Staff Senate Meeting Minutes  
Tuesday, August 6, 2019  
Pintler Room, Student Union Building  
9:00 a.m. – 10:00 a.m.

Present: Frances Holmes, Denise Herman, Kathy Stevens, Casey Vanetta, Debbie Luft, Kinsley Rafish, Angela Stillwagon, Tristan Sewell, Niki Wilcox, Marcia Lubick

Absent: Marilyn Patrick, Peggy McCoy

Minutes: Minutes of July 23, 2019 meeting were approved as written

New Business:
Tour for staff of the Student Success Center – There are no funds for refreshments for the tour. Frances is in the process of composing a letter to Carleen Cassidy to learn about the Staff Senate Budget. The Student Success Center and Living Learning Center tour is scheduled for August 8 beginning at noon. Scott and Jocelyn and staff will be giving the tours.

Staff Senate Committees: We’ll go over the Staff Senate Committee roster at our next meeting. Be thinking about what sub-committees you want to work with.

Subcommittee reports:
- Ask the Senate (Casey, Frances, Peggy) – No new questions
- Pat on the Back (Frances, Casey, Marcia, Nick) – Donna Conrad has been nominated.

Staff Development:
- Luncheon Learning Update: (Debbie, Niki, Kathy)
  - Fall 2019 –Presentation: Advanced Directives – Power of Attorney - Wills – Date: At the request of our guest speaker the date has been changed from September 26, 2019 to September 17. Marsha Goetting from the MSU Extension Economics will be giving a one session workshop. If there is interest in another workshop on subjects covered we will look at bringing her back in the Spring. We will pay her mileage and lunch. A one sheet handout listing resources will be given to attendees.
  - Frances will send out the campus invitation to the tour.
- Scholarship: (Casey, Marilyn, Peggy M.) Nothing new.
- New Employees: (Frances, Marcia, Peggy, Nick) Frances has new report, Thank you Casey. Frances will review and then ask for help in delivering packets.
- Financial Report: (Peggy, Marilyn) Peggy M.
  - No budget has been released yet.
- Events Committee: (Kathy, Peggy M. Marilyn, Marcia, Niki, Frances)
  - Dorm Check-in: Jocelyn wants RAs on the floors during student check-in on August 21st. She is requesting volunteers to help downstairs with the check-in she needs volunteers from 8:30 a.m. – Noon.
  - Campus Clean-up: Talk to Scott about incorporating campus clean-up into Homecoming club activities.
- Shared Governance: (Scott, Kathy, Peggy, Debbie) – No update
- By Laws Review: (Frances, Peggy, Marilyn)
  - Review tabled. Frances is going to put together everyone’s suggested changes make edits and send the By Laws out for review. Pay special attention to Article 5 #3. We’ll
review the document and ratify after we have a chance to discuss the proposed changes to the Bylaws.

- **MUSSA**: (Peggy, Frances) - MUSSA is looking for a new Chair.
- **Staff Recognition Committee**: (Peggy, Casey, Kathy, Denise) Tabled until Frances is able to meet with Chancellor Cook.
- **Fall Newsletter – Deadline Sept 20**
  - Various ways Staff help Students
    - Department Highlights – Fall Newsletter
      - Career Services – Angela will write - once staff have been hired.
      - Enrollment – Kinsley will write.
      - Physical Plant – Denise will write – after new Assist. Director hired.
      - Recruitment – Debbie will write.
      - Student Success Center – Denise will take picture at the tour.
    - Article on Jocelyn Bjornstad, Coordinator of Campus Life. This will be a larger article and focus on her work at the Living Learning Center (she has a Pat on the Back in Summer newsletter).
    - Article on Food Services Policies – Peggy has put this on hold. Policies will be reviewed once Cook is on campus.
    - Email policy on campus – Casey will write.
    - Disability Services – Something about the New Emotional Support Animal Law.
    - Pat on the Back – Victoria and Donna – Marcia will write

Next meetings:

**August 20, 2019 at 9:00 a.m., Mt Con Room of the Student Union Building**

Respectfully submitted,
Marcia Lubick