Staff Senate Meeting Minutes  
Tuesday, February 9th, 2021  
9am – 10:00am (Zoom)

Attendees:
_X_Denise Herman  _X_Sean Ryan  _X_Angela Stillwagon
__Marcia Lubick  _X_Tristan Sewell  _X_Kramer Ungaretti
_X_Debbie Luft  _X_Trisha Southergill  _X_Casey Vanatta
_X_Kinsley Rafish  __Kathy Stevens

Minutes Approval:  January 26th, 2021 minutes Approved
Next meeting: Tuesday, February 23rd, 2021

Budget

1. Committees
   a. Update to By-laws or the Committee Descriptions - giving more details for each position.
   b. Casey emailed committee list with current descriptions of responsibilities
      i. Review and update committee descriptions
      ii. Make them useful to future senators
   c. Example:
      i. Current in By-laws: The Treasurer shall be accountable for all monies. The Treasurer shall maintain Banner accounts and keep accurate records of all Staff Senate funds for reporting and auditing. The Treasurer will receive monies, make deposits and pay invoices.
      ii. Current in Committee Description for Budget Committee: Nothing listed
      iii. Updates to position:
          1. Handles the Cash: Received, counted and deposited from the Scholarship Fundraisers. (I don’t know if any other member of the Staff Senate Scholarship fund or President deposited cash)
          2. The Treasurer should report deposits made to Scholarship fund or any other account back to the Budget Committee member tracking the books (this has never been done).
          3. Has access to the UMDW to check state fund reports
          4. Forwarded Treasurer reports to Secretary or asked President to forward the reports

2. Budget Report: Kramer, Marcia
   a. Treasurer position
      i. Marcia will act as Treasurer until next officer elections
      ii. Kramer will join Budget Committee
   b. Questions about Treasurer being issued a pro-card
      i. Majority of senators have pro-card, so this is not necessary
   c. Access to UMDW
   d. Updates
      iv. Limitations from Covid have prevented us from hosting events normally funded through both our Business Account and the Chancellor’s Fund.
          1. Our Business Account will not rollover any remaining balance
          2. Kramer will find out if the Chancellor’s Fund balance will roll over
          3. Looking for appropriate ways to spend our funds before end of FY2021
<table>
<thead>
<tr>
<th>Date</th>
<th>Staff Senate Budget Report - Payee</th>
<th>Business Account State Funds</th>
<th>Chancellor’s Fund Foundation</th>
<th>Staff Senate - Foundation Acct - Pam Hogart Memorial Scholarship - Balance as of 2/8/2021</th>
<th>Transaction Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug-20</td>
<td>Beginning Balance: $1,100.00</td>
<td>$1,100.00</td>
<td>$1,000.00</td>
<td>7881.74</td>
<td></td>
</tr>
<tr>
<td>8/19/2020</td>
<td>10 $5 Digger Cards for Pats on the Back</td>
<td>0.00</td>
<td>50.00</td>
<td>0.00 Pat on the Back gift cards</td>
<td></td>
</tr>
<tr>
<td>8/19/2020</td>
<td>Staples - Supplies</td>
<td>98.43</td>
<td>0.00</td>
<td>Office Supplies</td>
<td></td>
</tr>
<tr>
<td>9/11/2020</td>
<td>Tristan Sewell - mints new employee/6-mo mug</td>
<td>0.00</td>
<td>17.96</td>
<td>Supplies for new employee packets/mugs</td>
<td></td>
</tr>
<tr>
<td>10/5/2020</td>
<td>5518 Design</td>
<td>110.00</td>
<td>0.00</td>
<td>Staff Senate Shirts</td>
<td></td>
</tr>
<tr>
<td>10/5/2020</td>
<td>Insty-Prints</td>
<td>0.00</td>
<td>60.50</td>
<td>Ticket Printing - Scholarship Raffle</td>
<td></td>
</tr>
<tr>
<td>10/29/2020</td>
<td>Kinsley Rafish - Yeti Cooler for raffle.</td>
<td>0.00</td>
<td>349.99</td>
<td>Kinsley Rafish purchased YETI Tundra 65 Hard Cooler for the Pam Hogart Memorial Scholarship Raffle (11/17/2020) - Note add wording &quot;Proceeds for the Pam Hogart…&quot; next year to make it eaiser to pay raffle related expenses from Scholarship fund.</td>
<td></td>
</tr>
<tr>
<td>11/20/2020</td>
<td>Chancellor’s Foundation Account</td>
<td>0.00</td>
<td>(349.99)</td>
<td>349.99 Reimburse Chancellor’s account - prize for Scholarship Raffle paid from ticket sales with proceeds going toward the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td>891.57</td>
<td>871.54</td>
<td>7,531.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encumbered</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FYE Total</td>
<td>891.57</td>
<td>871.54</td>
<td>7,531.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. **Communications/Marketing**: Angela, Sean
   a. Group Photo Will be taken on: (Tabled until March) no update

