



STAFF SENATE

Minutes

Room 002 & 0003 – 12/12/2018

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

Deleted: Cooper

I. Call to Order

Jessie (President) called the Staff Senate meeting to order at 2:18 P.M.

II. IT Update – Michael Crook provided 3 updates:

- i. Spam Emails! – remember not to open anything with a gmail or yahoo account. This is how the spammers work. If you do open one no need to call IT, it won't harm anything just delete it and move on.
- ii. WebEx product – This was released to Faculty and Staff. Students will have it soon. This is to ease communications between students and the campus. Training will be coming soon.
- iii. Office 365 – coming soon. Testing is on track for next week and the release is on target to happen during the break. This will also make for easier and smoother communication with the students.

II. Review of Minutes

November minutes approved by Kris Fife, seconded by Mary Ann George.

III. Treasurer's Report

Cari reported no changes to balance. Budgets are due for FY20 in January will meet with Jesse to plan ours. Additionally, Kirk advised that we don't need to increase our budget specifically for professional development or improvements to the staff lounge. There are resources outside of our budget we can request.

IV. December Anniversaries

Jan Clinard – 5 years

V. Old Business

- **Festival of Trees.** Was a great success, the group will try to find out how much money our tree raised.



- **Chili Cook-Off.** Will start planning in the January meeting. Looking for someone to take the lead on this.
- **Cookie Exchange.** Reminder is next week. Cari will send out a reminder and final count on Friday.
- **Door Decorations.** Voting is this week in the Bookstore.
- **“Love the Staff Break Room”.** Committee of three M’s is requesting \$40 budget from the cash fund to purchase new hot water pitcher and new surge protector. Motion to approve by Monica Latham, seconded by Kylie Parker. Motion carried.

VI. New Business

N/A

VII. Committee Reports

- QWL – Updates from Mary Ann – Reminder Winter Luncheon will be 12/17/18.
- Professional Development – Updates from Karina Moulton – This information will be up on the webpage under the HR section. There is the opportunity to submit requests for any types of trainings we would want. Coming in January is a “Meaningful Minutes” training on campus.

VIII. Adjournment

Meeting Adjourned at 2:37 pm.