UNK Staff Senate

Monthly Meeting Minutes

Nebraskan Student Union, Sandhills Room

October 17, 2017 10:30 a.m.

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| Category | Name | Attendance |
| Administrative/Managerial Professional: | Scott Benson – Treasurer  Carmen Brewer  Aaron Estes  Brette Ensz  Dylan Evans  Traci Gunderson-President Elect | P  P  P  P  P  P |
| Office: | Carissa Sanny- Secretary  Emily Beaman  Jami Koester | P  A  P |
| Service: | Ted Eichholz  Wilma Heinowski-President  Jeff Morehead | P  P  A |
| Ex-Officio  Past President Ex-Officio | Chelsea Swarm  Kevin Hunt | P  P |

1. **Employee Achievement Award** was presented to Jessica Bishop
2. **Teamwork Excellence Award** was presented to RiteCare Clinic prior to the meeting, but the Recognition committee shared the nomination..
3. **Staff Senate Presents Austin Partridge, Student Body President–** 30 student senators introduce and pass legislation, conduct constitutional reviews of campus organizations. Currently they are surveying students to see if faculty at UNK are adhering to finals week policies.
4. **Call to Order –** (Wilma)
5. **Roll Call – (**Carissa) see attendance above
6. **Adoption of Agenda –** Motion Eichholz; 2nd Estes, unanimous approval
7. **Treasurer’s Report (Scott)**
   1. Monthly Treasurer’s Report
      1. New expenses incl. Team Excellence Award Plaque, State Acct. balance $2,146.63; Auxiliary account unchanged
8. **Correspondence (Carissa) -** None
9. **Kevin Hunt – EAD Committee Update**
   1. Kevin gave an overview of EAD background, mission, subcommittees, and progress.
   2. The Kaleidoscope Group will conduct a Diversity Assessment of UNK campus.
   3. Upcoming events include Safe Space Training (October 25, 2017) and Kirwin Institute Implicit Bias training (February 6, 7, & 8, 2018)
10. **Committee Reports and Updates (Traci)** 
    1. Professional Development- no update
    2. Employee Recognition – Theme for Staff Recognition breakfast is “Premiere into the New Year; George Holman is set to emcee; working on plan to market Excellence Awards.
    3. Communications – Holly & Robert are working on updating the website, a free coffee coupon from dining services will be included in welcome packet for new employees
    4. Policy – no update
11. **Current Business**
    1. Shared Drive Staff Senate – Update by Dylan
       1. Share drive is created. There is a folder for each committee with access given to Staff Senators
       2. Executive committee members have access to all folders and staff senate email account
    2. Letter to Chancellor regarding Staff BRT Survey
       1. A draft of the letter was discussed and edited. Wilma would like to give him the letter and survey results on Monday, October 23rd.
    3. Potluck with Faculty Senate – Wilma looking at November dates
12. **Future Business** 
    1. Fundraiser – Dylan, Scott, Carissa, Carmen, Aaron, & Chelsea will be on ad hoc committee to organize. Emily was nominated to chair the committee.
13. **Announcements** 
    1. Area Updates & Open Comments
       1. Chelsea announced that Lucia Raya-Kaup is working in her same capacity for UNK HR, but is now telecommuting from UNL Campus. Her contact information is the same.
       2. Wilma announced her upcoming retirement in January 2018.
       3. Traci will take Wilma’s place on University-wide benefits committee.
       4. Reminder about Staff Appreciation Night at UNK VB October 24, 2017 at 6 PM
14. **Adjournment** 
    1. Motion Gunderson 2nd Benson, unanimous approval

***Next Staff Seate Meeting***

***Tuesday, November 21, 2017 10:30 a.m.***

***Sandhills Room, Nebraskan Student Union***