

MEETING: Staff Senate AGENDA

DATE: 4/5/2016

TIME: 9:30 a.m. CST

LOCATION: McMaster

Senators: Heidi Hall (President), Lisa Anderson, Kevin Evans, Crystal Grenier, Mike O’Toole, Ashley Pedie, Robyn Poitra

Additional Staff Present:

TOPIC	DISCUSSIONS	DECISIONS
1. Called to Order		Called to order at:
2. Approve Minutes		
3. Dean’s Updates		
4. Old Business	<p>Step into the new year: A deposit of \$235 was made. Winners: 1st. TBA 2nd. TBA 3rd. TBA</p> <p>St. Patrick’s Day Potluck: Was a success. Thanks to everyone that helped!</p> <p>Staff & Faculty Excellence Awards: This year we will continue with the process already in place. Will revisit in the fall.</p>	
5. New Business	<p>Earth Day (22nd) There is no 5K this year.</p> <p>Administrative Professionals Day (27th) Steph is willing to provide us with a sweet treat.</p> <p>Review Bylaws: Review organizational chart and functional areas.</p> <p>Terms for Office: 1st Year – Lisa Anderson, Crystal Grenier, Mike O’Toole. 2nd Year (Terms Due): Heidi Hall, Kevin Evans, Robyn Potria, Ashley Pedie.</p> <p>Terms are to be decided by special election: The functional areas are to hold their own special election to decide who represents them as stated by Bylaw 4.b.</p>	

	<p>Employee Satisfaction Survey: I have a copy of VCSU's survey that they send out; Is this something we would be interested in doing? Would need to talk with faculty senate to see if they would be interested as well.</p> <p>New Employees: The following are notes from an April 9, 2014 Staff Senate meeting. I feel like this would be a good thing to have in place. Should we start implementing this as a Staff Senate?</p> <ul style="list-style-type: none"> • What can Staff Senate do to welcome new employees? <ul style="list-style-type: none"> ○ Sent out announcement to include new employee, email, phone number, photo, and where office is located. ○ Campus Tour and Guide them to the different items on the checklist (See below.) <ul style="list-style-type: none"> ▪ Have notification of when new employees will be here so one of our senate members could be their guide for a couple hours during the morning, or take shifts. ○ Checklist items include: <ul style="list-style-type: none"> • Photo with Clint • DCB ID card along with events pass • Where to find leave balances, check stubs, etc. • NDUS Human Resource manual on website • Where to find forms, etc. on DCB's website • Computer policies • Welcome new employees with a gift certificate for a coffee mug or water bottle from the Bookstore 	
6. Other		
7. Next Meeting dates:	May 3 rd , 2016 @ 9:30 a.m. (Election of Officers, New members present)	
8. Adjournment		Adjourned at:

Submitted by: Heidi Hall

