**Staff Senate General Meeting Minutes**

**8/11/20**

**10:00 a.m.**

**Microsoft Teams**

Present: A. Ruiz, M. Brown, D. Pollock, G. Gates-Fowler, D. King, J. Peterson, B. Vojnovic, P. Hallman, S. Howle, K. Sellers, T. Wilds, B. Harris-Johnson, S. Louis-Jeune, A. Ratz, and W. Jennings.

**President – M. Brown**

* Staff Survey – will be seeing that soon.
* Ideas for Social Media
* Marketing students available to help us with social media.
* PCard – working on trying to obtain one for the Senate.
* Filling Vacant Positions – reaching out to Senators individually to try and fill these positions.
* Bylaws – would like to set a committee to review and revise them. Email K. Sellers if you would like to serve on the committee.

**Vice-President – K. Sellers**

* Will have the Senate complete the Staff survey first. Transferring the survey from Survey Monkey to Qualtrics.

**Secretary – W. Jennings**

* The minutes of the last meeting were presented and unanimously approved.

**Treasurer – T. Wilds**

* There is a university-wide budget cut coming up. We may take a 4% hit.
* Dollars for Staff Scholars - $2,087.43.
* E&G - $3,110.00.
* Carry Forward - $6,000.00.
* Concession Fund - $675.00.
* We should spend it before we lose it.

**Sergeant at Arms – P. Hallman**

* Sent out 29 contracts. Only received 15 back. Sent out the email twice.
* S. Howle offered to help contact Senators directly.
* Need to get with S. Howle regarding President’s letters for the supervisors.

**Parliamentarian – B. Vojnovic**

* Nothing to report.

**Committee Reports**

* **Communications – A. Ruiz / G. Gates-Fowler**
* Sent out the first Senator spotlight.
* Working on flyers with the marketing students.
* Revamp our logo.
* Must be approved by University Communications and Marketing. Not much wiggle room to deviate from the University’s logo.
* Gloria Roberts and Jay Lawrence are the contacts at the Oracle that could perhaps provide us with some publicity.
* **QQA – S. Louis-Jeune/C. Bartell**
* Got information for the one winner. S. Louis-Jeune will deliver it tomorrow.
* S. Louis-Jeune needs to get the key from M. Washington for the storage space in Education where are award products are located. We need to get a count of what we have. M. Brown has storage space for us in the Marshall Center if that would be helpful.
* Can we ask for nominations again? Yes.
* **Senate Operations – B. Deen**
* Sent out reminders for committee vacancies.
* **Staff Morale – B. Harris-Johnson**
* Will be meeting with S. Howle and M. Brown.
* Would like to start a birthday list of the Senators. Please send your birthday to B. Harris-Johnson.
* **University Wide – vacant**
* No updates currently.

**Miscellaneous**

* S. Louis-Jeune will be out for two to six weeks following surgery.
* Our meetings will remain virtual at this time.

With no further business, the meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Wendy S. Jennings, Secretary