

Staff Senate Meeting Minutes
Tuesday, September 18, 2018
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

Present: Nikki Wilcox, Peggy McCoy, Kathy Stevens, Debbie Luft, Pam Diedrich, Scott Forthofer, Peggy Delaney, Casey Vanetta, Frances Holmes and Marcia Lubick

Absent: Marilyn Patrick, Nick Bowsher, Jason Parish,

- Minutes of July 24, 2018 meeting and September 4, 2018 minutes were read and approved as amended.
- **Committees** – There is still room for two volunteers on the Newsletter Committee. Let Nikki know if you are interested. A new Committee list will be posted to the Staff Senate Share.
- **Subcommittee reports:**
 - **Ask the Senate** (Casey, Frances, Peggy M.) – We haven't had any questions since Spring Semester we will advertise in the Fall Newsletter.
 - **Pat on the Back** (Frances, Casey, Marcia, Nick) – New Pat on the Back for Vonnie May who is retiring this month and Jason _____ from the Highlands. We also receive a nomination for an employee from the Foundation. Wording on the form needs to be reviewed. If we get nominations for Faculty they need to be forwarded to the Faculty Senate.
 - **New Employee Packets** (Frances, Marcia, Peggy M., Nick) – Frances has Packets ready to go out there are 20 new employees on the latest list that Peggy M. pulled.
 - **Luncheon Learning Update** – (Nikki, Debbie, Peggy D.) Food Services policy now requires 72 hours advance notice for food service catering. The prioritized list of Luncheon Learning presentations for September, November and January are:
 - **Suicide Prevention – Sept. 26** - Karl Rosston and Cricket Pietsch will cover Suicide prevention. Encourage your co-workers to attend. Lunch will be pizza.
 - **Student Services – November 14** - Scott Forthofer and Brian Moyer – Presentation on Students and Residence Life, what staff can do to support students, Brian will present on the 25Live room scheduling software.
 - **Campus Safety - January 2019** - Marissa Morgan, Director of Environmental Health & Safety and Tom from Campus Security can be combine – to go over Emergency Procedures, Ideas and goals to take campus forward etc.
 - **Scholarship Committee** – Scholarship is known to have increased by at least \$50.00 during the Day One giving event, hopefully we'll have the numbers next meeting.
 - **Financial Report** – Our Budget has stayed the same at \$1100.00
- **Newsletter:** The Word mark on the newsletter will be faded into the background for the next newsletter.
- **Fall Newsletter Deadline:** Articles should be sent to Nikki and Ronda by October 5, 2018. Newsletter should be ready October 19, 2018.
 - **Articles in the works:**
 - Union Merger article – Pam Diedrich
 - Peggy will look at getting a list of employees who have retired since July 1, 2018.

- Pat on the Back – Pictures of Vonnie May and Mary Lou Jones awarded Pat-on-the-Back's just prior to their retirements. Putting together a little blurb for Bernie Tregidga and Pam Diedrich.

Reports:

- **Budget and Program Prioritization** – Peggy M. – no meeting last week since most everyone was attending the BOR meeting.
- **WIRE Update** – Peggy M. There is a recording of the last meeting available. The committee is finalizing their report for the Program Prioritization Committee.
- **Volunteer Service Award** – Peggy M. nothing to report.

Fall Activities:

- **Clothing Drive** - October 2 – 13. Events Committee will collect clothing, blankets and toiletries. Boxes with wrap signs will be placed in the SUB, NRB, Library, MG, HSB, Mill and at Highlands. Marilyn and Nikki will get the signs and flyers printed.
- **Adopt a Student** – Angel Tree for on-campus needy. Campus does have a need, and we should give to our own. Scott will work to define the criteria for being placed on the tree.

MUSSA Strategic Planning Committee Meeting – September 19 is the next meeting. Dr. Blacketter and Clayton Christian were sent copies of the completed draft; the committee is requesting feedback from the BOR. Peggy M. will send the draft to the committee.

- **Next meeting** October 2. Chance Maes, ASMT President has been invited to attend and talk to us about the Pep Rally.

Respectfully submitted,
Marcia Lubick
Secretary