

STAFF SENATE

Minutes
11/2/2022

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|--|--|---|
| <input checked="" type="checkbox"/> Ebert, Anna/President | <input checked="" type="checkbox"/> Gifreda, Laura | <input checked="" type="checkbox"/> Payne, Paige |
| <input checked="" type="checkbox"/> Merchen, Kyra/Vice-Pres | <input type="checkbox"/> Hansen, Nina | <input checked="" type="checkbox"/> Poole, Angela |
| <input checked="" type="checkbox"/> Caldwell, Kim/Secretary | <input checked="" type="checkbox"/> Heinitz, Melanie | <input checked="" type="checkbox"/> Ravenscroft, Cheryl |
| <input checked="" type="checkbox"/> Anderson, Kelsey/Treasurer | <input type="checkbox"/> Howard, Beau | <input type="checkbox"/> Reddington, Kasandra |
| <input checked="" type="checkbox"/> Adams, Julie | <input checked="" type="checkbox"/> Jackson, Lewis | <input type="checkbox"/> Rogers, Tony |
| <input checked="" type="checkbox"/> Adamek, Marika | <input checked="" type="checkbox"/> Marston, Mike | <input type="checkbox"/> Stergar, Christy |
| <input checked="" type="checkbox"/> Benasky, Ed | <input type="checkbox"/> Miller, Candice | <input checked="" type="checkbox"/> Thompson, Greg |
| <input checked="" type="checkbox"/> Benge, Jeremy | <input checked="" type="checkbox"/> Mortimore, Kathy | <input type="checkbox"/> Mary Twardos |
| <input type="checkbox"/> Bennett, Josh | <input checked="" type="checkbox"/> Mousel, Melissa | <input type="checkbox"/> Wagner, Cole |
| <input type="checkbox"/> Fife, Tyler | <input type="checkbox"/> Neace, Atalyssa | <input type="checkbox"/> Zigan, Amanda |
| <input type="checkbox"/> Fontaine, Virginia | <input checked="" type="checkbox"/> Nelson, Jeff | <input checked="" type="checkbox"/> visitor – Joyce Walborn |
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AGENDA

- I. **Call to Order 10:04 AM. Meeting held in person, via Teams, and recorded**

- II. **Review of Minutes** – October minutes were approved unanimously. Lewis Jackson made a motion to approve, and Kyra Merchen seconded.

- III. **Treasurer’s Report Kelsey**
 - a. **Budget:** No updates
 - i. Petty cash: \$473.88
 - ii. Budget in UMDW: \$673.60

- IV. **Old Business**
 - a. **Mural:** Kathy reported the cost for Seth and art students to do a mural would consist of materials and an art club donation—estimated to be \$200-\$500.
 - b. **Breakroom Supplies:** We have \$43 budgeted to spend on supplies. This will be divided according to staff numbers between the DON and APC campuses. After it is used, supplies will have to be donated. There are old SS supplies under the stairs. Kyra and Anna will go through it.

- V. **New Business**
 - a. **Professional Development Guest/Joyce Walborn:** Joyce reported on the process of professional development funding available to staff. \$25,000 is available for both campus and individual PD. Approximately \$8,000-\$10,000 of that is

earmarked for individual activities. The application process is done through Vector. Important points to remember.

- i. Supervisor must okay and use available department funds.
 - ii. Complete a RAT (request for authorization to travel) form and include if travel is required.
 - iii. Supervisor must approve the request via Vector before it goes to the PD committee.
 - iv. The committee uses a rubric and point system to determine eligibility.

- b. **Giving Tuesday:** November 29. Will quick off and wrap up at Headwaters. Donations are requested in the amount of \$20.22 to reach a goal of \$6,000 for the HC Stars Scholarship. Kyra requests we share social media posts to raise awareness.
 - i. The question of how much are we making with the Headwaters events was posed. Kyra will attempt to answer this next month.

