

STAFF SENATE

Minutes

Room 123 – 11/14/2018

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| <input checked="" type="checkbox"/> Pate, Jessie/ President | <input checked="" type="checkbox"/> Eaton, Ed | <input type="checkbox"/> Marston, Mike |
| <input type="checkbox"/> Blevins, Hayley/Vice President | <input checked="" type="checkbox"/> Fife, Kristine | <input checked="" type="checkbox"/> Miller, Candice |
| <input checked="" type="checkbox"/> Schwen, Cari /Treasurer | <input type="checkbox"/> Fife, Tyler | <input type="checkbox"/> Moulton, Karina |
| <input checked="" type="checkbox"/> Merzlake, Traci/Secretary | <input checked="" type="checkbox"/> George, Mary Ann | <input type="checkbox"/> Odermann, Rick |
| <input checked="" type="checkbox"/> Adamek, Marika | <input type="checkbox"/> Gifreda, Laura | <input checked="" type="checkbox"/> Parker, Kylie |
| <input checked="" type="checkbox"/> Adams, Julie | <input checked="" type="checkbox"/> Guerin, Bridget | <input checked="" type="checkbox"/> Pung, Stephanie |
| <input checked="" type="checkbox"/> Caldwell, Kim | <input type="checkbox"/> Hecht, Cherise | <input type="checkbox"/> Rogers, Tony |
| <input type="checkbox"/> Colpitt, Janice | <input checked="" type="checkbox"/> Heintz, Melanie | <input type="checkbox"/> Steckler, Tammy |
| <input type="checkbox"/> Conard, Wyatt | <input checked="" type="checkbox"/> Jessee, Casey | <input type="checkbox"/> Stergar, Christy |
| <input type="checkbox"/> Cooper, Lori | <input type="checkbox"/> Johnson, Brenda | <input type="checkbox"/> Thompson, Greg |
| <input type="checkbox"/> Crook, Michael | <input checked="" type="checkbox"/> Jose, Clare | <input checked="" type="checkbox"/> Twardos, Mary |
| | <input checked="" type="checkbox"/> Latham, Monica | <input type="checkbox"/> Wagner, Cole |
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I. Call to Order

Jessie (President) called the Staff Senate meeting to order at 2:02 P.M.

II. Review of Minutes

September minutes approved by Bridget Guerin, seconded by Ed Eaton.

October minutes approve with one grammatical update by Cari Schwen, seconded by Julie Adams.

III. Treasurer's Report

Nothing to report. No changes to balance.

IV. November Anniversaries

Kris Fife – 4 years

Therese Collette – 6 years

Mary Ann George – 13 years

V. Old Business

- **Festival of Trees.** Mary Twardos reported the Theme for the tree is “Snowman/Cowboy/Baking” possibly titled “Snow Day on the Ranch”. They will finish decorating on 11/20/18. Additional donations for under the tree to help increase the bidding on the tree are welcome! The tree will be delivered and set up on 27th. The group will bring us pictures of the final display.
- **Chili Cook-Off.** Dates of 2/20/19 for Donaldson Campus and 2/21/19 for Airport Campus were chosen.
- **Fall Feast.** Reminder to participate in this event on 11/20/18!

VI. New Business

- **Cookie Exchange.** Date is set for 12/18/18. Cari Schwen is heading up the event. No Recipe book will be compiled this year. Participants will be asked to put a copy of the recipe in front of their cookies and then people can take a picture of the recipe if they choose.
- **December Meeting.** This will be at our regular meeting time on 12/12/18. Bring \$5.00 White Elephant Gift and Potluck.
- **Fundraiser ideas.** This was tabled until springtime due to the busy time of year and other giving events happening on campus.
- **Door Decorating.** Mary Twardos agreed to head this up. Review of the guidelines was completed. Dates to decorate are the week of November 26 through 30th. Voting will be the week of December 3rd – 7th. Decorations are to be removed by January 4th.
- **“Love the Staff Break Room”.** Discussion was brought up regarding the sad state of the break room we all use. Both the need to clean it out as well as make some improvements to it. Possibly request a wall mural be painted, purchase a new electric kettle, clean and possibly paint cabinets, better seating options. The 3 M’s: Melanie, Monica, & Mary Ann will head this project and bring recommendations to the December meeting to possibly get some action done over the winter break while students are not on campus.

VII. Committee Reports

- QWL – Updates from Mary & Mary Ann - Winter Luncheon will be 12/17/18. Raffle baskets are planned again due to the success of the project last year. Invites and menu will go out soon. Staff Survey review is in progress by the committee. More to come on this.
- MUSSA – Strategic Plan has been in the works and Jesse will email this out to everyone.
- SEP – Updates from Cari - Lew Sanborne visited with the group and relaxed the timeframes more. This helped create more realistic goals, which they are to submit by winter break.
- IT – Updates from Casey – Office 365 conversion is still in progress.
- Diversity – Update from Stephanie – Discussed the information provided regarding the gender neutral bathrooms. The students brought this request to the diversity committee. Suggested points to consider for the team proposing any changes to the restrooms were:
 - Ensure there are no building code violations.
 - What type of locks are proposed for use?
 - Consider the ADA accessibility factor when making these updates.
 - 20% of budget needs to go toward accessibility.
 - Provide Feminine Hygiene products.
 - Provide baby changing station.

VIII. Adjournment

Meeting Adjourned at 3:00 pm.