Staff Senate Meeting Minutes  
Tuesday, October 6th, 2020  
9am – 10:00am

Attendees:  
_ X_Denise Herman  _ X_Kinsley Rafish  _ X_Kathy Stevens  
_ X_Marcia Lubick  _ X_Sean Ryan  _ X_Angela Stillwagon  
_ Debbie Luft  _ X_Tristan Sewell  _ X_Kramer Ungaretti  
_ X_Peggy McCoy  _ X_Trisha Southergill  _ X_Casey Vanatta

Minutes Approval: September 22nd, 2020 minutes -  
Next meeting: Tuesday, October 20th, 2020. Pintler Room—*Picture Day*

1. **Budget Report:** Peggy, Marcia

<table>
<thead>
<tr>
<th>Date</th>
<th>Staff Senate Budget Report</th>
<th>Business Account State Funds</th>
<th>Chancellor’s Fund Foundation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug-20</td>
<td><strong>Beginning Balance:</strong> $1,100.00</td>
<td>$1,100.00</td>
<td>$1,000.00</td>
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<tr>
<td>8/19/2020</td>
<td>10 $5 Digger Cards for Pats on the Back</td>
<td></td>
<td>50.00</td>
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<tr>
<td>8/19/2020</td>
<td>Staples - Supplies</td>
<td>98.43</td>
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<tr>
<td>9/11/2020</td>
<td>Tristan Sewell - mints new employee/6-mo mug</td>
<td></td>
<td>17.96</td>
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<tr>
<td>10/5/2020</td>
<td>5518 Design</td>
<td>110.00</td>
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<tr>
<td>10/5/2020</td>
<td>Insty-Prints</td>
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<td>60.50</td>
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<td></td>
<td><strong>Sub-Total</strong></td>
<td><strong>$891.57</strong></td>
<td><strong>871.54</strong></td>
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<td></td>
<td><strong>Encumbered</strong></td>
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<tr>
<td></td>
<td><strong>FYE Total</strong></td>
<td><strong>$891.57</strong></td>
<td><strong>871.54</strong></td>
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2. **Communications/Marketing:** Angela, Sean
   a. Website is updated with the exception of our group photo
   b. Picture day planned 10/20
   c. Tristan absent? Will try to rearrange schedule
   d. Kinsley arranging photographer

3. **Events Committee:** Kinsley, Tristan, Kathy, Kramer
   a. Updates (Singo, Raffle):
      i. **Singo:**
         1. Remaining tasks:
            a. Kinsley will create an advertisement flyer and give it to Angela to market.
            b. Kinsley will look into daubers to purchase for this event.
               i. Casey will check on ones Roller Derby purchased. Amazon?
               ii. Can sell them for $1-$3 each
            c. Marcia arranged with Scott F to use the sound system
            d. Kinsley and Angela are organizing the music
            e. Donations
               i. All senators have been asked to solicit 1 donated item each
               ii. Spreadsheet with received donations is on shared drive, below the listing of folders
               iii. Angela will include the Tech Tax ID# in the thank you notes
         2. Event Details:
            a. October 22nd: 6:00-9:00 pm at the KC.
            b. Each of the three hours will be different genres of music
            c. No event registration, but advertising will indicate that spaces are available first come, first served
            d. The KC is responsible for Covid planning/events, attendance limited to 50 people
            e. Most senators will be able to attend and assist. Please arrive by 5:30
      ii. **Spirit Week 10/4:**
         1. Virtual parade car was created
         2. Parade video posted on Tech’s Facebook page
         3. Only 8 entries
iii. **Raffle:**
   1. **Tickets**
      a. 200 tickets @ $20 each.
      b. Donors advertised on the ticket.
      c. Only 40 tickets remain to sell on campus
      d. Most tickets sold between Friday and today
      e. Plan to increase to 400 tickets next year
   2. Ticket stubs turned in to Tristan
   3. Money collection:
      a. Kinsley will bring Venmo payments she received
      b. Bill Hogart—Angela is coordinating with him about tickets/money
   4. Planned sales:
      b. Drawing date pushed back to 11/17
      c. Might draw early if sell last of tickets
   5. Angela will include tax ID# to the thank you letter
   6. Future plans:
      a. Peggy stated that there might be backlash because few tickets are available to campus community
      b. Next year plan to sell 400

4. **MUSSA:** Casey, Peggy
   a. Next Meeting Date: September meeting cancelled

5. **New Employee:** Tristan, Debbie, Trisha
   a. One new employee
   b. One 6 month next week

6. **Newsletter Committee:** - Angela, Denise, Trisha
   a. Due Dates:
      a. All articles: October 30th—please submit early if they are ready
      b. Release: November 6th
   b. Articles:
      a. Facilities – Trisha
      b. Pat on the backs – Marcia
      c. Scholarship recipient and Day One event – Casey & Kinsley
      i. $755 from 12 gifts on Day One
      ii. Fall 2020 Recipient:
      d. Spirit Week and our involvement - Peggy
      e. Wellness section – Debbie
      f. Singo – Angela
   c. Ask the Senate

7. **Senate Governance:** Marcia, Debbie, Peggy
   a. Campus survey report will be ready for next meeting.
      i. Start thinking about April 2021 survey – questions and changes.
   b. Staff Senate shirts
      i. waiting for 1 polo shirt
      ii. Might be a couple of weeks
   c. Shared Governance:
      i. Professional Development Committee Updates:
         1. LEAD Book Club
            a. Some books remain available
            b. Option B: Facing Adversity, Building Resilience, and Finding Joy by Sheryl Sandberg and Adam Grant
            c. One chapter each meeting, three meetings remain this fall
      2. Looking for more events for fall 2020/spring 2021
   d. Email Policy Protocol: Meeting this Friday

8. **Scholarship:** Kinsley, Casey, Angela
   a. Scholarship application is live
   b. When spring semester registration begins, will email call for applicants
   c. Deadline for spring 12/15
9. **Staff Development: Trisha, Kathy, Denise**

<table>
<thead>
<tr>
<th>Date</th>
<th>Presenter</th>
<th>Topic</th>
<th>Attendees</th>
<th>Additional links sent</th>
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<tbody>
<tr>
<td>10/13/2020</td>
<td>Sarah Raymond</td>
<td>Resume Building</td>
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<td>11/10/2020</td>
<td>John Metesh</td>
<td>MBMG</td>
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<tr>
<td>December</td>
<td>Wellness Reps</td>
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<tr>
<td>Completed</td>
<td>Completed (9/22)</td>
<td>Kathy Stevens</td>
<td>Zoom Updates</td>
<td>17</td>
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10. **Staff Recognition: Marcia, Kramer, Sean**
    a. Haylee and Dennis awards are now completed
    b. New: Sean Lawrence

**Round Table:**

**Next Meeting:** Tuesday, October 20th, 2020 at 9 a.m.