

**Augsburg College
Staff Senate**

Thursday, August 14, 2014
11:30 a.m. – 4:00 p.m.
Marshall Room

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

Items in bold are action items.

1. Mission
 - a. Staff Senate advocates on behalf of the staff at Augsburg. We do this through the Feedback Form online (or through individual one-on-one conversation). One of the Staff Senators will take on an issue that a staff member has brought to the attention of Staff Senate.
 - i. e.g., pooling sick time, increasing number of accessible parking spots, etc.
 - b. Staff Senate fosters meaningful dialogue. We do this through open Fora, which take place during the second Staff Senate meeting of each month for approximately 30 minutes. These fora are aimed at addressing gaps and knowledge not addressed at All-Hands Meeting.
 - i. e.g., William Mullen discussing enrollment, etc.
 - c. Staff Senate works to recognize and celebrate the image of staff members through the Staff Appreciation Awards and the Auggie Pride Awards.
2. Membership
 - a. Staff Senate is composed of 6 elected members and 2 appointed members (Mike and Kelly).
3. Attendance
 - a. Each member can jeopardize their status in Staff Senate by failing to attend three consecutive meetings or more than 4 meetings within the period of September 1 – August 31.
4. Budget
 - a. We have \$20,700 budgeted for the 2014-2015 fiscal year.
5. Meetings
 - a. We meet twice monthly; the last meeting includes 30 minutes of open forum time.
 - b. Meetings will be the 1st and 3rd Wednesday of every month from 11:30 a.m. – 1:00 p.m.
 - i. **Mike will schedule rooms and get the meetings on everyone's calendars.**
6. Major Events
 - a. Staff Appreciation Awards will be tentatively held on Tuesday, March 10. Backup date will be Tuesday, March 3.
 - i. We will make the final decision in September.
 - ii. President Pribbenow is available for both dates. **Joanne will confirm final date with President.**
 - iii. **Seth will reserve spaces.**
 - iv. **Mike will contact Abennet Tulu and Nancy Shaeffer to see if they would like to be on the Awards Committee for 2015. If so, Mike will schedule the Awards Committee Meeting in February 2015.**
 - b. Spring Social will be tentatively held on Thursday, May 14. Backup date will be Tuesday, May 12.

- i. **Joanne will confirm final date with President.**
 - ii. **Seth will reserve spaces.**
 - c. Fall Walk-Around will be Tuesday, September 16 from 1:30 – 3:00 p.m.
 - d. Spring Walk-Around will be Tuesday, January 20 from 1:30 – 3:00 p.m.
- 7. Community Service
 - a. Mark mentioned potentially doing a Spring Community Engagement Fair again in March.
 - i. We could potentially partner with Mary Laurel True.
 - b. Mark also mentioned having a day where Augsburg staff and faculty go out and do a community project. Not very many staff utilize their Community Service Days.
 - i. We could have either a half-day or a full-day option. Only have 1-2 options for places to go rather than more.
 - ii. We could have Stephen taking pictures.
 - iii. Potential dates include:
 - 1. Friday, October 24 (Fall Mid-term Break)
 - iv. **Martha and Seth will contact Steve Peacock and Mary Laurel True to see if they want to partner and if they can create a short list of places staff could go to.**
- 8. Staff Senate Roles
 - a. Co-Chairs: Mark Chamberlain and Jim Matthias
 - b. Secretary: Michael Grewe
 - c. Publicity Coordinators: Martha Truax and Dulce Monterrubio
 - d. HR/Payroll Liaison: Kelly Anderson Diercks
 - e. Event Coordinators: Seth Lienard and Joanne Reeck
- 9. Staff Senate Committees:
 - a. IT: Seth Lienard
 - b. Safety: Joanne Reeck and Martha Truax
 - c. Budget & Finance: Kelly Anderson-Diercks
 - d. Diversity: Michael Grewe, Joanne Reeck and Dulce Monterrubio
- 10. Auggie Pride Awards
 - a. Mark is proposing that 2 Staff Senators be “Auggie Pride Champions” in the fall, and then a different 2 in the spring. These individuals would pick the winners.
 - b. **Kelly and Mark will volunteer for Fall Auggie Pride Champion.**
 - i. First Auggie Pride award would be for September, awarded in early October.
 - c. **Joanne and Dulce will volunteer for Spring Auggie Pride Champion.**
 - d. Kelly suggested having all of the Auggie Pride winners have breakfast with President Pribbenow at the end of the academic year.
 - e. **Martha mentioned that Institutional Advancement could donate a “swag bag” of Auggie Gear. She will arrange to get those for all winners.**
- 11. Goals
 - a. Have great staff appreciation events, including the Staff Appreciation Awards and Spring Social.
 - i. Create a follow-up survey to staff members to evaluate both events.
 - b. Clearer communication about the Staff Appreciation Awards, especially to Cabinet.
 - c. Have at least 3 nominations and 2 winners for the Auggie Pride Awards each month.
 - d. Increase the percentage of staff using of Community Service Time from 30% to 40% through programs that either engage or make staff aware of community service opportunities.
 - i. Potentially have raffle for departments or offices who have their entire office participate in a community service event.

- e. Develop a viable proposal for a staff sick time pool and submit this to the individuals who have the authority to decide this by the end of the academic year.
 - f. Look into availability of Public Safety escorts during the day for staff, particularly for rides to light rail.
 - g. Develop a handout that can be included in the new-hire packets at New Employee Orientation.
 - i. Attempt to get 5 minutes at the New Employee Orientation.
 - h. Find out our responsibility or role around professional development workshops for staff members.
 - i. Evaluate the need for parking for part-time employees, including what are the rules now and determining if Staff Senate would want to propose any changes.
12. Agenda for Next Time
- a. **Mike will inform Staff Senate on what sessions were offered in 2013-2014.**
13. Next Meeting
- a. Our next Staff Senate meeting is **Wednesday, September 3** from **11:30 a.m. – 1:00 p.m.** in **Marshall Room.**