

Staff Senate Meeting Minutes
Tuesday, October 20th, 2020
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 |
| _Peggy McCoy | _X_Trisha Southergill | _X_Casey Vanatta |

Minutes Approval: October 6th, 2020 minutes approved
 Next meeting: **Tuesday, November 17th, 2020. Pintler Room**
 11/3 meeting cancelled—election day

Casey called the meeting to order, Kinsley chaired

1. **Icebreaker/Team building**
 - a. High/Low check-in
 - b. Trivia postponed
2. **Budget Report:** [Peggy, Marcia](#)
 - a. No change

Date	Staff Senate Budget Report	Business Account State Funds	Chancellor's Fund Foundation
Aug-20	Beginning Balance:	\$1,100.00	\$1,000.00
10/20/2020	Sub-Total	\$891.57	871.54
	FYE Total	\$891.57	\$871.54

3. **Communications/Marketing:** [Angela, Sean](#)
 - a. Group photo taken
 - b. Update website with new group photo
4. **Events Committee:** [Kinsley, Tristan, Kathy, Kramer](#)
 - a. Reported that campus events committee was excellent to work with
 - b. Updates:
 - i. Singo: **On Hold until after Halloween**
 1. Remaining tasks:
 - a. Kinsley create flyer and give to Angela to advertise.
 - b. Kinsley look into daubers to purchase for this event.
 - c. Marcia arranged with Scott F to use the sound system
 - d. Music arrangement mostly complete
 - i. Kinsley has a couple more to add
 - ii. Depending on new date, might add a Christmas theme
 - e. Donations
 - i. All senators have been asked to solicit 1 donated item each
 - ii. Hold any additional solicitations until rescheduled
 - iii. Spreadsheet with received donations is on shared drive, below the listing of folders
 - iv. Angela will include the Tech Tax ID# in the thank you notes
 - ii. Staff Meet and Greet:
 1. Hot cocoa for staff
 2. Committee will discuss and present ideas 11/17 meeting
 3. Tentatively planned for 12/1
 - a. Slower time on campus, so might get better turnout
 - b. Avoid complications with students dropping by
 - c. Casey will schedule room
 - iii. Raffle:
 1. Hogart family sold/bought many tickets
 2. A classmate of Pam Hogart donated \$250
 3. Four remaining tickets given to Sean to sell
 4. Kinsley will pick up cooler closer to the drawing date
 5. Plan to pick up from Murdoch's, but will order online if becomes unavailable locally
 6. Ticket stubs turned in to Tristan
 7. Drawing date 11/17
 8. Chancellor Cook will conduct the raffle drawing (and be filmed)
 9. Angela will include tax ID# to the thank you letter

- iv. Thank You Notes discussion:
 - 1. Continued fundraising means we will be sending more thank you notes
 - 2. Angela found prices of roughly \$1 each for customized cards
 - 3. Mark Armstrong might be able to help us print at the copy center
 - 4. Group would like a postcard style card with group photo on front

 - 5. **MUSSA:** [Casey, Peggy](#)
 - a. Next Meeting Date: October?

 - 6. **New Employee:** [Tristan, Debbie, Trisha](#)
 - a. Vacant positions being filled, so more new employees to welcome soon
 - b. Updates:
 - i. 1 in physical plant
 - ii. 1 in recruiting

 - 7. **Newsletter Committee:** - [Angela, Denise, Trisha](#)
 - a. Due Dates:
 - a. All articles: October 30th
 - i. Angela has received one article
 - b. Release: November 6th
 - b. Articles:
 - a. Facilities – Trisha
 - i. \$755 from 12 gifts on Day One
 - b. Pat on the backs – Marcia
 - i. One completed
 - ii. 2 remain
 - c. Scholarship recipient and Day One event – Casey & Kinsley
 - d. Spirit Week and our involvement - Peggy
 - e. Wellness section – Debbie--drafted
 - f. ~~Singo~~—Angela Do we want to advertise a future date?
 - g- ~~Ask the Senate~~—no new questions
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8. **Senate Governance:** [Marcia, Debbie, Peggy](#)
 - a. Campus survey report.
 - i. Committee has not been able to meet to compile responses
 - ii. Marica will email responses to senators before the next meeting
 - iii. Start thinking about April 2021 survey – questions and changes.
 - b. Staff Senate shirts
 - i. waiting for 1 polo shirt
 - c. Shared Governance:
 - i. Professional Development Committee Updates:
 - d. Email Policy Protocol
 - i. New app is scheduled for rollout this spring
 - 1. Might consolidate web page/25Live calendars
 - 2. App would provide an alternative to emails about thesis defenses, etc.
 - ii. Tentative information from committee
 - 1. There is an email policy, but not easy or obvious to find
 - 2. Possibly place in a better location
 - 3. Includes using tech email for tech business only
 - 4. Possibly further restrict permissions for all faculty/all staff access
 - 5. Educate campus community about using BCC
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9. **Scholarship:** [Kinsley, Casey, Angela](#)
 - a. Fall 2020 recipient accepted the scholarship
 - b. Scholarship application is live – Casey will send an email update Oct 26th
 - c. Discussion about naming the scholarship recipient in newsletter
 - i. Need to sign release
 - ii. Since need based scholarship, can be sensitive topic
 - iii. Suggested that it be presented as a positive thing, make about him, his major, etc.
 - d. Angela will talk with the recipient for permission to include

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

- a. Trisha will contact Metesh to remind and request abstract
- b. Plans for future sessions will include overviews of various campus departments
- c. Discussion about recording:
 - i. Many are not comfortable
 - ii. Would have to sign release
 - iii. Concerns about how to make available
 - iv. Will discuss more at next meeting

Date	Presenter	Topic	Attendees	Additional links sent
11/10/2020	John Metesh	MBMG		
December	Wellness Reps			
Completed				
Completed (9/22)	Kathy Stevens	Zoom Updates	17	3
Completed (10/13)	Sarah Raymond	Resume Building	9	0

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

- a. Sean Lawrence back on campus, will deliver Pat on the Back this week

Round Table: