

**MEETING: Staff Senate AGENDA**

**DATE:** 7/25/2018

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

**LOCATION:** McMasters

**Senators:** Mike O’Toole (Ex-Officio), Lisa Anderson (President), ~~Mitch Pedie~~, Kayla Wolfe, Beth MacDonald, Hattie Albertson, ~~Laura Halvorson~~, ~~Joey Clemens~~, Heidi Hauf

**Additional Staff Present:** Ashley Pedie, Sandy Hageness

TOPIC	DISCUSSIONS	DECISIONS
1. Called to Order		Called to order at: 9:33 am
2. Approve Minutes	<b>Minutes from 5/16/2018</b>	Approved, motion by Mike O., second by Ashley P.
3. Dean’s Updates	<b>Update from Dr. Migler</b>	<ul style="list-style-type: none"> <li>-Students will begin arriving on campus in about 2 weeks</li> <li>-Admit/Enrollment reports are showing growth for fall semester</li> <li>-We must continue to put more money into our marketing to continue to grow DCB. The upcoming budget for this looks promising.</li> <li>-He is working on an Emergency Risk Response. Currently our enrollment highly depends on athletics and CTE enrollment is low. These things are possible risks.</li> <li>-We also need to continue working on retention and completion.</li> </ul>
4. Old Business	<b>State Staff Senate Meeting via IVN – Minutes Fill Joey Clemens spot – Senators Update</b>	<ul style="list-style-type: none"> <li>-A survey will be put together for all NDUS staff to complete to find and address concerns. In the past, other campuses have done similar surveys to staff but were not universal across the NDUS</li> <li>-Heidi Hauf has taken Joey Clemens’s spot</li> </ul>

<b>5. New Business</b>	<b>Staff Inservice – August 2, 2018/OATF Sessions</b> <b>New Staff Orientation</b> <b>New Employee Checklist</b> <b>Fall Fundraising Efforts - Chili bar/Taco bar/?? –</b> <b>Which one should we do and when?</b>	-One main agenda item will be discussing and writing departmental missions -This orientation sheet will be given to all new staff when they begin to be completed within the first 30 days. This could possibly move to a model in Bb. -A taco bar will be done on September 12 from 11:30 to 1 pm -We should begin planning another vendor show for April again. Lisa will take the lead on this.
<b>6. Other</b>		
<b>7. Next Meeting dates:</b>	<b>Friday, September 21<sup>st</sup> @ 9:30 am</b>	
<b>8. Adjournment</b>		Adjourned at: 10:34 am from a motion by Lisa A., and second my Kayla W.

Submitted by: Beth MacDonald

