

Staff Senate Meeting Minutes
September 14, 2021
9am – 10am (Pintler)

Attendees:

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

Meeting opened at 9:00am by Trisha.

Past meeting minutes, 8/31/21, have been updated for corrections. Jenna moved to update the minutes as updated. All voted in favor.

Immediate Business:

- Staff Senate meet and Greet: 9/15/21 5:30pm, Slainte (East Park Street)
 - o Sarie will pickup the liquor basket from Casey and bring to the event.
 - o Jeremiah will see if Sean has tickets available.
 - o Check for baskets for the tickets.
 - o Need petty cash. – Trisha will bring petty cash for the event.
 - o Everyone is encouraged to attend and represent staff senate for any amount of time.

Volunteer Opportunities: Ideas listed below and will decide next meeting which events to participate

- Special Olympics: Sarie reported that the November basketball tournament will not be held. As of right now, they will reach out to us as volunteers are needed. There could be a spring event.
- Big Brothers and Big Sisters: no events posted
- Other events: Casey will research other events for staff senate to support.
- Homecoming: Kinsley and Sarie are on the committee. Sarie reported homecoming week of 9/20/21. Events include:
 - o Sunday: 9/19/21 – Cornhole Tournament: the homecoming committee is looking for volunteers. Let Sarie know if you can volunteer.
 - o Sunday: 9/19/21: mural painting
 - o Monday: 9/20/21: Grill the Dawgs, courtyard 5-7pm
 - o Tuesday: 9/21/21: Wear White, Race to the M relay race, 5pm. Committee is looking for volunteers to assist with race logistics.
 - o Wednesday: 9/22/21: Wear Silver (Gray)
 - o Thursday: 9/23/21: Wear Copper
 - o Friday: 9/24/21: Wear Green, bed races noon on Park Street
 - o Saturday: 9/25/21: Wear Black. Black homecoming shirts will be available for sale

- Theme is “Welcome back home”
- Christmas Stroll
 - Marcia reported that she contacted a vendor for a build a bear type event for staff as an alternative event to a painting event.
- Adopt a Family: TBD
- Food drive: TBD
- End of semester student study break: evening (December) – TBD

New Business:

Budget Report: Marcia reported no change from 8/31/21 meeting.

- State fund: \$1100
- Chancellor Fund: \$1000
- Scholarship Fund: \$7381.75 (8/12/31 balance)

Communications/Marketing:

- Facebook: Trisha Southergill will be highlighted in September.
- Staff Senate meet and greet: 9/15/21 at Slainte.
- MTech weekly updates: make sure that all of our communication and marketing is funneled through weeklyupdate@mtech.edu (send info on Wednesday for distribution on following Monday). Jeremiah reported he sent the walk and meet and greet to be included. The walk got accidentally moved to Wednesday, rather than Tuesday. Nathan and Cassandra agreed to walk on Wednesday for 9/15 only. Day could be moved as participation demands. Casey suggested the walk be added to the campus calendar.
- Campus Calendar: add events to calendar as needed. Action item: add the walk to the calendar.

Events:

- Meet and greet: 9/15/21. Details above.
- Staff/Faculty Tailgate: TBD
- Staff Appreciation: December – TBD

Mental Health:

- Walking at lunch: Details above.

Staff Paint Party:

- Marcia can lead. Estimated cost \$5/person.
- Could be held during the campus Christmas stroll. Timeframe of 30-45 minutes.
- Marcia is researching a Build a Bear type event as an alternative event.

Homecoming:

- See details above.

On Boarding:

- Casey reported a campus wide committee will be created with staff involvement. Tabled until then. A student worker in the chancellor's office is working on creating an onboarding process.
- Lunch date mentor program:
 - o Revised name: Staff Senate Mentoring Lunch Hour Program
 - o Marcia reported there are funds available to cover this expense.
 - o 1-2 staff senators needed for each meeting
 - o Action items:
 - Create a list of staff senators that want to participate, then schedule 1:1 lunches
 - Jenna, Jeremiah, Debbie, Kathy, Nathan, Marcia, Sarie, and Trisha volunteered
 - Jeremiah and Jenna will need to pull the new employee names
 - A talking point list will be developed

Senate Governance:

- Bylaws: Marica reported no updates. Tabled until April
- New employee packets: Jenna and Jeremiah shared they have been trained and working on distributing mugs and welcome packets. There are 11 items to distribute. Jeremiah requested if you want to deliver items, email him.
- Staff development: Nathan reported the group has not met, but will update soon.

Ask the Senate:

- Marcia reported: there were 3 ask the senate questions all on the topic of the staff senate meet and greet.
- No response email addresses or contact information were provided
- The group discussed possible responses had there been contact information:
 - o Ideas suggested for response:
 - We appreciate your feedback. Please keep your eyes open for additional activities. We are trying to create a variety of opportunities. We hope you will be able to attend another event later this year. In providing a variety of activities in a social activity people may be more likely to share concerns and relax the communication.
 - Add more venue details such as specify it is a family friendly location
 - Overtime not eligible for volunteer and social activities.
- Casey suggested we have an on campus event this fall. Debbie will research and take the lead on a fall event.

Scholarship:

- Casey reported: No updates. It is closed for the fall and awarded. The spring scholarship will be announced in November for a December close date.
- Next fundraising event – January cornhole tournament. Next meeting to start planning. (9/28)

Report Outs:

- LEAD: Cassandra reported she is attending her first meeting 9/15.
- Faculty senate: no updates

- ASMT Updates: no updates
- MUSSA Updates: no updates
- Great Place to Work Survey: Casey reported an update was provided at the Advancing Tech forum. Next steps to be determined. She will ask for a more specific update from administration to share with the group.

Pat on the Back:

- Marcia distributed to Shauna Savage and Margie Pascoe. She is working on Brian Vieke.
- Awards Update: Marcia reported she is scheduling the awards committee. The outstanding staff award closes 9/15 and she hopes to meet with the committee and president of ASMT 9/21 at 10am. ASMT did promote the award on behalf of staff senate. The committee still needs to evaluate the Above and Beyond Award nominations. Reminder - awards committee roster: Mike, Nathan, Sean, Kathy, and Marcia.

Action Items:

- Meet and Greet: 9/15/21
- Group Photo retake: 10/5 @ 10am, no need to take if not everyone can attend. Let Kinsley know if you can attend or not.

Round Table:

- Casey reported that Provost Gammon reached out to her for the search committee for the Vice Chancellor for Student Affairs/Dean of Students. Kinsley will be the staff senate representative on that search committee.
- Casey asked if people have tried the new campus app.
- Casey reported there is a new director of teaching and learning. Kathryn Fitzgerald-McCormick and Kathy Stevens have joined together and created the Center for Academic Innovation. Kathy and Kathryn will offer trainings for the new technologies offered later this term.

The meeting adjourned at 9:55am