

**Staff Senate Meeting Minutes  
Tuesday, October 6th, 2020  
9am – 10:00am**

**Attendees:**

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

**Minutes Approval:** September 22nd, 2020 minutes -  
Next meeting: Tuesday, October 20th, 2020. Pintler Room—\*Picture Day\*

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

Date	Staff Senate Budget Report	Business Account State Funds	Chancellor's Fund Foundation
<b>Aug-20</b>	<b>Beginning Balance:</b>	<b>\$1,100.00</b>	<b>\$1,000.00</b>
8/19/2020	10 \$5 Digger Cards for Pats on the Back		50.00
8/19/2020	Staples - Supplies	98.43	
9/11/2020	Tristan Sewell - mints new employee/6-mo mug		17.96
10/5/2020	5518 Design	110.00	
10/5/2020	Insty-Prints		60.50
	<b>Sub-Total</b>	<b>\$891.57</b>	<b>871.54</b>
	<b>Encumbered</b>		
	<b>FYE Total</b>	<b>\$891.57</b>	<b>\$871.54</b>

**2. Communications/Marketing:** [Angela, Sean](#)

- a. Website is updated with the exception of our group photo
- b. Picture day planned 10/20
- c. Tristan absent? Will try to rearrange schedule
- d. Kinsley arranging photographer

**3. Events Committee:** [Kinsley, Tristan, Kathy, Kramer](#)

- a. Updates (Singo, Raffle):
  - i. Singo:
    1. Remaining tasks:
      - a. Kinsley will create an advertisement flyer and give it to Angela to market.
      - b. Kinsley will look into daubers to purchase for this event.
        - i. Casey will check on ones Roller Derby purchased. Amazon?
        - ii. Can sell them for \$1-\$3 each
      - c. Marcia arranged with Scott F to use the sound system
      - d. Kinsley and Angela are organizing the music
      - e. Donations
        - i. All senators have been asked to solicit 1 donated item each
        - ii. Spreadsheet with received donations is on shared drive, below the listing of folders
        - iii. Angela will include the Tech Tax ID# in the thank you notes
    2. Event Details:
      - a. October 22<sup>nd</sup>, 6:00-9:00 pm at the KC.
      - b. Each of the three hours will be different genres of music
      - c. No event registration, but advertising will indicate that spaces are available first come, first served
      - d. The KC is responsible for Covid planning/events, attendance limited to 50 people
      - e. Most senators will be able to attend and assist. Please arrive by 5:30
  - ii. Spirit Week 10/4:
    1. Virtual parade car was created
    2. Parade video posted on Tech's Facebook page
    3. Only 8 entries

- iii. Raffle:
  - 1. Tickets
    - a. 200 tickets @ \$20 each.
    - b. Donors advertised on the ticket.
    - c. Only 40 tickets remain to sell on campus
    - d. Most tickets sold between Friday and today
    - e. Plan to increase to 400 tickets next year
  - 2. Ticket stubs turned in to Tristan
  - 3. Money collection:
    - a. Kinsley will bring Venmo payments she received
    - b. Bill Hogart—Angela is coordinating with him about tickets/money
  - 4. Planned sales:
    - a. Sell tickets during Spirit Week 10/4/20 and Singo.
    - b. Drawing date pushed back to 11/17
    - c. Might draw early if sell last of tickets
  - 5. Angela will include tax ID# to the thank you letter
  - 6. Future plans:
    - a. Peggy stated that there might be backlash because few tickets are available to campus community
    - b. Next year plan to sell 400
- 4. **MUSSA:** Casey, Peggy
  - a. Next Meeting Date: September meeting cancelled
- 5. **New Employee:** Tristan, Debbie, Trisha
  - a. One new employee
  - b. One 6 month next week
- 6. **Newsletter Committee:** - Angela, Denise, Trisha
  - a. Due Dates:
    - a. All articles: October 30th—please submit early if they are ready
    - b. Release: November 6<sup>th</sup>
  - b. Articles:
 

<ul style="list-style-type: none"> <li>a. Facilities – Trisha</li> <li>b. Pat on the backs – Marcia</li> <li>c. Scholarship recipient and Day One event – Casey &amp; Kinsley               <ul style="list-style-type: none"> <li>i. \$755 from 12 gifts on Day One</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>ii. Fall 2020 Recipient:               <ul style="list-style-type: none"> <li>d. Spirit Week and our involvement - Peggy</li> <li>e. Wellness section – Debbie</li> <li>f. Singo – Angela</li> <li>g. Ask the Senate</li> </ul> </li> </ul>
---	--
- 7. **Senate Governance:** Marcia, Debbie, Peggy
  - a. Campus survey report will be ready for next meeting.
    - i. Start thinking about April 2021 survey – questions and changes.
  - b. Staff Senate shirts
    - i. waiting for 1 polo shirt
    - ii. Might be a couple of weeks
  - c. Shared Governance:
    - i. Professional Development Committee Updates:
      - 1. LEAD Book Club
        - a. Some books remain available
        - b. *Option B: Facing Adversity, Building Resilience, and Finding Joy* by Sheryl Sandberg and Adam Grant
        - c. One chapter each meeting; three meetings remain this fall
      - 2. Looking for more events for fall 2020/spring 2021
    - ii. VCAF Search Committee Updates
      - 1. 2 candidates moved forward
      - 2. Offer should have already been made to one of two remaining candidates
  - d. Email Policy Protocol: Meeting this Friday
- 8. **Scholarship:** Kinsley, Casey, Angela
  - a. Scholarship application is live
  - b. When spring semester registration begins, will email call for applicants
  - c. Deadline for spring 12/15

9. **Staff Development:** [Trisha](#), [Kathy](#), [Denise](#)

Date	Presenter	Topic	Attendees	Additional links sent
10/13/2020	Sarah Raymond	Resume Building		
11/10/2020	John Metesh	MBMG		
December	Wellness Reps			
Completed				
Completed (9/22)	Kathy Stevens	Zoom Updates	17	3

10. **Staff Recognition:** [Marcia](#), [Kramer](#), [Sean](#)

- a. Haylee and Dennis awards are now completed
- b. New: Sean Lawrence

**Round Table:**

**Next Meeting:** Tuesday, October 20th, 2020 at 9 a.m.