

**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 fileserver.**
 - 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.**