

**Augsburg College
Staff Senate**

Wednesday, October 1, 2014
11:30 a.m. – 1:00 p.m.
Lindell Library 301

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

Items in bold are action items.

1. The minutes from September 17 were approved.
2. Governance Updates
 - a. President
 - i. Jim and Mark met with President Pribbenow last week.
 - ii. They talked about Staff Senate's top 5 major goals.
 - iii. The President was excited about our upcoming Community Service Day.
 - iv. There were not a lot of updates from him.
 - b. Leadership Council
 - i. Jim will hand out flyers regarding the Auggie Pride Incentive Program.
3. Committee Updates
 - a. Diversity & Inclusion
 - i. Survey to students will be going out next week. Joanne is unsure how long students will have to take it.
 - ii. Bias incident reporting from 2013-2014 will be out soon.
 - b. Safety
 - i. These meetings are happening monthly.
 - ii. Discussed who should be at the table: Faculty Senate, Athletics, Events, and Media Services.
 - iii. Talked about training for staff/faculty about what to do on lockdown.
 - iv. Recommended doing fire and chemical spill drills should happen annually.
 - v. Discussed events that happen off-campus that affect us on campus.
 - vi. Talked about active-shooter scenarios and our preparedness for those situations.
 - vii. What to bring to Safety Committee from Staff Senate:
 1. More awareness about what to do in various drills and situations.
 - c. IT
 - i. Discussed doing more technology seminars for staff development.
 - d. College Resource Committee
 - i. There was an attempt to get on CRC this month; Mark is working to make sure this happens.
4. Community Service Day
 - a. Morning opportunity is canceled at Cedar-Riverside school, because they do not need us.
 - b. Afternoon river clean-up is still on.
 - c. Mary Laurel True is looking into whether Brian Coyle Center will have a morning opportunity.
 - d. Abbigail Pribbenow emailed Jim; a retired ELCA pastor and his wife are moving out of Seward neighborhood, and she was wondering if people could commit to help them with the moving process on October 24.
 - i. Community Service Time must be used for a register non-profit per their policy.

- ii. However, technically it is the Supervisor's responsibility to vet an employer's service and sign-off on it.
 - iii. **Kelly will look into whether a team can do it instead of having this as a staff opportunity.**
 - e. **Martha will confirm with Mary Laurel whether there is a 2nd location.**
 - f. **Seth will create a Google Doc sign-up form by this Friday.**
- 5. Auggie Pride Incentive Program
 - a. 5 individuals were nominated.
 - b. Mike moved that Ana Eliason receive one of the awards for September. Kelly seconded. The motion was approved unanimously.
 - c. Mike moved that we hold a vote by paper tally between other candidates to win the second award for September. Seth seconded. Jeff Swenson was awarded the second award.
 - d. **Mark will send out letters; Martha will handle the swag bags.**
 - e. **Martha and Dulce will get it on the website, A-Mail, and screens.**
 - f. Other nominees will be moved forward for consideration in October.
- 6. Staff Professional Development
 - a. Kelly talked to HR about professional development for staff. They are very interested in Staff Senate's recommendations.
 - b. Our recommendations include:
 - i. Topics that the IT committee discussed.
 - ii. Training on how to be a supervisor, for both professional employees and student workers.
 - 1. Strommen Center could lead the one for staff who supervise students.
 - iii. Training on software used on campus: Agresso, Hobsons, RazorsEdge, Qualtrics, etc.
 - iv. There is a trigger for trainings: Once you reach critical mass of people who need a certain training (who have contacted HR), the training happens.
 - v. Have a base-line IT literacy training for everyone.
 - vi. Training on general things that our admissions colleagues tell people about the school.
 - vii. Staff members discussing their previous staff sabbaticals.
 - c. There will be a piece of paper in every person's file regarding trainings, including required trainings.
 - i. An upcoming required training for new employees involves education about the Campus SAVE Act.
 - ii. All of the new employees will receive the Intercultural Development Inventory (IDI).
- 7. Staff Sabbatical
 - a. Dulce has had some questions about the parameters regarding staff sabbatical. There is no mention of this in the handbook, but there are staff who have done it.
 - b. The Employee Handbook states that it can be up to 15 workdays for staff members who have been at the College at least 7 years or more. Sabbaticals must be related to professional development, approved by one's manager, division VP, and Cabinet.
- 8. Governance
 - a. All Staff Senators are invited to the Governance Meeting next Friday, including dinner afterwards.
- 9. Next Meeting
 - a. Our next Staff Senate meeting is **Wednesday, October 15** from **11:30 a.m. – 1:00 p.m.** in **Marshall Room**. It will include an Open Forum at the beginning with Don Stoner and Jeff Swenson.