

## **STAFF SENATE**

June 3, 2022

*Meeting Minutes*

Present:

Bethany Lucius, Shirley Bonner, Jimmy Martin, Jessica Spicer

Call to Order 9:03 am

No meeting last month. We did the breakfast, so there are no minutes to approve for May

Staff Senate Budget:

Decor in TAS-first choice on survey

Hallways will have candid shots of our students in their areas

Laura will help facilitate that

We have a budget of \$1400 to start with in July

We will buy trees with any money remaining-second place survey

Summer data sheets

Everyone is sending things to Shirley and she is sending to Rville

Summer Staff Fun

Brainstorming- is there anything we want to do on campus this summer or staff activities?

Shirley to survey staff and ask what kind of training is preferred

David to ADD in July for Staff and August for Faculty

Basic First Aid-get certified?

Jess to see about Bridges out of Poverty

Ask Mitzi about

Office of skills development

Go2knowledge-Perkins

Mental Health outreach?

TAS 156 is not a lounge, but it will be a multipurpose room for faculty and staff for meetings and such.

No Agenda Wednesdays-create a space, time, and day for people to hang out for come and go etc. People could bring lunch, spend an hour (lunch break) include games

Do this on a regular basis, once a week, once a month etc.

Does this lead to a book club? Walking buddies?

We think this would work better for fall since people have 1 hour lunches then  
Discussed middle wednesday of the month,  
Let's all talk to our departments and see if they would prefer monthly or weekly

Time capsule?

Brianna was the employee spotlight for June. Shirley was asked how we determine this.  
We are drawing this out of the box. Once the box is empty we pull a new employee list from hr  
and put all those names in the box to draw again. We will survey the staff to ask how they would  
prefer for this to be handled. There may be a better method.

Can we add a list of receipts by month to the website starting with 2022.  
Use student workers to make a list of previous people based on minutes. We can share that list  
out with staff. We would then update the list monthly once minutes are approved.

Shirley pulled July Staff of the Month-Sherri Hesson  
There are 11 people left in the box.

General Discussion:

How to do an election

Alina and Jimmy falling off-need to get department nominations and run staff elections.

Plan to handle officer nominations on July Meeting

Read and go over bylaws/mission at July meeting

Mail-issue was brought by a staff member regarding metering mail in one building and taking it  
to another to be mailed.

Bethany will bring up to Richard. We know that Richard is not against moving the meter to  
student services. We could have a how to meter mail training.

Options:

1. Move mail meter to student services
2. Leave the meter and all faculty and staff take their mail to the mailbox and/or post office
3. Does someone want to take on the meter and the mail under their duties

Drafted Flexible Work Arrangement Policy

Supervisor permission

To be eligible for any remote work, it must be in the job description

Next meeting will be July 8th

Jimmy motioned to be adjourned. Shirley seconded. Meeting adjourned 10:20am

Respectively Submitted

Bethany Lucius