

Staff Senate Meeting Minutes
Tuesday, February 5, 2019
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

Present, Peggy McCoy, Debbie Luft, Casey Vanatta, Scott Forthofer, Niki Wilcox, Kathy Stevens and Marcia Lubick

Absent: Marilyn Patrick, Denise Herman, Frances Holmes

Minutes of the January 8th and January 22nd meetings were read and approved with a correction on the January 8th minutes.

New Business: We are changing procedure for approving the Staff Senate Minutes. Instead of reading the minutes during the meeting, please read the minutes when you receive your email; if something needs to be corrected please send message to the group. Marcia will make the corrections and Peggy will then send out the corrected version to the Senators.

Old Business:

Chancellor Search – The committee received 50 applications and is in the process of reviewing them. In March, the top 13 to 15 candidates will be invited to an off-campus interviews. In March the top 3-4 candidates will be invited for campus interviews.

Subcommittee reports:

- **Ask the Senate** (Casey, Frances, Peggy M.) – No new questions.
- **Pat on the Back** (Frances, Casey, Marcia, Nick) – four new nominations. We'll ask Frances to print out the certificates and Scott will check into coffee cards to be awarded along with the certificates.
Casey sent out a message to Department Heads asking if they are aware of the Pat on the Back. Feedback from department heads indicates that Supervisors have been unaware of Pat on the Back. After she sent out the message four people were nominated one each from Dining Services, Recruitment, ACE, and Residence Life.
Casey updated the nomination form with suggested wording and will push to production.
- **New Employee Packets** (Frances, Marcia, Peggy M., Nick) –No new employees on the list that was pulled this morning, this is odd as Ledoux Okamba the new Assistant Network/Computer Systems Administrator who began Jan 22, hasn't appeared on a report yet. Is this an HR issue?
- **Luncheon Learn Update:** (Niki, Debbie)
 - **March Luncheon Learn – March – Campus Safety** –Marissa Morgan and Tom Barsanti will present at the March Luncheon Learn scheduled for Thursday, March 14th, Noon – 1 p.m.
- **Scholarship:** (Casey, Marilyn, Peggy M.) Nothing new.
- **Financial Report:** (Peggy M., Marilyn) Peggy M. – No change Staff Senate account balance is **\$922.50**. The balance remaining in the Chancellor's contribution is **\$542.50**.
- **Campus Life -** Campus Life is having a Food Drive with the goal of collecting ½ ton (1000 lbs.) of food and toiletries for the foodbank. Donors will be given one ticket for every pound of food or toiletries they donate. Additional tickets will be earned for donating items from the most needed list which includes peanut butter, canned soup, tuna, chicken, meat including

spam and fruit, and deodorant, shampoo/conditioner and toothbrush/toothpaste. All the tickets will go into a drawing to win the 8 foot tall stuffed bear that is on display in the SUB.

- **Techxpo annual event:** Peggy will check with Susan Anderson and see if she could use any volunteer help from Staff Senate.
- **Shared Governance:** (Scott, Kathy, Peggy M., Debbie) – Faculty should have been notified of date that contracts will end. For most 2020 will be the end of the contract.
- **Elections:** (Marcia, Peggy M.)– Staff Senate will send out a call for applications beginning in March.
- **By Laws Review:** (Frances, Peggy M., Marilyn)– By Laws need to be renewed and updated by Staff Senate. It was noted that we are not following Article 5, Section 3: “*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 has unexcused absences four from consecutive meetings, the Senate will declare the seat vacant, a replacement sought, and the Senator’s supervisor notified.*” We may want to encourage Senators to take advantage of using the conference call capabilities of our meeting room.
By laws Review is tabled until Frances and Peggy are at the meeting. Frances is our By Laws Expert.
- **MUSSA:** (Peggy M.) –MUSSA’s January meeting had to be postponed and has not been rescheduled. Peggy sent out the Strategic Plan Fiscal Year 2019. Every unit of the MUS is having morale issues, MUSSA still plans on pursuing a staff survey.
- **Staff Recognition Committee – Sub-committee meeting:** (Peggy M., Casey, Kathy, Denise) Nothing new.
- **Spring Newsletter** (Niki & Denise) Newsletter will be published in March, articles for the newsletter are due to Niki by February 1st.
 - Department Highlights:
 - MBMG – Denise submitted article
 - Library – Marcia and Frances submitted article
 - Pat on the Back – get photos of four new nominees
 - Chancellor’s Report – tentative
 - Events Calendar in the Newsletter – Peggy will work with Niki to update the events calendar.

Next meetings:

February 19, 2019 at 9:00a.m., Regular Meeting - Mt Con Room of the Student Union Building – Peggy will be traveling, Niki Wilcox will Chair.

**Respectfully submitted,
Marcia Lubick
Secretary**