Augsburg College
Staff Senate
Wednesday, August 21, 2013
Noon-4pm
Oren Gateway Center 112

Present: Keith Bateman, Mark Chamberlain, Mark Cotton, Tracy Christianson, Jill Davenport, Michael Grewe, Joanne Reeck-Irby, Sara Schlipp-Riedel

Items in bold are action items.

1. Mission Statement
   a. Keith will draft a new mission statement using the feedback provided during the “Talking Circle.”
   b. I believe it is possible for us to become a senate that...
      i. Motivates employees.
      ii. Is a valued resource to peers.
      iii. Visible to constituents.
      iv. Listens attentively to concerns.
      v. Conduit for engagement.
      vi. Is approachable.
      vii. Able to establish meaningful goals and accomplish them.
      viii. Is trusted.
      ix. Streamlines processes.
      x. Advocates for staff even in face of administrative resistance.
      xi. Meets goals in timely manner.
      xii. Always tries to be responsive.
      xiii. Helps staff understand new administrative policies and changes.
      xiv. Puts out own opinions aside to address concerns of staff.

2. Bylaws
   a. We proposed to change the bylaws in the following ways:
      i. Remove “To aid the Human Resource Department in providing the means for the positive resolution of conflicts affecting the staff” from Purpose.
      ii. Add “Absences may be excused by one of the Co-Chairs depending on extenuating circumstances” under Attendance.
      iii. Add “ACSS has the authority to approve the allocation of its budget, and it will nominate a member to be its Budget Manager for the academic year” under Budget.
      v. Change “Welcome Walk-Around” to “Walk-Arounds,” as well as the dates for them, under Events/Duties.
      vi. Remove “At the first meeting attended by new members each fall, a chair is assigned for each event” under Events/Duties.
      vii. Change 20-year prize to $100; 30-year prize to $125; 35-year prize to $150 under Length of Service.
   b. Staff Senate will vote on these changes at the next meeting, as well as putting the Mission Statement in the Bylaws.

3. Assigning Roles
a. Jill and Sara are co-chairs; Mark Chamberlain will be co-chair while Sara is out on maternity leave during spring semester.
b. Michael is the Secretary.
c. Mark and Mark are the Publicity Coordinators.
d. Tracy is the HR/Payroll Liaison; Mark Cotton will be the HR/Payroll Liaison while Tracy is out on maternity leave during fall semester.
e. Keith and Joanne are the Event Coordinators.

4. Meeting Times
   a. We will be meeting on the second and fourth Wednesday of each month from 12pm-1:30pm.
   b. Michael will get rooms for each meeting and will get these meetings scheduled on everyone’s schedule.

5. Discuss Goals for 2013-2014
   a. Sara: Continue the Auggie Pride program and awarding people gift cards, and get those people on the website.
      i. Michael will make sure that new Staff Senate members get authorship over Staff Incentives Qualtrics form.
      ii. Tracy: Let community know about amazing contributions/accomplishments of Augsburg staff (both on campus and in the greater community).
      iii. Mark: Come up with list of supervisors and email them about program so that it becomes visible.
   b. Jill will coordinate with Marketing and Communication about getting our picture taken as a group at the next meeting.

6. Staff Senate Open Forums:
   a. Potential people to invite include:
      i. Karen (Academic Affairs), William (Enrollment Management)
   b. Tracy will invite Karen to host the Open forum in September.