

**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.
  - iv. Change "further" to "later" in Policy Recommendations.
  - 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.**