

**Augsburg College
Staff Senate**

Wednesday, February 26, 2014

11:30 a.m. – 1:00 p.m.

Lindell Library 301

Present: Keith Bateman, Mark Chamberlain, Tracy Christiansen, Mark Cotton, Jill Davenport,
Michael Grewe, Joanne Reeck

Absent:

Excused: Sara Schlipp-Riedel

Guests: 14 guests

Items in bold are action items.

1. Open Forum: Karen Kaivola
 - a. Provost Kaivola discussed her previous experience as faculty and a college administrator, and then spoke on her philosophy about changing as a college to adapt for changing economics and demographics.
2. Approval of Minutes
 - a. The minutes from February 12, 2014 were approved with one correction.
3. Staff Appreciation Awards
 - a. Publicity
 - i. Posters, digital screens, web calendar, and A-Mail are being utilized to advertise the event.
 - ii. We will include the list of staff nominees.
 - iii. We will include language to bring a donation to the Campus Cupboard.
 - b. Length of Service
 - i. Tracy has cross-checked the Length of Service Awards list with HR, and we are all up-to-date.
 - c. Outstanding Staff Awards
 - i. Keith has ordered the trophies.
 - d. Event Details
 - i. Keith told Seth we are going with the nacho bar.
 - ii. We have the Skype cart.
 - iii. Joanne will contact the nominators of the winners and determine who is speaking. We will give them 2-3 minutes.
 - iv. **Mark will make a PowerPoint slideshow that will include pictures, the length of service winners, and the nominees for the outstanding staff awards.**
 - e. Rehearsal
 - i. **We will meet on Wednesday, March 5 at 2:45pm in the Chapel the day of to do a quick rehearsal.**
 - f. Script
 - i. Opening Remarks: Jill
 - ii. Length of Service: Joanne & Keith
 - iii. Outstanding: Mike & Mark Ch.

- iv. Closing: Mark Co.
 - v. Awards Hander-Outer: Tracy
- 4. Presidential Review
 - a. Every Staff Senator has to come up with at least 1 question or comment.
- 5. Next Meetings
 - a. Our Presidential Review Meeting will be **Wednesday, March 5** from **2:00pm-2:45pm** in **OGC 103**, followed by the Staff Appreciation Rehearsal.
 - b. Our next meeting is **Wednesday, March 12** from **12:00pm-1:30pm** in **Marshall Room**.