



Staff Senate Minutes

October 29, 2013, 3pm Calapooia Room, WUC

- Call to order

Present: Brandon Neish (Vice President/Recorder), Nan Lehto, Elayne Kuletz, Dona Vasas, Sharon Price, Sue DeNoyer

Not present: Heather Mercer (President), Megan Habermann, Crystal Granger Ross,

The meeting was called to order at 3:20pm

- Approval of the agenda

Elayne moved to approve the agenda which Nan seconded. The motion passed with a vote of 5 yay, 0 nay, and 0 abstentions

- Staff Senate Updates

- Messages from the President

- Heather was unable to attend the meeting so Brandon gave a brief overview of some notes he received from Heather. There had not yet been a shared communications meeting but they were working on a date for a future meeting. Additionally, Heather added that she was working to get in touch with Denise regarding the \$50 bookstore gift certificate and had contacted Ron Swartzendruber for assistance with the Staff Senate list-serve.

- Faculty Senate update

- Nothing to report

- Administrative Support Council update

- Megan was not present for the meeting; nothing to report

- Student Senate update

- Crystal was not present for the meeting; nothing to report

- Old Business

- Update on Staff Development survey to campus

Brandon was working to finish the Staff Development survey and incorporating the ideas suggested by the group. Brandon hoped to have a final draft for the senate to review at their next meeting.

- Vacancies (update)
 - Nomination forms were prepared and ready for release just needed to be sent to Faculty/Staff listserv. Once out, they would remain open for a week's time.
- New Business
 - New Staff Welcome planning
 - The members present split duties for the New Staff Welcome. Elayne volunteered to put together the invitations to be sent to individual new members and the Faculty/Staff email list.
 - Nan was working on a newsletter to go out before the meeting and would have something once a list was received from HR as to who the new staff on campus was.
 - Sue volunteered to order food from catering for the event
 - New Staff Welcome will be Wednesday, November 6th at 11:30am in the Willamette Room of the Werner University Center
- Announcements
- Adjourn – next meeting November 12th