

STAFF SENATE

Minutes
2/17/2022

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|---|--|---|
| <input checked="" type="checkbox"/> Adams, Julie/ President | <input type="checkbox"/> George, Mary Ann | <input type="checkbox"/> Nelson, Jeff |
| <input checked="" type="checkbox"/> Ebert, Anna-President Elect | <input type="checkbox"/> Gifreda, Laura | <input checked="" type="checkbox"/> Payne, Paige |
| <input checked="" type="checkbox"/> Heinitz, Melanie/Treasurer | <input checked="" type="checkbox"/> Guerin, Bridget | <input type="checkbox"/> Ponce, Nicole |
| <input checked="" type="checkbox"/> Caldwell, Kim/Secretary | <input checked="" type="checkbox"/> Howard, Beau | <input type="checkbox"/> Reddington, Kasandra |
| <input checked="" type="checkbox"/> Adamek, Marika | <input checked="" type="checkbox"/> Jackson, Lewis | <input type="checkbox"/> Rogers, Tony |
| <input checked="" type="checkbox"/> Anderson, Kelsey | <input checked="" type="checkbox"/> Johnson, Brenda | <input checked="" type="checkbox"/> Stergar, Christy |
| <input type="checkbox"/> Benasky, Ed | <input type="checkbox"/> Marston, Mike | <input checked="" type="checkbox"/> Thompson, Greg |
| <input type="checkbox"/> Benge, Jeremy | <input checked="" type="checkbox"/> Merchen, Kyra | <input checked="" type="checkbox"/> Mary Twardos |
| <input type="checkbox"/> Bennett, Josh | <input type="checkbox"/> Miller, Candice | <input type="checkbox"/> Wagner, Cole |
| <input type="checkbox"/> Colpitt, Janice | <input checked="" type="checkbox"/> Mortimore, Kathy | <input checked="" type="checkbox"/> Zander, Shelby |
| <input type="checkbox"/> Fife, Tyler | <input checked="" type="checkbox"/> Mousel, Melissa | <input type="checkbox"/> Zigan, Amanda |
| <input type="checkbox"/> Fontaine, Virginia | <input type="checkbox"/> Neace, Atalysa | <input checked="" type="checkbox"/> visitor Tammy Burke |

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- I. **Call to Order** – Julie at 10:00. Meeting via Teams and was recorded.

 - II. **Review of Minutes** January minutes were approved. Kyra made a motion and Kelsey seconded. All were in favor.

 - III. **Treasurer’s Report** Melanie reported we currently have \$574.03 in the budget. There is an extra .15 in there that can’t be accounted for. Petty cash is \$673.88. Approximately \$100 was spent on the brunch last month.

 - IV. **Campus Update**—Tammy Burke. Tammy shared updates regarding the new avionics and cosmetology programs. She reminded us about upcoming events: a manufacturing and machining open house, and Skills USA April 17-19. Staff are needed to help with this event in which there will be 300-500 high school students on and off campus—a good recruiting tool. The APC bookstore has been closed. A frozen-food vending machine has been installed and they are hoping for more food trucks to visit.

 - V. **Old Business**
 - a. **January Meeting**
 - b. **Dean/Staff Meeting**—The last meeting has been recorded in Teams. Please continue to share questions with Julie for the Dean.

VI. New Business

- a. **Jackbox Games**—next event to be held during lunch at 1:00 PM on March 10th.
- b. **Rock Star BBQ Food Truck**—will be on campus next Thursday and rotate every other week with the APC.
- c. **New employee onboarding**—Sandy has asked Staff Senate to share ideas for improving and updating our onboarding process. A lively discussion ensued and the following ideas were given.
 - i. Benefits and insurance are confusing; new employees need more information and support.
 - ii. The OWL program is appreciated and could be expanded into a mentorship program. OWL should be from the same department if possible.
 - iii. IT process is slow. Access and permission to needed programs and files should be given sooner (Banner, shared folders, etc).
 - iv. Campus tours are good—definitely include the other campus. A second tour that occurs several weeks after the first would be helpful. Doing it on a different day and time would catch staff that have variable schedules.
 - v. An opportunity to meet with other departments is helpful.
 - vi. Every position should have a document outlining standard procedures/onboarding guide. Should this be the responsibility of the supervisor?
- d. **Wellness Grant**—MUS did not accept our return of the \$2400 grant we were unable to use last year for the escape room activity. They requested we explore other ways to spend it (by the end of June 2022). Ideas will be discussed at a later date.
- e. **Next college update**—ideas for the next college update included Community Education, Adult Learning, Access, IT Department, the business office, and marketing. Julie will ask Ryan Loomis to meet with us next month with an update on Community Education.

VII. Committee Reports (attached)

VIII. Additional Items

- a. **QWL Giving Baskets**—Melanie reminded us about the Quality of Work Life’s giving baskets. This will be the end of March.
- b. **Security Cameras**—Security cameras have been installed in several areas including parking lots and the welcome center. If you have ideas or requests for other areas contact Mike Hausler.
- c. **Art Showcase**—Bridget reminded us about the Art Showcase application deadline tomorrow. Artwork is due February 28th. Artists will keep all proceeds from the sale of their art.

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 – Mary Ann

- Annual Giving Baskets are scheduled for **March**. Please think about donating a basket as a committee, work area or individual. Last year we raised over \$700.00 for the Prickly Pear Land Trust.
- We have 14 employees to recognize with Longevity Awards.
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Safety - Melanie

- New camera in the Welcome Center
- Updated Emergency Procedures and Exit Maps will be displayed in all classroom. They will help standardize signage on campus.
- The Airport Campus updated their Sweeper Map assignments.
- Automated Emergency Defibrillator (AED) and CPR Demonstration will be put on by the Nursing Department: February 15 and April 13, 2022 from 11:30-2:30.

Customer Relationship Management (CRM)

- The committee has been able to get through all three of the CRM presentations. Our next step is to give our scores on those presentations and then decide if we would like to move forward with creating a contract with one of them.

MUSSA – Anna

- Chair Laramie Smovir has taken a different position and is leaving MUSSA. Brady is re-taking the reins for the remainder of the term. MUSSA Vice Chair position needs to be filled.

IDEA – Julie

- Program reviews are underway and still working on strategic planning.

Professional Development – Kyra

- We still have a good chunk of money so keep applying. A reminder that we are doing a raffle for people who show up live for the webinar next week.

Dean's Office – Paige

- No updates