

## STAFF SENATE

*Minutes*  
03/01/2023

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

- I. **Call to Order 10:00 AM.**
  
- II. **Review of Minutes** – February minutes need to be updated to reflect the correct date and amount of petty cash. The updated minutes were approved unanimously. Beau made a motion to approve, and Kathy seconded.
  
- III. **Treasurer’s Report Kelsey**
  - a. **Budget:** was updated from the Festival of Trees donation which needed to be taken from petty cash rather than the regular budget. All donations and food expenditures need to come from petty cash. A large portion of our budget has historically been sending officers to the yearly MUSSA meeting which is not happening any more. With Kari Schwenn’s advice, Kyra is exploring ways to spend our current budget.
    - i. Petty cash: \$289.42
    - ii. Budget: \$673.60
  
- IV. **Old Business**
  - a. Beau Howard is the new president elect.
  - b. Thank you to Kathy and Kylie for putting together the QWL basket on our behalf. It was won by Atalyssa.

**V. New Business**

- a. Board of Regents update/Paige:** More information will be shared in the Monday Morning Memo. Set up will begin the Friday before at 11AM. Expect parking to be full during the meetings Wednesday through Friday. Some helpers will be needed to direct attendees during busy times.
- b. Upcoming Dean's Forum:** Monday, March 6<sup>th</sup>. Please submit comments or questions to Kyra via the Microsoft Form or by emailing her before Friday, March 3<sup>rd</sup> at noon. Sandy will review prior to the meeting. All comments will remain anonymous unless otherwise requested.
  - i. Breakroom fridge:** A question was shared regarding who will clean the fridge in the breakroom and when. This will be shared with Sandy.
- c. Manager Appreciation:** It was decided to table the idea of a food drive in April (in lieu of manager appreciation) because it was too close to the end of the semester.
- d. April Staff Senate meeting:** The April meeting will be held a week later due to the Career Expo at the APC on April 5<sup>th</sup>.

**VI. Committee Reports (Attached)**

- VII. Adjournment:** Meeting was adjourned at 10:30 AM
- a. Next Meeting:** April 12<sup>th</sup> at 10AM via 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**

- Monday, March 13 is Trash Mob Day!
- Please take a 15-minute break and pick up trash around the college.
- Maintenance will provide gloves and trash bags by exits.
- Thank you for helping us beautify the campus for the Board of Regents!

### **Safety – Melissa**

- There will be a 2<sup>nd</sup> Active Shooter Training in the Airport Campus lecture hall on March 7<sup>th</sup> at 1:30. We highly recommend that faculty and staff attend. Officer Noah Petty gives a great presentation.
- We are looking at a 2<sup>nd</sup> fire drill in Early April.

### **Customer Relationship Management (CRM)**

- Implementation stages still

### **MUSSA – Kyra & Beau**

- Working on legislative updates, and new proposals to put forth in front of BOR in May
- Lots of bills coming through the Legislature that could affect MUS
- Please let us know if you have proposals or ideas you want submitted

### **IDEA – Kyra**

- Working on items for 7<sup>th</sup> year accreditation visit
- Did lots of data review on college peers for our 7<sup>th</sup> year visit

### **Professional Development – Marika**

- Watch for PD offerings in March's MMM – we will be offering Microsoft Outlook trainings. These offerings will be listed in your Vector under "Available Events". Previous trainings are still listed in Vector under the "Available Events" tab as well.
- And please consider applying for Professional Development. Apply in your Vector Solutions account through the Employee Portal page – in the Professional Development section – select "Vector Solutions Login".

### **Dean's Office – Paige**

- Working on BOR which is coming quite quickly.