

**Staff Senate Meeting Minutes**  
**October 26, 2021**  
**9am – 10am (Pintler)**

Attendees:

<input checked="" type="checkbox"/> Mike Haldane	<input checked="" type="checkbox"/> Kinsley Rafish	<input checked="" type="checkbox"/> Kathy Stevens
<input checked="" type="checkbox"/> Marcia Lubick	<input checked="" type="checkbox"/> Jeremiah Strand	
<input type="checkbox"/> (ex) Debbie Luft	<input checked="" type="checkbox"/> Jenna Snow	<input checked="" type="checkbox"/> Casey Vanatta
<input checked="" type="checkbox"/> Nathan McQuinn	<input checked="" type="checkbox"/> Trisha Southergill	<input checked="" type="checkbox"/> Cassandra Welsh
<input checked="" type="checkbox"/> Sarie Nicholls		

Approval of 10/12/2021 meeting minutes: Jenna motioned to approve. Mike provided the second. All voted in favor of approval.

**Immediate Business:**

Formal voting for new vice president and secretary for the remainder of FY22. Debbie Luft accepted the nomination for VP and Kathy Stevens accepted the nomination for secretary.

Casey administered the voting as past president.

Voting results: Debbie = 8 yes; Kathy = 10 yes

**Volunteer Opportunities:**

Make a Difference Day: 10/23. Cassandra updated the group that people got into groups and picked up litter. She enjoyed the event.

Meet and Greet on Campus: November 9. Copper Room reserved. More details below.

**New Business:**

**Budget Report:**

Marcia reported we now have 4 accounts. State: \$1079.38 balance, chancellor: \$900 balance, staff senate foundation fund: \$150 balance, Pam Hogart memorial scholarship: \$7,381.75 balance (does not include Day One funds from 2021).

**Communications/Marketing:**

Send any info you want posted to Facebook to Kinsley. She can post it. We need to highlight the meet and greet on Facebook. Jeremiah will send into.

Jenna will proofread all weekly update items. Send items to Jeremiah and Jenna. Jeremiah will send to marketing.

**Events:**

Lunch and Learn: 10/12 excel. Participation 28.

Make a difference day: see above

November Meet and Greet: Date – November 9 at 9am.

- We can bring our own snacks. Please sign up with Sarie as to what you plan to bring. Coffee service is \$2.99/person. Marcia has coordinated coffee service for 40 people.
- What information will we hand out? Onboarding, Pat on the Back, Ask the Senate. Jeremiah will work on this information.
- Who will put the information in the weekly update? Jeremiah will send in for the next two weeks (11/1 and 11/8). Casey will send the current info on Pat on the Back, Ask the Senate, and Onboarding. Will be printed in the copy center – need 40 copies. Marica will send the banner index for charging copies.
- Jeremiah will ask Lauren and Nancy about the room set up (more of a meet and greet set rather classroom rows.)
- Marcia has door prizes started.

Christmas Stroll: options include a build a bear event or a cocoa bar. We will plan more when closer to the date and MTech has more info available.

#### **Mental Health:**

Trisha thanked Nathan and Cassandra for their leadership with the walking. They are taking a break due to colder weather.

#### **On Boarding:**

Jenna reported that there was a meeting with Casey, Jenna, Jeremiah, and Sarie attended. The committee also includes Marcia. Casey presented a plan for the on boarding program. New employee information will be brought to staff senate meetings. Someone will volunteer to mentor a new employee (a campus tour and a lunch). Each new employee would get a packet including: an oredigger sticker, senator talking points, staff senate handout/brochure (to be developed), map of campus, items to post – emergency contact info, state holidays, vital phone numbers on campus, academic calendar, and mentor business card.

Name: Jenna brought ballots to vote on the names for the program. Name winner: Mentor with a Senator.

Lunch tickets: must be requested from Sodexo by Marcia, Sarie, or Kinsley

Start Date: January 2022

Logo: Jeremiah will draft a logo. Lunch, tour, and a friendly face.

Need approval for copies made, purchase stickers and folders. How many new people are hired in a time period? Maybe 20 a year. Casey will price out the folders and stickers.

#### **Senate Governance:**

ByLaws: Marcia reported that we need follow the bylaws.

New Employee Packets: Jenna reported we are up to date.

Staff Development: no updates

**Ask the Senate:**

No new questions.

**Scholarship:**

January Corn Hole Tournament: Dates – January 2022. Previously held in the KC building in the ballroom. The space works and we will work for that location again. Tentative date: 1/13. This is an all-hands-on deck event – we need all senators need to participate (set up, event logistics, and clean up). Please mark you calendars. More planning in the next meetings. (prizes, food, raffle, logistics, 50/50, etc.) We need to have most logistics and plans prior to the end of December. Update: Kinsley is working on securing the event location/date.

**Report Outs:**

Leadership Team Updates: There was a mini retreat last week. No other updates.

LEAD: a 2 day leadership and diversity training – October 26-28. Lead by Reverend Jamie Washington. There are several campus wide events. All are encouraged to attend. Thank you for representing staff senate Cassandra.

Faculty Senate Updates: Kinsley is trying to coordinate a joint meeting. Scheduling has proven to be challenging.

ASMT Updates: No update.

MUSSA Updates: no updates. Debbie will back up Kinsley if she can't attend.

Great Place to Work Update: Casey reported that Kinsley will have more info at the next meeting.

**Staff Recognition:**

Pat on the Back: no update.

Awards Update: Congrats to Casey and Sarah Raymond as employee award winners.

**Round Table:**

Big Brothers and Big Sisters bowling event: 11/6 at 7:30pm. Mike will bring the pledge sheets to the participants. Team will coordinate details.

**Next Meeting:**

November 9 as meet and greet

November 23 next regular meeting.

Meeting adjourned 9:34am