4. **Events Committee**: Kinsley, Tristan, Kathy, Kramer
   a. Updates:
      i. Singo
      ii. Discuss at next meeting (Tabled until March)
         1. Staff Meet and Greet
      iii. No updates
5. **MUSSA: Casey**
   a. Next Meeting Date: 2/25/2021
   b. Updates on 1/28/21 meeting:
      i. Representatives from each campus update with building construction, positions open, positions filled
      ii. Almost every place moving to auto doors with CARES money—including Tech
      iii. Most are not having a spring break
      iv. Most campuses hosted Staff appreciation day and gifted staff something

6. **New Employee: Tristan, Debbie, Trisha**
   a. Updates
      i. 2 new—enrollment and physical plant
      ii. 2 reached 6 month

7. **Newsletter Committee: - Angela, Denise, Trisha**
   a. Article Ideas:
      i. Update wording for Ask the Senate—Denise
         1. Will add wording to newsletter in Ask the Senate section to let people know that if they want to receive a direct response AND want to maintain confidentiality, they can include their name with that notation
      ii. Resources available to staff at library—Marica
      iii. Sutherland Foundation donation to Nursing Department—Peggy originally volunteered. Angela will reach out to Peggy and/or nursing program to complete this article
         1. $700,000
         2. Construction simulation center
      iv. Pat on the back--Marcia
         a. Ceasing individual articles
         b. Will write article use wording from nominations
      v. NO NEW POB
     vi. Athletic dept/Covid work—Sean
        a. administering rapid testing
        b. Football coaches for contract tracing
        c. Calling to put in quarantine
        d. Sanitizing in preparation for continuing athletic events
        e. Hours put in?
     vii. Deadlines
        1. Articles due: March 15
        2. Plan to publish end of March

8. **Senate Governance: Marcia, Debbie, Peggy**
   a. Updates on Staff Satisfaction Survey 2021
      i. Casey has not heard anything
      ii. Faculty senate starting to discuss
      iii. Tabled
   b. Shared Governance:
      i. Professional Development Committee Updates:
         1. Book club, chapter 5, 2/11/2021
         2. Strengths training on 2/19/2021
      ii. Executive Leadership Committee Update:
         1. No update
      iii. Strategic planning committee
         1. drafting goals
9. **Scholarship:** Kinsley, Casey, Angela
   a. Unsure if candidate accepted award
   b. Update application for Fall 2021
      i. Tabled until June

10. **Staff Development:** Trisha, Kathy, Denise
   a. Seeking suggestions for topics/presenters
   b. Lunch & Learns:

<table>
<thead>
<tr>
<th>Date</th>
<th>Presenter</th>
<th>Topic</th>
<th>Attendees</th>
<th>Additional links sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/13/21</td>
<td>Marsha Goetting</td>
<td>Estate Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tough conversations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ergonomics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Completed

<table>
<thead>
<tr>
<th>Date</th>
<th>Presenter</th>
<th>Topic</th>
<th>Attendees</th>
<th>Additional links sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/22/20</td>
<td>Kathy Stevens</td>
<td>Zoom Updates</td>
<td>17</td>
<td>3</td>
</tr>
<tr>
<td>10/13/20</td>
<td>Sarah Raymond</td>
<td>Resume Building</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>11/10/20</td>
<td>John Metesh</td>
<td>MBMG</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>12/9/20</td>
<td>Amy Lorang</td>
<td>Suicide Prevention</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>2/2/21</td>
<td>Tara Klocker</td>
<td>Burnout</td>
<td>17</td>
<td></td>
</tr>
</tbody>
</table>

11. **Ask the Senate:**
   a. No new
   b. Question about procedures for Director performance reviews
      a. Similar concerns about supervisor performance reviews
      b. Drafting letter to send to HR and VC Gammons

12. **Staff Recognition:** Marcia, Kramer, Sean
   a. Succulents have all been distributed
   b. Meet/Greet or other venue to distribute swag to recognize hard work of campus staff?
      i. Send swag suggestions to Trisha