

Staff Senate Meeting Minutes
February 1, 2022
9am – 10am (Pintler)

Attendees:

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

Meeting opened at 9:06am by Kinsley.

New Business:

- Retreat recap. Kinsley will email the retreat minutes.
- Pat on the Back:
 - o Made schedule for visiting departments on campus
 - o Items to bring with:
 - “nomination” form
 - Flyer
 - Agenda/talking points
- Mentor with a Senator
- Staff Senate Email: Need to create a staff senate email. Staff members can “opt” in to receive emails from Staff Senate.
 - o Kinsley-Need to request permissions for option to send to “all staff” group
 - o President will send formal email communications to staff members
 - o Will be designation for scholarship applications (no longer to Casey)
 - o All staff senate will be able to reply to emails
 - Create “common verbiage” to keep responses professional
 - Create sample emails (scholarship reminders, events, etc.)
- Create a “Staff Only” Moodle page
- Staff Senate Forum- Discuss with Dr. Cook during scheduled meeting on
 - o Once a semester
 - o Location: Auditorium
 - o Schedule date/time during next staff senate meeting
 - o Add to the events calendar
 - o Create agenda
- Staff Appreciation Week
Plan for the week after commencement:
 - o North Campus BBQ, Wednesday- can use state funds if we add a learning event
 - o South Campus BBS, Thursday- can use state funds if we add a learning event
 - o Tailgate party, Friday:

- Corn hole: Buy-in
- 50/50 tickets
- BYOB
- Food trucks?

Mentor with a Senator:

- We will plan to schedule the following lunches prior to our next staff senate meeting on 2/15/22 at 9:00am to give an update to the team:
 - Jenna: Craig Elliott, Student Affairs
 - Marcia: Kelly Prystajko, business office
 - Jeremiah: Luke Schuler, network services
 - Casey: Jill Yoder, Office of Sponsored Programs
- Add to the folders: library information, cheat sheet of talking points, Campus App information
- Examples emails created and located at: S:\Onboarding\Mentor With a Senator
 - email for mentee
 - email for mentee's supervisor

Great Place to Work Survey:

- Onboarding: committee created and working on follow-up tasks.
- Training for supervisors
- Improve/do better
- Future survey: enjoying your job

Budget Report: Marcia reported no bill from the meet and greet for the coffee/tea has been received at this time.

- State Fund: \$749.73
- Chancellor Fund: \$450.74
- Scholarship Fund: \$8,584.47
- Staff Senate Fund: \$360.50

Communications/Marketing:

- MTech Weekly Update: Add welcome for new staff senate members.
- Campus Calendar: add events to calendar as needed.

Events:

- Chancellor Meeting every other Wednesday at 11:00am in the Chancellor's office
 - Agenda: campus store gift cards for 6 month probation, introduce new staff senate members
- Schedule new staff senate photo with new team members sometime in June/July
- Staff Appreciation Week: May – TBD
- Staff Senate Forum- TBD (April)

Senate Governance:

- Bylaws: Marica emailed draft updates on 2/4/22, please review and provide feedback.

- New employee packets: Determined they will be given to new staff members during “Mentor with a Senator.”
- Staff development: No updates.

Ask the Senate:

- No new updates

Scholarship:

- Casey reported: No updates.

Report Outs:

- LEAD: Cassandra reported she is attending her first meeting 9/15.
- Faculty senate: no updates
- ASMT Updates: Peer to Peer. Outstanding student awards.
- MUSSA Updates: no updates
- Great Place to Work Survey: Casey reported what the onboarding team has been working on.
- Awards: working on staff awards in the spring. Discussion of Cooper and Green award. Draw 3 names from previous Pat on the Back winners. Will provide an update at the next staff senate meeting.

Staff Recognition:

- Awards Update: New Pat on the Back winner: Lisa Sullivan

Action Items:

- Staff Appreciation Week
- Staff Senate Forum

Round Table:

- Due to being respectful of everyone’s time, save for next meeting

The meeting adjourned at 10:19am