Augsburg College  
Staff Senate  
Wednesday, November 19, 2014  
11:30 a.m. – 1:00 p.m.  
Marshall Room

Present:  Kelly Anderson-Diercks, Mark Chamberlain, Michael Grewe, Seth Lienard, Dulce Monterrubio, Joanne Reeck, Martha Truax

Absent:  Jim Matthias

Guests:  17 people (non-Staff Senate)

Items in bold are action items.

1. Open Forum  
a. William Mullen and Rick Ellis spoke about enrollment trends for Day undergraduate students.

2. Approving Minutes  
a. Kelly moved to approve the minutes from November 5; the motion passed.

3. Governance Updates  
a. President  
i. Jim and Mark meet with the President in early December.
   
b. Leadership Council  
i. Nothing to report.

4. Committee Updates  
a. Diversity & Inclusion  
i. Student Survey  
  1. The survey had a 16.5% response rate, which was good.
  2. The consulting group running the survey will have the results ready by January 1, 2015.

   b. Risk Management  
i. Changed the name from the Safety Committee to the Risk Management Committee.
   ii. Individuals working with individuals who have been sexually assaulted need to be trained around working with traumatized individuals.
   iii. 5 people have done slip and fall claims; Facilities is trying to be strategic around removing snow and ice.
   iv. Faculty members need to be trained around what to do when a student is having a seizure.

   v. There will be a training on Incident Command on December 11.

   c. Budget and Finance  
i. There is a meeting on November 24.

5. Vacation Pool  
a. Kelly and Mark did research from other colleges.  
i. Macalester no longer has a policy.
   ii. Concordia-Moorhead will get back to us.
   iii. University of Florida had their sick pool leave policy online.

b. Any policy that Augsburg would adopt should not be taxing enough to Human Resources.  
Moreover, it should not be utilized often.
i. Perhaps Cabinet holds the mechanisms to put this in place, where the leave is between short-term and long-term.

c. We are not ready to draft anything yet, as research is still being done.

6. Staff Appreciation Awards
   a. Staff Senate approved the new guidelines for the Staff Appreciation Awards. **Mike will update the guidelines in the file server.**
   b. The Nomination Form is now available online.

7. Length of Service Awards
   a. **Kelly will request the list from HR in December;** Mark has the length of service pins.
   b. Mark would like the awards to be nameless, and that letters and certificates will be given after the fact.

8. 2015 Holidays
   a. We have Labor Day and New Year’s Eve (the latter as a floating holiday) off next year as Holidays.
   b. **Mark will ask Rebecca John to see if HR will communicate these holidays to staff.**
   c. Dulce would like to see some clarity around how one determines their floating holiday.

9. Next Meeting
   a. Our next Staff Senate meeting is **Wednesday, December 3 from 11:30 a.m. – 1:00 p.m. in Marshall Room.**