

## STAFF SENATE

Minutes

Room 002 – 09/10/2019

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Pate, Jessie/ President        | <input type="checkbox"/> Fife, Tyler                | <input type="checkbox"/> Mortimore, Kathy           |
| <input checked="" type="checkbox"/> Latham, Monica /Vice President | <input type="checkbox"/> George, Mary Ann           | <input checked="" type="checkbox"/> Moulton, Karina |
| <input checked="" type="checkbox"/> Schwen, Cari /Treasurer        | <input type="checkbox"/> Gifreda, Laura             | <input checked="" type="checkbox"/> Mousel, Melissa |
| <input checked="" type="checkbox"/> Mary Twardos /Secretary        | <input checked="" type="checkbox"/> Guerin, Bridget | <input type="checkbox"/> Nelson, Jeff               |
| <input checked="" type="checkbox"/> Adamek, Marika                 | <input type="checkbox"/> Hanson, Parker             | <input checked="" type="checkbox"/> Odermann, Rick  |
| <input checked="" type="checkbox"/> Adams, Julie                   | <input type="checkbox"/> Hecht, Tarun               | <input checked="" type="checkbox"/> Parker, Kylie   |
| <input type="checkbox"/> Ball, Delouis                             | <input type="checkbox"/> Heinitz, Melanie           | <input type="checkbox"/> Rogers, Tony               |
| <input type="checkbox"/> Caldwell, Kim                             | <input type="checkbox"/> Howard, Beau               | <input type="checkbox"/> Scholl, Kyle               |
| <input type="checkbox"/> Colpitt, Janice                           | <input type="checkbox"/> Johnson, Brenda            | <input type="checkbox"/> Steckler, Tammy            |
| <input type="checkbox"/> Crook, Michael                            | <input checked="" type="checkbox"/> King, Angela    | <input type="checkbox"/> Stergar, Christy           |
| <input type="checkbox"/> Ebert, Anna                               | <input type="checkbox"/> Kolar, Tiffany             | <input type="checkbox"/> Thompson, Greg             |
| <input checked="" type="checkbox"/> Emmart, Amber                  | <input type="checkbox"/> Marston, Mike              | <input type="checkbox"/> Wagner, Cole               |
| <input type="checkbox"/> Fife, Kristine                            | <input type="checkbox"/> Miller, Candice            | <input type="checkbox"/> Zigan, Amanda              |

### I. Call to Order

Jessie (President) called the Staff Senate meeting to order at 9:35 A.M.

### II. Review of Minutes

After 3 corrections, Motion to approve August minutes by Cari. Seconded by Karina. All in favor.

### III. Treasurer's Report

Cari reported \$655.83 balance. Spent \$24.70 on Week of Welcome event (Note additional \$1,000 dog-eared for Staff Senate Professional Development)

### IV. Old Business

**Recycling**—Cardboard boxes bins are outside of the bookstore, be sure to flatten.

**Welcome Gifts**— Monica spent \$24.75 on supplies @ our Bookstore, 1 left.

**SS Meetings Future Date Survey** – 2<sup>nd</sup> Tuesday of the month- 9am – Monica Latham will send the Room Reservation, 10-15 people.

**Week of Welcome** – Airport Campus had about 2-3 participants, Donaldson not super attendance.

**Bryant Construction** – Monica sent email to Val, has not heard anything about the contract 9/8/19. Karina will contact Bryant principle regarding HC touring their school.

**Records Retention** – Cari received many departments information with how they retain records. Please send if you have not, also consider digital records, how and when to delete. Cari will provide an agenda before the meeting.

Therese Collette sent out 2 calendar invite options to the campuses:

- o 10/15, 8:30am-11:30am, room 002 **OR** 10/18, 1-4pm room 002.

**Kickball** –, Friday 9/20, 5pm @ Robinson Park, with \$200 budget.

- o Cari will calendar invite HCeveryone informing families are invited and would anyone like to volunteer to grill.
- o Mary Ann reserved Robinson Park and does she know where the grill tools are.
- o Julie will submit maintenance request for the grill and 2 table's delivery.

- Mary will purchase condiments and food when signup sheet updated.
- Jessie will confirm with Dean Vosejka regarding ½ hour early release allowed for those setting up.
- ⇒ Set up volunteers are: Monica, Marika, Cari & Mary.

**Staff Senate Work Plan/Survey-** Jessie working on and will send out a draft soon. We need 3-5 new goals for upcoming year. Submit these in October.

#### VI. New Business

**Welcome-** Angela King to Staff Senate

**Shift Art Show-** Bridget spoke, Seth Roby heading an Art Show for the HC Community @ The Holter Museum. Entry application paperwork is need by 2/18/20, Bridget has. Applications will be reviewed and notified if art will be entered. The exhibit will display 3-4 weeks.

**Tracking Time-** Upcoming information confirming the tracking of employee time used for Blood Drive, Webinars etc.

#### VIII. Committee Updates

**Diversity – Jessie**

QPR Training on September 12<sup>th</sup>, 9/27 ceremony, Mike Jetty to bless and hang tribal flags on both HC campuses, in their Student Center.

**QWL – Mary Ann**

First meeting is Wednesday

**Safety – Jessie**

New committee formed, their next meeting is 9/13

**MUSSA- Jessie & Monica**

Haven't been able to attend last few meetings

**SEP- Cari**

No updates, haven't met in quite some time.

**IDEA-Jessie**

Haven't met yet this semester. Will be focused on Year 3 Accreditation Visit (video update from Mike Brown)

**IT**

**Professional Development-Karina**

\$20,000 to award for the AY19-20. Now accepting applications.

#### VIV. Additional Items

**Wellness Fair:** 9/11, Student Center, Donaldson Campus

**Food donations:** over 800 pieces donated, suggested to move feminine products to the restrooms, Monica will lead this, possibly purchasing baskets to house the supplies, no vote needed to spend SS dollars. Also signage: donated by Staff Senate

**Professional Development Funds:** Bring thoughts for future Professional Development to next meeting. Need to use by May 30<sup>th</sup>, 2020.

#### VV. Adjournment

Meeting Adjourned at 10:31am