

**Staff Senate Meeting Minutes**  
**Tuesday, January 12th, 2021**  
**9am – 10:00am**

**Attendees:**

_X_Denise Herman	_X_Kinsley Rafish	_X_Kathy Stevens
_X_Marcia Lubick	_X_Sean Ryan	_X_Angela Stillwagon
_X_Debbie Luft	_X_Tristan Sewell	_X_Kramer Ungaretti
_X_Peggy McCoy	_X_Trisha Southergill	_X_Casey Vanatta

**Minutes Approval:** December 15<sup>th</sup>, 2020 minutes approved.

Next meeting: **Tuesday, January 26th, 2021 via Zoom**

Chancellor has asked that all meetings be conducted via Zoom, although there has been no formal communication of that request.

**1. Budget Report:** [Peggy, Marcia](#)

- a. Administrative expenses, including those accrued organizing fundraisers, should be paid through our business account

Date	Staff Senate Budget Report	Business Account State Funds	Chancellor's Fund Foundation	Staff Senate - Foundation Fund - Pam Hogart Memorial Scholarship	Transaction Notes
<b>Aug-20</b>	<b>Beginning Balance:</b>	<b>\$1,100.00</b>	<b>\$1,000.00</b>	unknown?	
8/19/2020	10 - \$5 Digger Cards for Pats on the Back	0.00	50.00	0.00	Pat on the Back gift cards
8/19/2020	Staples - Supplies	98.43	0.00		Office Supplies
9/11/2020	Tristan Sewell - mints new employee/6-mo mug	0.00	17.96	0.00	Supplies for new employee packets/mugs
10/5/2020	5518 Design	110.00	0.00	0.00	Staff Senate Shirts
10/5/2020	Insty-Prints	0.00	60.50	0.00	Ticket Printing - Scholarship Raffle
10/29/2020	Kinsley Rafish - Yeti Cooler for raffle.	0.00	349.99	0.00	<b>Kinsley Rafish purchased YETI Tundra 65 Hard Cooler for the Pam Hogart Memorial Scholarship Raffle (11/17/2020) - Note add wording "Proceeds go to Pam Hogart...SS" next year to make it easier to pay raffle related expenses from Scholarship fund.</b>
11/20/2020	Chancellor's Foundation Account	0.00	(349.99)	349.99	<b>Reimburse Chancellor's account - prize for Scholarship Raffle paid from ticket sales with proceeds going toward the scholarship.</b>
	<b>Sub-Total</b>	<b>891.57</b>	<b>871.54</b>	unknown?	
	<b>Encumbered</b>				
	<b>FYE Total</b>	<b>891.57</b>	<b>871.54</b>	unknown?	

2. **Communications/Marketing:** [Angela, Sean](#)
  - a. Individual senator photographs have been updated on our webpage
  - b. Group Photo
    - i. New group photo will be postponed until spring
    - ii. Considering a professional photographer
  
3. **Events Committee:** [Kinsley, Tristan, Kathy, Kramer](#)
  - a. New:
    - i. Succulents
      1. will be offered to staff on a first come first service basis
      2. will provide their own supplies to repot
      3. Angela drafting email to notify staff
  - b. Updates:
    - i. Singo: Tabled
    - ii. Staff Meet and Greet: Tabled
  
4. **MUSSA:** [Casey, Peggy](#)
  - a. Next Meeting Date: 1/28/2021
  
5. **New Employee:** [Tristan, Debbie, Trisha](#)
  - a. Welcome packets for new employees from December will be delivered soon
  - b. 2 new employees
    - i. Bureau
    - ii. Career services
  - c. 1 employee with 6 months
    - i. Jenna Snow
  
6. **Newsletter Committee:** - [Angela, Denise, Trisha](#)
  - a. Article Ideas:
    - i. Resources available to staff at library—Marica
    - ii. Sutherland Foundation donation to Nursing Department—Peggy?
      1. \$700,000
      2. Construction simulation center
    - iii. Pat on the back--Marcia
      - a. Ceasing individual articles
      - b. Will write article use wording from nominations
    - iv. Athletic dept/Covid work—Sean
      - a. administering rapid testing
      - b. Football coaches for contract tracing
      - c. Calling to put in quarantine
      - d. Sanitizing in preparation for continuing athletic events
      - e. Hours put in?
    - v. Deadlines
      1. Articles due: March 15
      2. Plan to publish end of March

**7. Senate Governance: Marcia, Debbie, Peggy**

- a. Questions about Staff survey
  - i. If only for feedback on Executive team
    - 1. do we want questions about other staff?
    - 2. Would not necessarily need separate surveys for faculty and staff
  - ii. Are other MUS campuses conducting similar surveys?
  - iii. What is being done with information collected?
    - 1. Is information gathered from survey communicated with the relevant departments? (E.g. services)
- b. Shared Governance:
  - i. Professional Development Committee Updates:
    - 1. LEAD
      - a. Plan to continue with the book club; no dates scheduled yet
      - b. facilitating a Clifton Strengths Assessment and Facilitated Group Session
        - i. Presenter: Rebecca Morgan, Founder and CEO of Spark Creative
        - ii. email Colleen Fink ([cfink@mtech.edu](mailto:cfink@mtech.edu)) to register
        - iii. Need link from Gallup to complete assessment by January 15<sup>th</sup>
        - iv. Group session via Zoom January 29<sup>th</sup>
          - 1. Might be rescheduled--possible time conflict with VCR candidate forums
  - ii. Executive Leadership Committee Update:
    - 1. Strategic Planning Committee
      - a. 40 members
      - b. Reviewing plan, mission, values of campus

**8. Scholarship: Kinsley, Casey, Angela**

- a. Spring 2021 application closed 12/15
- b. One applicant

**9. Staff Development: Trisha, Kathy, Denise**

Date	Presenter	Topic	Attendees	Additional links sent
2/2/21	Tara Klocker	Burn Out		
		Tough conversations		
		Ergonomics		
<b>Completed</b>				
Completed (9/22)	Kathy Stevens	Zoom Updates	17	3
Completed (10/13)	Sarah Raymond	Resume Building	9	0
Completed (11/10)	John Metesh	MBMG	17	
December	Amy Lorang	Suicide Prevention	9	

**10. Ask the Senate:**

- a. Question about procedures for Director performance reviews
  - a. can use either the standard template that is used for classified employees or they can create their own
  - b. may choose to, but are not required to, ask those they supervise write an evaluation on the supervisor
  - c. any employee concerned with their boss' shortcomings or their manager's management style should discuss it with their manager at their performance review
  - d. They can consult with HR if they want guidance for approaching the conversation

**11. Staff Recognition: Marcia, Kramer, Sean**

- a. No new Pat on the Backs
- b. Previous Pat on the Backs:
  - i. Sean will deliver Nicholas Smith's
  - ii. Others have been delivered

**Round Table:**