

Staff Senate Meeting
Minutes (PENDING APPROVAL)
4/20/2020

Senators in Attendance: Nancy Shuck, Brock Anundson, Terri Bjorum, Kristin Carmichael, Tai Duncan, Derrick Erhart, Scott Hanson, Janette Hettick, Marc Jolley, Diana Jones, Bill Kelly, Roxanne Lewis, Clarissa Thompson, Melissa Hart

- I. Length of Service for Staff Senate Members
 - a. We have several areas where there are rolling term lengths, so we need to identify who will serve which terms. This is included in Addendum I of the bylaws.
 - i. Facilities: There is a one, two and three year term. Scott Hanson will serve the one-year term, Mark Jolley will serve the two-year term and Roxanne Lewis will serve the three-year term.
 - ii. Athletics: There is a two-year and a three-year term. Kristin Carmichael will serve two years and Brock Anundson will serve three.

- II. Election of Officers
 - a. President – Nancy Shuck was nominated and voted in by the senate.
 - b. Vice President – Janette Hettick and Roxanne Lewis were nominated. Roxanne Lewis was voted in by the senate.
 - c. Finance Officer – Bill Kelly was nominated and voted in by the senate.
 - d. Secretary – Andrea Bakeberg was nominated and voted in by the senate.
 - e. Technical Officer – Derrick Erhart was nominated and voted in by the senate.
 - f. Regents’ CSA Advisory Council Representative – Dianna Jones was nominated and voted in by the senate.

- III. Bylaw Review/Update
 - a. Tie Vote for Senators
 - i. The issue of tie votes for senate seats was discussed and is not currently addressed in the bylaws. Two suggestions were made with regard to ties. One was to hold a runoff election and the other was to have an anonymous vote by the existing senate. The senate voted to move forward with recommending updating the bylaws to have an anonymous vote by the existing staff senate. This will be voted on at the next all staff meeting.

- IV. CSA Scholarship
 - a. The Staff Senate will now take on the task of awarding the CSA scholarship as we do not have a stand-alone CSA council. The senate discussed five top applicants, and Nancy asked that each senator send her their top three candidates and she will collect the results to determine the recipient. An electronic poll will be created if needed.

V. Constituent Lists

- a. It was believed that there may be some errors with the constituent lists. The document is titled "Staff by Area" and can be found on the Staff Senate SharePoint site. It can be very difficult to accurately pull these lists, so each senator should review their list and let Nancy and Melissa know if there are any errors or corrections.
- b. These lists may be re-evaluated as there are some possible organization changes/re-structuring at the university level that could potentially change the existing categories. The senate will re-evaluate lists and make changes if needed at that time.

VI. Staff Senate Committees

- a. As per our bylaws, there are six standing committees: Staff Senate Strategic Planning Committee, Elections Committee, Mentoring Committee, Classified Staff Subcommittee, Professional/Technical Subcommittee, Executive Officers of the Staff Senate.
- b. Please let Nancy know what committees you would like to serve on. Please note that all senators shall serve on one of the two subcommittees (Classified Staff or Professional/Technical).
- c. There will also be times when staff representatives will serve on university committees. These individuals may not be members of the Staff Senate, but they will report updates from the committee to the senate.

VII. Program of Work

- a. We need to determine our program of work for this first year. The senate discussed working on the bylaws as well as getting the mentorship program off the ground.
 - i. Right now, the mentorship program plans to help assign mentors to new hires for the university, so they have someone who can answer questions and provide support. One suggestion to consider is to have a portion of the mentoring program that is not focused on new staff but rather on cross training. Staff would be paired up with someone outside of their service area/department to help facilitate a better overall knowledge and understanding of the university. People could self-select into this portion of the mentoring program.

VIII. Listening Sessions

- a. President Nichols suggested that each senator consider hosting listening sessions with their constituent group. This will be helpful as we get the staff senate off the ground to get ideas and feedback from the broader campus community.

IX. Introductions and Other Discussion

- a. The senators introduced themselves to the group.

- b. Roxanne Lewis shared with the group that she is a Title IX investigator as people don't always remember who they can go to when reporting an incident.
- c. Reminder to complete your Campus Climate Survey and to remind your co-workers/departments to get those completed.
- d. There was some discussion about retention/recruitment. Discussed what is currently being done to assist with student registration as well as some of the difficulties that students are up against at this time regarding attending college. One suggestion was to do radio segments across the state to promote BHSU and our offerings. There may also be some new initiatives once Joe Rainboth gets started as our new Admissions Director.

Submitted by Andrea Bakeberg 4/20/2019