

**Staff Senate Meeting Minutes**  
**Tuesday, February 9th, 2021**  
**9am – 10:00am (Zoom)**

**Attendees:**

\_Denise Herman

\_Sean Ryan

\_Angela Stillwagon

\_Marcia Lubick

\_Tristan Sewell

\_Kramer Ungaretti

\_Debbie Luft

\_Trisha Southergill

\_Casey Vanatta

\_Kinsley Rafish

\_Kathy Stevens

**Minutes Approval:** January 26th, 2021 minutes Approved

Next meeting: **Tuesday, February 23<sup>rd</sup>, 2021**

Budget

**1. Committees**

- a. Update to By-laws or the Committee Descriptions - giving more details for each position.
- b. Casey emailed committee list with current descriptions of responsibilities
  - i. Review and update committee descriptions
  - ii. Make them useful to future senators
- c. Example:
  - i. Current in By-laws: The **Treasurer** shall be accountable for all monies. The Treasurer shall maintain Banner accounts and keep accurate records of all Staff Senate funds for reporting and auditing. The Treasurer will receive monies, make deposits and pay invoices.
  - ii. Current in Committee Description for Budget Committee: Nothing listed
  - iii. Updates to position:
    1. Handles the Cash: Received, counted and deposited from the Scholarship Fundraisers. (I don't know if any other member of the Staff Senate Scholarship fund or President deposited cash)
    2. The Treasurer should report deposits made to Scholarship fund or any other account back to the Budget Committee member tracking the books (this has never been done).
    3. Has access to the UMDW to check state fund reports
    4. Forwarded Treasurer reports to Secretary or asked President to forward the reports

**2. Budget Report: [Kramer](#), [Marcia](#)**

- a. Treasurer position
  - i. Marcia will act as Treasurer until next officer elections
  - ii. Kramer will join Budget Committee
- b. Questions about Treasurer being issued a pro-card
  - iii. Majority of senators have pro-card, so this is not necessary
- c. Access to UMDW
- d. Updates
  - iv. Limitations from Covid have prevented us from hosting events normally funded through both our Business Account and the Chancellor's Fund.
    1. Our Business Account will not rollover any remaining balance
    2. Kramer will find out if the Chancellor's Fund balance will roll over
    3. Looking for appropriate ways to spend our funds before end of FY2021

Date	Staff Senate Budget Report - Payee	Business Account State Funds	Chancellor's Fund Foundation	Staff Senate - Foundation Acct - Pam Hogart Memorial Scholarship - Balance as of 2/8/2021	Transaction Notes
<b>Aug-20</b>	<b>Beginning Balance:</b>	<b>\$1,100.00</b>	<b>\$1,000.00</b>	<b>7881.74</b>	
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	Kinsley Rafish purchased YETI Tundra 65 Hard Cooler for the Pam Hogart Memorial Scholarship Raffle (11/17/2020) - Note add wording "Proceeds for the Pam Hogart..." next year to make it easire to pay raffle related expenses from Scholarship fund.
11/20/2020	Chancellor's Foundation Account	0.00	(349.99)	349.99	Reimburse Chancellor's account - prize for Scholarship Raffle paid from ticket sales with proceeds going toward the scholarship.
	<b>Sub-Total</b>	<b>891.57</b>	<b>871.54</b>	<b>7,531.75</b>	
	<b>Encumbered</b>				
	<b>FYE Total</b>	<b>891.57</b>	<b>871.54</b>	<b>7,531.75</b>	

**3. Communications/Marketing: Angela, Sean**

- a. Group Photo Will be taken on: (Tabled until March) no update

**4. Events Committee: Kinsley, Tristan, Kathy, Kramer**

- a. Updates:
  - i. Singo
  - ii. Discuss at next meeting (Tabled until March)
    - 1. Staff Meet and Greet
  - iii. No updates

5. **MUSSA: Casey**
  - a. Next Meeting Date: 2/25/2021
  - b. Updates on 1/28/21 meeting:
    - i. Representatives from each campus update with building construction, positions open, positions filled
    - ii. Almost every place moving to auto doors with CARES money—including Tech
    - iii. Most are not having a spring break
    - iv. Most campuses hosted Staff appreciation day and gifted staff something
  
6. **New Employee: Tristan, Debbie, Trisha**
  - a. Updates
    - i. 2 new—enrollment and physical plant
    - ii. 2 reached 6 month
  
7. **Newsletter Committee: - Angela, Denise, Trisha**
  - a. Article Ideas:
    - i. Update wording for Ask the Senate—Denise
      1. Will add wording to newsletter in Ask the Senate section to let people know that if they want to receive a direct response AND want to maintain confidentiality, they can include their name with that notation
    - ii. Resources available to staff at library—Marica
    - iii. Sutherland Foundation donation to Nursing Department—Peggy originally volunteered. Angela will reach out to Peggy and/or nursing program to complete this article
      1. \$700,000
      2. Construction simulation center
    - iv. Pat on the back--Marcia
      - a. Ceasing individual articles
      - b. Will write article use wording from nominations
    - v. NO NEW POB
    - vi. 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?
    - vii. Deadlines
      1. Articles due: March 15
      2. Plan to publish end of March
  
8. **Senate Governance: Marcia, Debbie, Peggy**
  - a. Updates on Staff Satisfaction Survey 2021
    - i. Casey has not heard anything
    - ii. Faculty senate starting to discuss
    - iii. Tabled
  - b. Shared Governance:
    - i. Professional Development Committee Updates:
      1. Book club, chapter 5, 2/11/2021
      2. Strengths training on 2/19/2021
    - ii. Executive Leadership Committee Update:
      1. No update
    - iii. Strategic planning committee
      1. drafting goals

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

- a. Unsure if candidate accepted award
- b. Update application for Fall 2021
  - i. Tabled until June

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

- a. Seeking suggestions for topics/presenters
- b. Lunch & Learns:

Date	Presenter	Topic	Attendees	Additional links sent
4/13/21	Marsha Goetting	Estate Planning		
		Tough conversations		
		Ergonomics		
Completed				
9/22/20	Kathy Stevens	Zoom Updates	17	3
10/13/20	Sarah Raymond	Resume Building	9	0
11/10/20	John Metesh	MBMG	17	
12/9/20	Amy Lorang	Suicide Prevention	9	
2/2/21	Tara Klocker	Burnout	17	

**11. Ask the Senate:**

- a. No new
- b. Question about procedures for Director performance reviews
  - a. Similar concerns about supervisor performance reviews
  - b. Drafting letter to send to HR and VC Gammons

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

- a. Succulents have all been distributed
- b. Meet/Greet or other venue to distribute swag to recognize hard work of campus staff?
  - i. Send swag suggestions to Trisha