

Augsburg College Staff Senate

Tuesday, September 8, 2015

11:00a.m.-12:15 p.m.

Marshall Room

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

Items in bold are action items.

1. Staff Senate Elections
 - a. No one has expressed interested in being nominated; nominations close on Thursday, 9/10/2015.
 - b. Everyone will email more people to encourage them to consider a nomination.
 - c. The election ballot needs to be set up in Qualtrics. Jim will complete this by Friday, September 11.**
 - d. We will include a space for write-in candidates.
 - e. We finalized the questions that will accompany the election ballot.
 - f. The election will be open from September 15-September 21. We will review the results at our September 22 meeting and announce the winner on September 23.
2. Staff Senate Divisional Liaisons
 - 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: Athletics/Campus Ministry/President's Office
 - iii. Kelly: Enrollment Management
 - iv. Katie: Human Resources/Finance
 - v. Mark: MarComm and Events
 - vi. Seth: Student Affairs
 - vii. Martha: Institutional Advancement
 - viii. Eighth person: Academic Affairs
 - b. 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.
3. Tracking issues
 - a. Seth shared the Google spreadsheet that we will use to track ongoing concerns.
 - b. Jim suggested including a list at the bottom of each agenda that would show which on-going issues we are working on.
 - c. Martha will back-fill the Google spreadsheet with past issues to ensure that there is a record of what has been discussed and acted on.**
4. Representation on newly-created University Council committees
 - a. University Council is the overall umbrella committee, which will replace the Cabinet, which will include 2 staff members. These can be Staff Senators or appointed by Staff

Senate. Per Jim's conversation with Leif and Rebecca, this council will be seated by January 1 so we should take time at our upcoming meetings to discuss appointments.

- b. We will seek representation on the other committees as follows:
 - 1. UC Resources Committee (formerly CRC); with subcommittee on facilities:
Mark
 - Risk Management Committee: Martha
 - 2. UC Student Progress/Enrollment Committee, headed by Katie Bishop: **Kelly is going to try to get on this committee**
 - 3. UC Diversity Committee (formerly diversity committee): **Jen will try to get on this committee**
 - 4. UC Leadership Forum (formerly Leadership Council): Jim
 - 5. UC Academic Programs (formerly CAP): Katie can potentially try to seek membership on this committee
 - 6. UC Environmental Stewardship Committee (formerly ESC): Seth
5. Fall Walkaround
 - a. Will take place Tuesday, September 22 from 1:30-3:00 p.m.
 - b. **Jen will buy candy**
 - c. **Mark will create a shared document for all to review and then create a half-sheet flyer**
 - d. Are there other service opportunities or staff events we could promote during the walkaround?
 - e. During the walkaround, we will solicit nominations for Auggie Pride and encourage attendance at Focused Conversations throughout the year.
 6. Staff Senate Newsletter
 - a. We discussed the possibility of a monthly staff-wide newsletter to include:
 - i. 3-5 bullet points about things staff need to know or upcoming events
 - ii. Opt-out feature
 - iii. Introducing new hires
 - iv. Feature Auggie Pride winners
 - v. **Mark will create a newsletter template**

Next Meeting: Tuesday, September 22, 2015 from 11am-12:15pm in the Marshall Room.