Meeting Date:  November 5, 2015

Presiding Officer: Chairwoman Christina Bowles

**Welcome new employees in attendance today!**

## Actions of Meeting

### Roll Call

* Members in Attendance:  Sen Bowles; Sen Wilson; Sen Moore; Sen Fiedler; Sen Deckard; Sen Lopinot; Sen Melton; Sen Falls; Sen Schoneboom; Sen Douglas; Sen Willde; Sen Alaimo; Sen Edmond; Sen Benson; Sen Gollhofer; Sen Essel; Sen Johnson; Sen Garton; Seng P. Bridges
* Members Absent (Excused):   Sen Zhang; Sen K. Bridges; Sen Stewart; Sen Jones
* Members Absent (Unexcused):  Sen Stafford
* Proxy: None
* Guests in Attendance: Mandi Muse; Yvette Medley; Mark Woolsey; Laura Whitmire; M. Foster

### Call to Order

* Staff Senate had quorum
* Meeting called to order at 11:00AM

### Approval of Agenda

* Agenda was emailed prior to meeting
* Amending Agenda to include Sen Douglas as Scholarship Committee Chari; Sen Melton as member of Staff Activities Committee
* Motion to approve agenda with amendment; Sen Bowles
	+ Second; Sen Lopinot
* Agenda approved unanimously

### Approval of Minutes

* Amending Minutes to include Sen Melton as excused absence for October meeting
* Motion to Approve minutes with amendment; Sen Melton
	+ Second; Sen Gollhofer
* Minutes approved unanimously

#### Guest Speaker

* Dr. Ken Coopwood;
	+ Employee Resource Groups. They exist to help staff and faculty develop resources relevant to you
		- Not a new idea because they have existed in corporate America for a while
		- Help retain employees by increasing value and buy-in
		- Can join any existing ones or create your own
	+ Statewide Collaborative Diversity Conference
		- Explore best practices in core diversity areas
		- March 16 – 18, 2016
* Emma Wessel
	+ Wyrick Commission works on capital improvement projects across campus
	+ Proposals come from students but need a sponsor
	+ Funding comes from a donor who wanted to encourage student involvement
	+ Proposals due November 30, 2015

#### Chair Report

* Staff Satisfaction Survey
	+ Went out with reminders
	+ Deadline is November 13, 2015
* Board of Governor’s meeting
	+ Bronze Bear Award recipient announced
	+ A new award was given to state legislator Sen Parson
	+ Updated Board on Staff Senate activities
* Master Planning Committee
	+ One more meeting before committee disbands
	+ Changing the long-range plan from format of the past

### Chair-Elect Report

* BearFest Village
	+ Good turnout; will have more food at next event
	+ Next tent will be hosted on November 14, 2015
		- $1,200 allocated for this final BearFest Village tent
		- Sen Garton will lead preparations for the final tent
* President’s Taskforce
	+ Main proposals – Expanded shared leave pool. Possibility of opening the requirements
	+ Flextime – Core is 10-3; working to open language for more flexibility

### Past-Chair Report

* Staff Salary Incentive Program
	+ Attempting to get resources for new feasibility study
* Tour of new buildings
	+ During time before Spring semester starts
	+ Dedicated shuttle service for tours
	+ Use as a chance to promote Staff Senate with Senators serving as tour guides

### Secretary/Treasurer Report

* Operating budget (A account) – Balance is $7,818.15
* B account – Balance is $209.51
* Petty cash on hand is $125
* Scholarship Fund – Balance is $7,049.97

### Director of Staff Relations

* Sen Stafford has stepped-down as the Director of Staff Relations
* Committee Reports
	+ Public Affairs
		- Holiday drive information to be sent out soon (partnering with PSU). Isabel’s House, Rare Breed, and Diaper Drive.
	+ Staff Relations
		- Website is being reformatted
	+ Administrative Professionals Forum
		- Hosting a forum next week (November 11, 2015)
		- Planning future events
	+ Denim Day Luncheon
		- Raised $1,198.86

### Announcements

* Complete your HRA
* Open enrollment for health benefits

### Old Business

* None

**New Business**

* None

### Adjournment

* Motion to Adjourn: Sen Gollhofer
	+ Second: Sen Edmond
* Meeting adjourned at 12:02 by Chairwoman Bowles.