

Augsburg College Staff Senate

Wednesday, August 26, 2015

1:00-2:00 p.m.

Riverside Room

Present: Katie Berggren, Mark Chamberlain, Jen Jacobs, Seth Lienard, Jim Matthias, Martha Truax

Items in bold are action items.

1. Follow-up to 8/13/2015 meeting with President Pribbenow
 - a. Since there is space for two staff members to serve as part of the University Council, and Paul seemed open to how those positions be filled, we discussed selecting one elected staff member and one at-large member.
2. Staff Senate's role in the University Council
 - a. We discussed that we as a Staff Senate need to be patient as the subcommittees of the University Council are formed and further structure is put in place.
 - b. **Jim will follow up with Paul to determine who is responsible for convening each of the University Council subcommittees.**
3. Staff Senate Elections
 - a. Two weeks was determined to be sufficient time for a call for nominations.
 - b. **Mark will post ads in A-Mail and possibly create digital signs to promote this.**
 - c. We will hold an election either on September 15 or September 21 for one Staff Senator who will replace Joanne Reeck.
 - d. The election ballot will be emailed and include a short survey.
4. Survey Questions
 - a. We determined:
 - i. Survey should be short—no more than five questions
 - ii. Suggested questions are:
 1. If your Staff Senate could do one thing for you this year, what would it be? (Open-ended)
 2. Which of the following do you feel confident in your ability do? (I.e. I know how to contact the Staff Senate, I know how to report a problem, etc.)
 3. Which Open Forum topics would you like to see discussed this year? (Open-Ended; and include an option such as "I don't feel the Open Forums are necessary in light of the Focused Conversations")
 - iii. **Martha will create a shareable Google Doc with suggested survey questions for all Staff Senators to add to.**
5. Open Forums
 - a. Because of the decision to include a question about the Open Forums in the survey, we decided to table any decision on the Open Forums until after the survey results have come in.
6. Staff Senate representation among divisions
 - a. Since there are eight divisions, we agreed each Staff Senator will serve as a liaison for that division to ensure those division members are kept apprised of Staff Senate news and priorities. The assignments are as follows:
 - i. Jim: IT
 - ii. Jen:

- iii. Kelly:
- iv. Katie:
- v. Mark: MarComm
- vi. Seth:
- vii. Martha: Institutional Advancement
- viii. Eighth person:

Next Meeting: Tuesday, September 8, 2015 from 11am-12:15pm in the Marshall Room.