

Staff Senate Meeting Minutes
August 31, 2021
9am – 10am (Pintlar)

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 type="checkbox"/> Sean Ryan (excused)	<input checked="" type="checkbox"/> Jeremiah Strand
<input checked="" type="checkbox"/> Debbie Luft	<input type="checkbox"/> Jenna Snow (excused)	<input checked="" type="checkbox"/> Casey Vanetta
<input checked="" type="checkbox"/> Nathan McQuinn	<input checked="" type="checkbox"/> Trisha Southergill	<input type="checkbox"/> Cassandra Welsh (excused)
<input checked="" type="checkbox"/> Sarie Nicholls		

Meeting opened at 9:00am by Trisha.

First order of business covered: Volunteer Opportunities

1. Immediate Volunteer Opportunities: Campus Life quarantine meal delivery. Nathan reported that at this time, no needs. Will remove from agenda until later date.
2. Volunteer Opportunities: Ideas listed below and will decide at our next meeting which events to participate and solicit other staff participation.
 1. Special Olympics: Sarie will research for event details and volunteer opportunities.
 2. Homecoming: Kinsley reported she is in touch with the Homecoming committee and will report as she has more information. Week of 9/20/21.
 3. Determine and a later date:
 - o Big Brothers and Big Sisters
 4. Christmas Stroll
 5. Adopt a Family
 6. Food drive
 7. End of semester student study break: evening (December)

New Business

Budget Report: Marcia reported

1. State fund: \$1100
2. Chancellor Fund: \$1000
3. Scholarship Fund: \$7381.75

Communications/Marketing:

1. Facebook: Kinsley reported that in August we highlighted Mike on Facebook. We will highlight a member a month.
2. Staff Senate meet and greet: 9/15/21 – need to confirm with location and create communication with campus. Kinsley will coordinate and report back with date and location confirmation.

3. MTech weekly updates: make sure that all of our communication and marketing is funneled through weeklyupdate@mttech.edu (send info on Wednesday for Monday distribution). Jeremiah is taking the lead on this communication effort.
4. Campus Calendar: need to add the staff senate meet and greet. Kinsley will make the flyer. Sean needs to add to the calendar.
5. Advancing Tech Forum: it was suggested in past meetings to have a staff senate table at the event. If we participate, what do we want to distribute? Discussion ensued. Flyers for staff senate meet and greet. Nathan volunteered to lead this effort. If you are available to attend and staff the table, let Nathan know.

Events:

- Meet and greet: 9/15/21. Need flyer created, email weeklyupdate@mttech.edu, 9/8/21, and tickets for give away. Earlier in the meeting Kinsley volunteered to make the flyer.
- Staff/Faculty Tailgate: TBD (Sean)
- Staff Appreciation: December TBD

Mental Health:

- Walking at lunch: Cassandra, Sarie, and Nathan will lead this effort. Estimated start date 9/7/21. (need to send on 9/1/21 to weeklyupdate@mttech.edu)
- Biking club: on hold until spring 2022

Staff Paint Party:

- Marcia can lead. Estimated cost \$5/person.
- Christmas stroll? 30-45 minutes?
- Under development

Homecoming:

- Kinsley reported Homecoming is the week of September 20 and she has contacted Matt Stepan, homecoming chair, for more details.
- Participation TBD

On Boarding:

- Casey reported that she reached out to Provost Gammon on this topic and that there is an effort for an all campus on boarding. She shared what staff senate does for current on boarding and as the new program is developed we will be looped in.
- Lunch date mentor program: someone eats lunch with a new person. Nathan can provide the meals via his meal plan. More to come!

Faculty Senate:

- Kinsley reported that she met with Charie Faught on faculty senate and staff senate topics. There is a possibility to hold a combined meeting. Faculty senate is interested in the faculty/staff tailgate.

Senate Governance:

- New employee packets: Jeremiah reported
 - o New employee packets: Jeremiah and Jenna have been updated from Tristan Sewell. The president of staff senate has access to the HR information. If more staff senators need access other than Kinsley, we need to request further access. Kinsley will follow up next week.
 - o Need to purchase more bags.
 - o There are 14 new employee packets and 5 six month employee mugs to distribute.
- Staff development: Nathan reported the group has not met, but will update soon.

Ask the Senate:

- Marcia reported: No new questions

Scholarship:

- Casey reported: No updates. It is closed for the fall.
- Kinsley Rafish was awarded the scholarship.

Report Outs:

- Leadership Team: Kinsley reported, has not met since the last meeting
- LEAD: Tristan is checking and thinks it is ok that Cassandra leads this effort for staff senate a with Debbie as a backup.
- Faculty senate: Kinsley reported, they have not met this term yet. Still scheduling.
- ASMT Updates: Kinsley reported. No updates.
- MUSSA Updates: Kinsley reported – last meeting 6 out of 14 total members attended. Updates from each campus. Most of the discussion was COVID related and returning to campus/school year. Many staff are frustrated with how COVID is being handled.
- Great Place to Work Survey: Casey reported it will be discussed on the Advancing Tech Forum. There could be another committee to initiate change or path forward in the future.

Pat on the Back:

- Three new: Shauna Savage, Margie Pascoe, and Brian Vieke. Marcia will distribute.
- Awards Update: Marcia reported that it is time for the review of the nominees for the Above and Beyond staff award, she will be contacting committee members to setup a meeting soon. The Nomination form for the Outstanding Staff award (nominated by students) needs to be distributed to students, we are working with ASMT to make the announcement.

Action Items:

- Meet and Greet: 9/15/21 @ 5-7pm
- Group Photo retake: 10/5 @ 10am

Other discussion:

- If a staff member requests plexi glass be installed on his/her desk, it can be requested.
- Staff Senate meeting schedule: next meeting 9/14/21, then every other Tuesday, 9am Pintler.

- Lunch and Learn: Trisha shared this development is under review and will work with Debbie on different ideas. Try to schedule 2 per semester and 1 in the summer. Oct/Dec and Feb/April. Current ideas: excel training (Michael Van Alystne) and the new campus app and the weekly report procedures.
- Career Fair: Mike shared the hybrid career fair is 9/19-17 and is looking for volunteers. Let Mike know! 9/16 will need more volunteers than any other day.
- Casey reported that the all campus email access has been updated and most people lost permission.

The meeting adjourned at 9:54am

Next meeting: September 14, 2021 at 9am in the Pinter meeting room (SUB)