Angela) No report

**Old Business:**

**Meeting Adjourned.**

**Next Meeting:** Tuesday, December 10, 2019 at 9:00 a.m., Mt Con Room of the Student Union Building.

**Respectfully submitted,**  
**Marcia Lubick, Staff Senate Secretary**