

Staff Senate Meeting Minutes
Tuesday, October 15, 2019
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

Present: Frances Holmes, Niki Wilcox, Casey Vanatta, Denise Herman, Kinsley Rafish, Tristan Sewell, Angela Stillwagon, Kathy Stevens, and Marcia Lubick

Absent: Marilyn Patrick, Peggy McCoy, Debbie Luft

Minutes: Minutes from the September 19, 2019 meeting were approved with corrections.
Minutes from the October 1, 2019 meeting were approved as written.

New Business:

Professional Training and Development Committee – Tristan Sewell is representing staff on this Chancellor's committee.

Ask the Senate: (Casey, Frances, Peggy) No questions.

Pat on the Back: (Frances, Marcia, Casey, Kinsley) No new nominations.

New Employee: (Frances, Marcia, Peggy, Tristan) Tristan and Kinsley changed out the old candy in the welcome packets and delivered 22 across campus. (Thank you, Tristan and Kinsley!)

Frances is still trying to figure out why the report for New Employees doesn't include all new employees. We know that some employees take months to appear on the list and others never appear on the list, even though they are still here past their 6-month probationary period.

Frances also noticed that some Faculty are appearing on the New Employee list as Professional Staff. The Library's newest Librarian is a Faculty member but she shows up as Professional Staff on the latest list. The lists are hard to pull because there are several fields where the employment start date can be entered and different HR staff seem to fill in the online forms differently.

Welcome packet/6-month Mug: Make-it-Right – If you know that someone has been missed let Frances know and the packet/mug will be delivered and Frances will notify HR. We know that we have missed Amanda Redfern, Enrollment Services; Jamie Seymour, Business Office and Paula Hunthausen, Financial Aid.

Supplies for welcome packets and 6-month Mugs/bags: Enrollment Services has extra storage space available where the supplies for the welcome packets and 6-month welcome bags and mugs could be stored. Peggy has been traveling a lot lately it might be nice for her not to have to worry about housing the supplies too. Frances will check with Peggy about this move.

Lunch and Learn Update: (Debbie, Niki, Kathy, Tristan) Frances hasn't heard anything else from Dr. Cook about the Chancellor contribution to help finance Lunch and Learn lunches. Charie Faught, President of Faculty Senate also hasn't gotten back to Frances about the Faculty Senate helping with the Lunch and Learn lunches. All of the bills for the September Lunch and Learn should be in before the next meeting and we'll have a better idea of how we can proceed for the remainder of the year.

Marsha Goetting sent a nice thank you note to Kathy Stevens. She enjoyed presenting at our Lunch and Learn. Her presentation was very popular and Frances has received a lot of positive feedback and requests to have Marsha return in the Spring.

Scholarship: (Casey, Peggy, Angela, Kinsley) No report. The committee will meet to draw up a proposal for changing the Staff Senate Scholarship from a scholarship for staff dependents to a Staff Development Scholarship for staff members. Shauna Savage said we need to make the changes with Shannon at the Foundation. If we get the changes made this year we should be able to start giving the scholarship out in 2021.

Angela will look up her notes from a few years ago when she was working on this proposal. The Scholarship committee will meet to decide on application criteria, qualifications, scholarship award, how scholarships will be given out etc.

The scholarship fund is not growing. We don't have any donors giving on a regular basis.

Financial Report: (Peggy, Marcia) No report.

Events Committee: (Kathy, Peggy, Marcia, Niki, Frances, Kinsley)

Clothing drive – donation boxes are out but a campus wide email was not sent. Frances will ask Peggy to send out a campus wide email and boxes will be left out until November 1.

Food Pantry – Staff Senate will get posters and a link on the website to let students and staff know that we have a Food Bank in town. They are welcoming to those in need and since it is off-campus, going to the Food Bank preserves the privacy and dignity of the person.

Housing is a concern for some of our students. Stories of students living out of their cars and trying to stay in school have been reported. Cricket might have some insight into this issue and what we can do to help.

Christmas Food Drive?

Shared Governance

Dr. Cook has requested a monthly meeting with Frances. She has agreed to the meetings but nothing has been scheduled yet. Since becoming Staff Senate President, more than a few staff have scheduled meetings with Frances to discuss issues that are weighing on their minds. They have approached Frances as Staff Senate President and asked her to bring things of concern to Dr. Cook's attention.

Frances is considering on how best to approach the discussion. She wants to frame whatever she takes forward in the most positive light possible. As much as possible she wants to correlate concerns to the Chancellor's current strategies for moving the campus forward including his focus of enrollment, recruitment, student success, retention, and marketing. When Frances speaks to Dr. Cook about staff concerns she will not attach names to the discussion.

There are items that she can't discuss with the Chancellor such as wages, that is for the bargaining committees.

Elections: (Marcia and Peggy) Nothing to report.

Bylaws Review: (Frances, Peggy, Angela) No report.

MUSSA Report: (Frances, Peggy) Meeting next week

Staff Recognition Committee: (Peggy, Casey, Kathy, Denise) Frances hopes to discuss with the Chancellor.

Newsletter Committee: (Niki, Denise, Angela) Newsletter is almost ready to go a draft will be sent out after the meeting.

Old Business:

Staff Senate Photo: We have Senators traveling on campus business for the next two months so the Staff Senate photo will be taken in December.

Status of Shirts: The shirts have arrived but Kinsley's and Tristan's are very large/men's style, so we discussed a possible shirt swap, since some of the senators do not like the tailored fit.

Round Table/Updates:

Staff Senate Attendance: It was brought forward that Marilyn Patrick has not attended any Staff Senate Meetings since October 2018 nor has she attempted to attend using Zoom which she used to attend a meeting once well over a year ago.

The Staff Senate bylaws adopted on August 20, 2019, Section II Article V, state:

“Senators will make a good faith effort in attending scheduled meetings and actively participating in matters that affect the interests of the staff they represent. If a Senator fails to actively participate in Staff Senate meetings, the Staff Senate may declare the seat vacant and a replacement sought, and the Senator's immediate supervisor notified. A Staff Senator may be removed by a majority vote by all Staff Senators present at a meeting.”

It was Moved and Seconded that Staff Senate hold a vote to declare Marilyn Patrick's Staff Senate seat vacant and seek a replacement. The Vote was unanimous, 8* to 0, that Marilyn Patrick's Staff Senate seat be declared vacant and a replacement senator sought.

**Niki Wilcox had an excused early dismissal, therefore did not vote.*

Frances will notify Marilyn and her supervisor by email.

Meeting Adjourned.

Next Meeting: Tuesday, October 29, 2019 at 9:00 a.m., Mt Con Room of the Student Union Building.

**Respectfully submitted,
Marcia Lubick, Staff Senate Secretary**