
Staff Senate Meeting

May 10, 2022

Attendees

Casey Vanatta	Jenna Snow	Marcia Lubick	Kinsley Rafish
Cassandra Welsh	Mike Haldane	Jeremiah Strand	Debbie Luft
Nathan McQuinn			

Next meeting: Thursday, May 19th, 2022 – Welcome Senators

1. **Approve changes to ByLaws and Committees – Approved by all**
2. **Plan Welcome to new Committee Members:**
 - a) Standard message/Mug/Meal voucher
 - b) Introduce current Senators
 - a. Name, Department you work in, Years at Tech, Years with Senate, What you like about the Senate or something we did this past year
 - c) New members introduce themselves
 - a. Name, Department, etc
 - d) Review 2 sections of the ByLaws, handout copy of subcommittees (rest will be done at future meetings/retreat. Elections section May 24th?)
 - a. Our Purpose
 - b. Meetings
 - i. Day we meet and time
 - ii. How meetings will go (agenda, rules of order)
 - iii. Subcommittee involvement
 - iv. Special meetings
 - v. Retreats
 - c. Staff Senate Share
 - d. Let them know the Time commitment. We don't just meet 2 days a month for 2.5 hours.
3. **Review Survey/Feedback Results:**
 - a. Positives from survey: Participation, Mentor w/a Sentor, Staff Senate email
 - b. What we can work on: Communication, better flow of meetings, structure on agenda, when we make a decision – stick with it. Plan out the year.
 - c. New meeting date and time will be **Tuesdays 2-3pm**
 - i. Give a go for a month or two and see how it works out
 - d. Schedule 1 meeting a month to be 1.5 hours long. May 24th will have this timing. (Kinsley, I set up this meeting and scheduled it in 25 Live. The 9-10 can be cancelled. You can setup future ones, just got this one on the calendar).
 - e. The agenda will follow a template that is organized and flows
 - i. Start with the Budget report
 - ii. Followed by Subcommittee Report Outs.

- iii. Followed by Report Outs. We feel these are important and we have not made time for them.
 - iv. Followed by Everything Else.
- f. The agenda will be a version of the previous meeting minutes that has items that are ongoing and still need attention
 - i. This keeps the information more accurate for the Secretary
 - ii. Report Outs for each campus committee can put updates in the agenda via the Staff Senate share meetings folder/agendas/2022 prior to our meeting day
 - 1. This takes some of the work off of the Secretary
- g. The agenda will be shared a few days in advance with a call from the President for agenda items from the Senate
 - i. If a Senator has something they need to discuss, they need to send it to the President for approval. Round table discussions may not happen due to time.
- h. For each item that requires a discussion, we will slightly follow Robert's Rule of Order. Bit more casual.
 - i. Bring up the topic
 - ii. Open for discussion
 - 1. Each senator will be given 2 minutes to speak their opinion
 - 2. You have to raise your hand to speak
 - 3. Once you have spoken, you cannot speak until everyone else has been heard, then you get called on again
 - iii. After discussion, make a decision and vote, if necessary
- i. Forgot about this one at our meeting. To get us more involved and part of policy, decision making, the Senate can work towards and vote on resolutions (like the Faculty Senate)
 - i. This would follow Roberts Rule of Order more strictly
 - ii. I will be bringing two resolutions to the Staff Senate to vote on that I stole from the Faculty Senate.
 - 1. Regarding wages
 - 2. Regarding our participation in a special campus committee on making things better
- j. Retreat: Create a schedule of events and stick to it. This way we all know what we have going on for the year and can plan accordingly
 - i. Mentor w/a Senator (ongoing and pop-up dates)
 - ii. Lunch & Learn (1 a semester – what dates?)
 - iii. Xmas Stroll
 - iv. August Senator Retreat
 - v. December Senator Retreat
 - vi. Awards Ceremony
 - vii. Earth Day
 - viii. Staff Appreciation Day
 - ix. Meet & Greet Staff Senate?
 - x. Meet with Faculty Senate

4. Pat on the Back

- a. The Senate giving out 1 a month. Not Approved
- b. Ask each Senator to promote this within and work on getting more involvement with it

5. Round Table:

- a. Debbie share MUSSA meeting minutes. Read on own.
- b. Casey: Checking with Universal on having a Staff Senate pop-up store created where we can choose our personal style of top. Professional looking.