

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

**Attendees:**

<input type="checkbox"/> Denise Herman (Resigned)	<input checked="" type="checkbox"/> Sean Ryan	<input checked="" type="checkbox"/> Angela Stillwagon
<input checked="" type="checkbox"/> Marcia Lubick	<input type="checkbox"/> Tristan Sewell	<input checked="" type="checkbox"/> Kramer Ungaretti
<input type="checkbox"/> Debbie Luft	<input checked="" type="checkbox"/> Trisha Southergill	<input checked="" type="checkbox"/> Casey Vanatta
<input type="checkbox"/> Kinsley Rafish	<input checked="" type="checkbox"/> Kathy Stevens	

**Minutes Approval:** February 23rd, 2021 minutes

Next meeting: **Tuesday, March 23rd, 2021**

**1. Budget Report: Kramer, Marcia**

- a. Looking for appropriate ways to spend our funds before end of FY2021
  - a. Lunch tickets were approved. We will offer them for the upcoming Lunch and Learn on 3/16 and then discuss whether to do them again for the Estate Planning 4/13.
  - b. Kramer is meeting with UM about how they are spending down their budget and will give an update at the next meeting
- b. Yeti expenses was moved to the correct location. Kinsley purchased gift bags and she was reimbursed

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

- a. Group Photo Will be taken on: (Tabled until **April**)
- b. Angela has the meeting minutes up to date on the website and she has requested to take Peggy and Denise off the website

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

- a. Updates: None at this time. Events committee will have an update at the next meeting.
  - i. Singo - tabled
  - ii. Discuss at next meeting (Tabled until March) update will be given at next meeting
    1. Staff Meet and Greet

**4. MUSSA: Casey**

- a. Next Meeting Date: 3/25/2021
- b. Updates on 2/25 meeting
  - i. Casey gave updates on strategic plan, Turning Point USA, Nursing simulation project, how other campus' are spending down their staff senate budget (Kramer having a follow-up meeting with UM to discuss)
  - ii. MSU created a diversity and inclusion committee that is working with staff senate

**5. New Employee: Tristan, Debbie, Trisha**

- a. Updates: no updates at this time

**6. Newsletter Committee: - Angela, Denise, Trisha**

- a. Article Ideas:
  - i. Update wording for Ask the Senate—Angela is replacing Denise on updating wording
    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—Marcia is finishing up

- iii. Sutherland Foundation donation to Nursing Department— Angela talked to Karen VanDaveer and she didn't want the Sutherland Foundation to be singled out because it would overshadow all the other donors. Angela is going to change the article to talk about all donors and change the title to Nursing Simulation Center.
- iv. Pat on the back—Marcia submitting to Angela today
- v. Athletic dept updates – Sean is working on an athletics update article rather than writing about COVID
- vi. April Lunch & Learn advertisement - Trisha
- vii. **Deadlines**
  - 1. Articles due: March 15
  - 2. Plan to publish end of March

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

- a. Updates on Staff Satisfaction Survey 2021
  - i. Great Places to work survey- Chancellor Cook is on board. Survey is going through procurement right now.
- b. Shared Governance:
  - i. Professional Development Committee Updates: no updates
  - ii. Executive Leadership Committee Update: no updates
  - iii. Strategic planning committee: working on matrix for initiatives

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

- a. Unsure if candidate accepted award (Shauna didn't know about anyone getting scholarship for Spring. The recipient for Fall did get the scholarship for spring semester. There was not any new applicants that qualified for this spring semester.
- b. Update application for Fall 2021: Need to check in with Shauna in July so we don't forget

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

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

Date	Presenter	Topic	Attendees	Additional links sent
3/16		Accessibility Training		
4/13/21	Marsha Goetting	Estate Planning		
		Tough conversations		
		Ergonomics		

**10. Ask the Senate:**

- a. No new updates
- b. Question about procedures for Director performance reviews – possibly address in the satisfaction survey
  - a. Similar concerns about supervisor performance reviews
  - b. Drafting letter to send to HR and VC Gammons

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

- a. New nomination Jolene Castle (custodian in ELC)