

**MEETING: Staff Senate MINUTES**

**DTAE:** 6/7/2016

**TIME:** 9:30 a.m. CST

**LOCATION:** McMaster

**Senators:** Mike O’Toole (President), Lisa Anderson (Vice President), Heidi Hall (Secretary/Treasurer) Kevin Evans, Robyn Poitra

**Additional Staff Present:** Sandy Hageness

<b>TOPIC</b>	<b>DISCUSSIONS</b>	<b>DECISIONS</b>
<b>1. Called to Order</b>		Called to order at: 9:30
<b>2. Approve Minutes</b>	<b>Minutes from May 3, 2016 / May 9, 2016 meetings</b>	Minutes from 5/3/2016 and 5/9/2016 were approved
<b>3. Dean’s Updates</b>	<b>Salary Increase Update (Summary was provided to Mike O.)</b>	Mike provided an update on Dr. Migler’s behalf, regarding how salaries would be increasing. All full-time faculty/staff would be receiving an increase of approximately \$100.
<b>4. Old Business</b>	<b>Summer Potluck: July 15</b> <b>Salary Committee Recommendation</b>	Potluck decided to be combined with DNP potluck. Heidi will send out an invite to all staff. Students will be invited to attend as well.
<b>5. New Business</b>	<b>Committees:</b> <ul style="list-style-type: none"><li>• <b>Bylaws Committee</b></li><li>• <b>Staff Handbook Committee</b></li></ul>	Bylaw Committee was established with Mike as the chair.  Staff Handbook Committee was established with Sandy as the chair.  Both committee chairs will seek members to serve on their committees.

<b>6. Other</b>		
<b>7. Next Meeting dates:</b>		
<b>8. Adjournment</b>		Adjourned at: 10:00 am

Submitted by: Michael O'Toole