- c. **Holiday Cheer events:** Robyn asked if we would help with a craft event. Materials and supplies will be purchased with a grant—Staff senate is requested to simply “host” the event. Lewis Jackson, Julie Adams, Kelsey Anderson (and Mike Martson and Jeff Nelson if possible) volunteered for this.

- d. **Questions and Concerns:** Results from the recent SS engagement survey were shared and the following concerns were addressed.
 - i. *How can we improve the flow of information during meetings?* Staff senate officers suggest two chairs: an activity chair and a service chair. These members would manage the details of those events outside with help from other members. This could reduce the time spent discussing less-important details during monthly meetings and leave time for more important concerns. Members were asked to consider if they would be willing to serve as a chair.
 - ii. *Are we utilizing our voice to support campus-wide change?* Staff senate officers suggest a Microsoft form available to members to share more serious campus-wide concerns. These concerns will be reviewed and synthesized by the officers and then brought back to the members to be refined. Once refined, Anna can take these to the dean.

VI. Committee Reports (Attached)

VII. Additional Items

- a. **Door Decorations:** Staff Senate will encourage door decorations. Kyra will make a flyer for Paige to post in the Monday Morning Memo.

- VIII. Adjournment:** Meeting was adjourned at 10:59 AM
a. Next Meeting—December 7, 2022 @ 10AM in person and via Microsoft Teams.

Additional Reports

Diversity & Inclusion

- The committee has been put on hold since there is no longer a chair position. We are waiting to see how Sandy wants the committee to continue.

Quality of Work Life -Melanie

1. This a reminder that Capital City Health Club Corporate Membership discounts are available for HC employees. See the bulletin board in the break rooms for more information.
2. Annual Work Plans submitted to the Idea Committee.
 - a. QWL Employee Excellence Award
 - b. Longevity Anniversaries
 - c. Trash Mobs
 - d. Giving Baskets
 - e. Publishing Discounted Community Events
 - f. Grant writing for Holiday Cheer

Safety – Melissa

The Safety Committee met for the second time this semester on October 27th. The committee voted on and passed the following three safety items:

- Replacement of Donaldson Welcome Center gate. The new gate will be similar to a garage door (solid) that can be lowered and locked with a push of a button. The button will be located on the General Information desk. This will help in case of active shooter scenarios and other emergency type situations.
- Two Knock boxes – one for each front desk area on both the Donaldson and Airport Campuses.

With the implementation of the electronic doors, the knock boxes would allow all doors in the respective buildings to be locked simultaneously.
- Electronic walk-in gate on APC. On the airport campus, the automatic drive-through gate located on the backside of the building was put into operation last month. Unfortunately, there is no readily accessible way to exit by foot out the back gate area. A new gate would allow anyone to push the gate open from the inside to exit in the event of an emergency, etc., but will require a key fob to gain entrance.

The Safety committee would welcome any feedback regarding our recent earthquake and fire drills.

John Rutherford is working on outside lighting options for both campuses parking lots.

Customer Relationship Management (CRM) –

- Implementation stages still

MUSSA – Anna/Kyra

- Discussion about what we liked to see this year and proposals.
 - MUS Benefits
 - More MUSSA attendees <https://www.mus.edu/mussa/>

IDEA – Anna

- 2022-2023 workplans are underway and currently being reviewed to assigned committee members. Due to a lot going on 10/14, the meeting was rescheduled to 10/28. Discussion about workplans and how plans seemed more thorough and less confusion than last submission.

Professional Development – Marika

- If you are interested in participating in the 8-hour Mental Health First Aid course please use this [survey link](#) to sign up *by Oct. 27*. The survey will automatically record your name when you submit. We need a minimum of 8 participants (at this time we have 6). Once we have a list of participants we will contact you, your supervisors and County Health to schedule the course.
- We had a great response to the First Aid/CPR/AED training in Nov. Thank you for your participation.
- And please consider applying for Professional Development. Apply in your Vector Solutions account through the Employee Portal page – in the Professional Development section - “Vector Solutions Login.”

Dean’s Office – Paige

- Nursing career fair on November 1 from 1 to 3 p.m. in the DON student center

