

**Augsburg College  
Staff Senate**

Wednesday, March 12, 2014

12:00 – 1:30 p.m.

Marshall Room

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

Absent:

Excused: Sara Schlipp-Riedel

**Items in bold are action items.**

1. Approval of Minutes
  - a. The minutes from February 26, 2014 were approved.
2. Staff Appreciation Awards
  - a. Improvements for next year:
    - i. Let's give the pins to people at the event with an attached certificate (no name on it), and then mail their envelope to them in their campus boxes.
    - ii. Have people come up on stage in a certain direction, rather than having folks not on stage (provided there are 2 ramps).
    - iii. Notify nominees via email that they were nominated.
    - iv. In nomination materials, clarify number of winners and who gets selected (that it is not necessarily by division or department, etc.). We also need to have conversations with Cabinet about the number of recipients.
    - v. Email all nominees and years of service recipients a Google Docs Form and ask them for (a) preferred spelling of name and (b) phonetic spelling of name. Otherwise, if they don't provide that info, tell them that we will try their best.
    - vi. Ask award nominees to stand as they are able.
    - vii. Whoever closes, we need to include in the script to have award winners gather for photo at the end.
    - viii. Thank our Staff Senate managers for allowing us to participate.
    - ix. Order 50 pounds of candy next year.
  - b. Overall, Senators heard great feedback about the event. People loved the Chapel setting.
  - c. Mark Ch. will be posting winners online.**
  - d. Jill will be sending nominated individuals their nomination letters.**
  - e. Mark Co. will be giving Regina McGoff the two CGE individuals' years of service pins.**
3. Governance Updates
  - a. Leadership Council
    - i. They are going over the different centers (Sabo, Strommen, Democracy and Citizenship, etc.).
    - ii. Discussed finding abundance at the college that is not fiscal-related.
  - b. President's Meeting
    - i. Jill and Mark met with the President on Tuesday morning.
    - ii. Augsburg is working on trying to include staff increases in next year's budget.

- iii. Discussions around how to tie Nobel Peace Prize Forum tied to curriculum, such as “Peacemaking Studies” as a class. Moreover, perhaps having an undergraduate major that ties into a graduate program at the Humphries School.
- 4. Committee Updates
  - a. Safety
    - i. Continuing to work on lighting around campus, particularly areas that have higher instances of crime.
    - ii. Augsburg has hired a new company that deals with hazardous waste on campus.
  - b. Diversity and Inclusion
    - i. Augsburg is currently in the process of diversity and inclusion focus groups for students. They have had great attendance. **Joanne will forward Staff Senate the link to sign up.** We particularly need athletes. A report will be made of what students say and then be given to Ann Garvey and Dionne Doering.
    - ii. HR is also trying to get everyone who has not already to take the Intercultural Development Inventory. Moreover, new staff and faculty members are required to take the IDI.
  - c. CRC
    - i. Currently in the process of resource-gathering.
    - ii. Dionne talked about the tuition reimbursement policy.
      - 1. For graduate programs, it is 75% for staff (60% in summer). For undergraduate programs, it is 100% for staff and 90% for spouse and children (60% in summer).
      - 2. There is discussion around whether or not to change it.
- 5. Budget
  - a. Jill is waiting for a total from Keith for the plaques.
  - b. Currently, we are aiming for having \$50.99 leftover.
  - c. Spring Social
    - i. Our budget for food and events is \$5,600.
- 6. Community Service Fair
  - a. Feed My Starving Children and Second Harvest will be coming.
  - b. Senators think that 5 organizations are fine for our first year.
  - c. Staff Senate will also be tabling.
  - d. **Mark Ch. will create an FAQ sheet around the Community Service Benefit.**
    - i. There is information on the HR Moodle site.
  - e. **Jill is going to contact Habitat for Humanity.**
  - f. **Keith will follow up with Seth about tables and space.**
  - g. **Mike will get parking permits and will send an email to tablers one week before with directions, parking, logistics, and his cell phone number.**
- 7. Upcoming Forums
  - a. Jesse Cashman will be speaking on March 26.
  - b. Potential presenters: Katie Bishop (AU program changes), Steff Weiss (News and Media)
    - i. **Jill will ask both of these individuals to present in April and May.**
- 8. Parking for Part-Time Stipend-Paid and Volunteer Staff
  - a. Joanne and Keith talked to staff members who are stipended (e.g., coaches, etc.), and they have to pay full parking costs, whereas before they got discounted parking based on their FTE.
  - b. For volunteer coaches, Athletics would send parking details to DPS, and Athletics would cover it out of their costs. Now, volunteer coaches must pay for parking themselves.

- i. Keith is wondering, can a department use their budget to pay for someone's parking.
  - c. **Mark Co. will follow-up with the Assistant Comptroller and DPS around parking revenue coming from part-time stipended employees and volunteer coaches.**
- 9. Lactation Rooms
  - a. Facilities will be installing a combination lock on the lactation rooms.
- 10. Next Meetings
  - a. Our next meeting is **Wednesday, March 26** from **12:00pm-1:30pm** in **Marshall Room**.