

Staff Senate Meeting Minutes
Tuesday, November 17th, 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: October 20th, 2020 minutes approved – did not happen
 Next meeting: **Tuesday, December 1st, 2020. Pintler Room**

1. **Draw raffle winner**
 - a. Dr Cook drew raffle tickets
 - b. Winners
 - i. Prize 1: YETI Cooler and Gift Card – Kellie Johnston
 - ii. Prize 2: YETI Bag – Jack Hogart
 - iii. Prize 3: UPTOP Gear & Slainte Basket – Kim Salmonsens

2. **Icebreaker/Team building**
 - a. What's new in your world
 - b. Trivia

3. **Budget Report:** [Peggy, Marcia](#)

Date	Staff Senate Budget Report	Business Account State Funds	Chancellor's Fund Foundation
	Beginning Balance:	\$1,100.00	\$1,000.00
8/19/2020	10 \$5 Digger Cards for Pats on the Back		50.00
8/19/2020	Staples - Supplies	98.43	
9/11/2020	Tristan Sewell - mints new employee/6-mo mug		17.96
10/5/2020	5518 Design	110.00	
10/5/2020	Insty-Prints		60.50
10/29/2020	Kinsley Rafish – Raffle prize reimbursement (YETI Tundra 65 Hard Cooler)		349.99
	Sub-Total	\$891.57	\$521.55
	Encumbered		
	FYE Total	\$891.57	\$521.55

4. **Communications/Marketing:** [Angela, Sean](#)
 - a. Will update website with new group photo
 - b. Please review your bio and notify Angela if need changes

5. **Events Committee:** Kinsley, Tristan, Kathy, Kramer

- a. New:
 - i. Scott Forthofer is offering approx. 70 succulents left from student event
 - 1. Available after Thanksgiving
 - 2. Wants to recognize and thank staff
- b. Updates:
 - i. Singo:
 - 1. Event has been tabled due to covid
 - 2. Reevaluate for spring semester
 - a. Donations
 - ii. Staff Meet and Greet: Hot cocoa social
 - 1. Event might be perceived as irresponsible during covid restrictions
 - 2. Consider holding as a welcome back event second week of January
 - iii. Raffle:
 - 1. Thank you letter status
 - a. all letters mailed
 - b. draft letter is on shared drive for future use
 - iv. Thank You cards
 - 1. Postage paid through state account
 - 2. Postcards
 - a. Mail room can do regular sized postcards: 200/\$26
 - b. Walmart photo postcards
 - i. 26 cents each
 - ii. No price difference for quantity, so can print as needed
 - 3. Note cards for those wishing to remain anonymous
 - a. Kathy has some blank notecards she can donate
 - b. Alpha Graphics as source?
 - c. Did not check Staples—typically runs higher
 - d. Insty Print prices?

6. **MUSSA:** Casey, Peggy

- a. Next Meeting Date: 12/10/2020
- b. BOR virtual meeting 11/19-11/20

7. **New Employee:** Tristan, Debbie, Trisha

4 new employees

8. **Newsletter Committee:** - Angela, Denise, Trisha

- a. Chancellor Cook again praised the newsletter
- b. Spring 2021-discussion tabled until next meeting

9. **Senate Governance:** Marcia, Debbie, Peggy

- a. Campus survey report.
 - i. Start thinking about April 2021 survey – questions and changes.
 - ii. Request Casey be involved in next meeting
 - iii. Want to present relevant and useful feedback to campus leadership
- b. Staff Senate shirts
 - i. Final polo shirt received
- c. Shared Governance:
 - i. Professional Development Committee Updates:
 - 1. 12/3 at 3:00—chapter 3 of *Option B* discussion
 - 2. 11/17 at noon—Wellness webinar “Mental Wellness Tips & Resources--Staying Resilient in Challenging Times”
 - ii. Executive Leadership Committee Update--none
- d. Officer Suggestion and Change to ByLaws
 - i. Tabled

**10. Scholarship: [Kinsley, Casey, Angela](#)
Spring 2021 application open until 12/15**

11. Staff Development: [Trisha, Kathy, Denise](#)

Date	Presenter	Topic	Attendees	Additional links sent
December	Amy Lorang	Suicide Prevention		
1/12/21	Tara Klocker	Burn Out		
Completed				
Completed (9/22)	Kathy Stevens	Zoom Updates	17	3
Completed (10/13)	Sarah Raymond	Resume Building	9	0
Completed (11/10)	John Metesh	MBMG	17	

**12. Staff Recognition: [Marcia, Kramer, Sean](#)
Pat on the Back
Nathan McQuinn**

Round Table: