**USF Staff Senate General Meeting**

**2/9/21**

**10:00 a.m.**

**Microsoft Teams**

Present: M. Brown, B. Deen, G. Gates-Fowler, P. Hallman, D. Kling, J. Peterson, E. Trott, T. Wilds, L. Woolwine, C. Edwards, A. O’Brien, L. Crider, S. Louis-Jeune, B. Harris-Johnson, and W. Jennings.

**President – M. Brown**

* Dollars for Scholars Fundraiser
* Need to create an ad hoc committee for this. Requesting volunteers. S. Louis-Jeune is checking with Financial Aid to see if Work Study students can assist us.
* Request to fill the Assistant Recording Secretary position and include sending out retirement cards in their duties. This would also entail reporting retirement information to A. Ruiz to be included on our web page.
* President Currall’s attendance at our meetings.
* He wishes to attend and has not assigned an advisor to us currently.
* How many meetings should we invite him to?
* Quarterly.
* Should have talking points for him on our agenda when he does attend.
* E. Trott has been nominated as Vice-Chair of the University Wide Committee. Since he has not been with us six months yet, we need to vote on his tenure in this position. A motion was made by W. Jennings to waive the six-month participation requirement to serve in a position. T. Wilds seconded the motion. The motion was unanimously approved.
* A motion was made by T. Wilds to accept the January 2021 meeting minutes. W. Jennings seconded the motion. The minutes were unanimously approved.
* Student Success Council
* M. Brown sits on this Council and will keep us updated.
* They discussed student enrollment, which is down, performance metrics and the SACS visit. More of an introductory meeting.
* Hired a consultant to review the diversity enrollment decline especially among black students.
* Housing has also taken a hit during the pandemic.

**Vice President – K. Sellers**

* Out today. Not feeling well.
* Waiting on committee reports.
* Regarding issues with AvMed, please send an email to Benefits@usf.edu with your name and contact information if you would like to provide feedback directly to AvMed.

**Secretary – W. Jennings**

* January 2021 meeting minutes were approved.

**Assistant Recording Secretary - Vacant**

**Treasurer’s Report – T. Wilds**

* E&G - $3,036.00
* Carry Forward - $10,479.00
* Concession Funds - $675.00
* Dollars for Staff Scholars - $2,058.56
* No real changes. Need to get with A. Ruiz regarding shirts. T. Wilds will reach out for shirt sizes.
* The Foundation is having some issues with its new system.

**Sergeant at Arms – P. Hallman**

* M. Brown will send an email to new members and their supervisors when they join the Senate. The President will send out letters once or twice a year.

**Parliamentarian – B. Vojnovic**

* On leave.

**Committees**

* **Communications – A. Ruiz/G. Gates Fowler**
* We now have a new general email address – staffsenate@usf.edu.
* May have to use a gmail account.
* Going to set up an Instagram account.
* Updating our Facebook page.
* Need to update minutes for the past two years. W. Jennings will forward.
* **Quiet Quality Awards – S. Louis-Jeune**
* Note: If you post something on Facebook, it should automatically post on Instagram.
* Thanks for sharing the request for nominations in your areas. We currently have six nominations.
* Moved two cabinets of QQA supplies out of Education. One in the Marshall Student Center and one in S. Louis-Jeune’s area.
* Regarding FWSP students working with us on Dollars for Staff Scholars.
* They can work remotely. Could work on flyers, Power Point slides, and fund raising.
* S. Louis-Jeune is writing up a description of the position. They would be paid by her department. She needs to double check as the other two interns working for us are unpaid. Make sure we can pay FWSP students for this type of work.
* **Senate Operations – B. Deen**
* Establish an ad hoc committee for the Dollars for Staff Scholars endowment.
* Applications for our scholarships are available today through February 19th.
* **Staff Morale – B. Harris-Johnson**
* Nothing to report.
* **University Wide – S. Howle**
* A. Sklenka from Human Resources will be our March speaker. S. Howle will send out an email requesting questions to present to her.

With no further business, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Wendy S. Jennings, Secretary