

Andrews University

Staff Senate

Minutes for meeting held September 17, 2018.

Present: Carolina Jones, Chair; Aaron Moushon, Vice Chair; Laura Carroll, Lorena Bidwell, Elynda Bedney, Wanda Cantrell, Daniel Johnson, Deby Andvik, Brenda Francis, A'Lisa Lashley, Myrna Constantine, Steven Nash, Michael Nixon, June Price, Aimee Regoso and Rahel Wells,

Members Present

Regrets: Martin Bradfield

Motion to approve the minutes for August 20, 2018.

Approved

Approval of Minutes

Moved from CA and before that a missionary in Africa and other places. Wants to be a support for the faculty and staff in both work and personal life.

**Darcy de Leon
New Director of Human Resources**

Darcy is planning on having a monthly newsletter from the HR department.

Darcy will chair the Staff Morale committee. They are looking for 4 staff senate and 2 from faculty senate, Michael Nixon has already accepted as cabinet representative. To have a continual look at Staff Morale.

Staff Morale

Proposal: 1 hourly, 1 salary, 1 supervisor, at large

MOTION for the following individuals to sit on the Staff Morale Committee.

Lorena Bidwell – Supervisor

June Price- Salary

Brenda Francis-Hourly

Daniel Johnson

Approved.

Staff Morale Committee is through Human Resources and reports to president's cabinets. They will meet monthly.

To help promote taking the survey Human Resources is planning on having a drawing for an Ipad if at least 60% respond to the survey.

**Staff Engagement
Survey**

Roll out the survey at the staff meeting at the general staff meetings, and having a computer stations for those that are not working in the office all day. Launched on a Wednesday for 17 days.

MOTION: To accept the survey as is with the exception of writing out the departments at the end.

Approved

MOTION: To give out a prize of an iPad to a person that has taken the survey that is strongly worded that this is anonymous. The second survey where you can enter your name.

Approved

Staff Engagement Survey (Continued)

Aaron has made a draft of the Staff Senate Constitution that has sent out to one committee. Carolina will send to Staff Senate for draft four. We need to have a systematic way to add, replace and do elections of new officers. The constitution will be functioning as a Terms of Reference but we would like to continue as a constitution.

Staff Senate Constitution

Website: www.andrews.edu/senate/staffsenate

The provost office is housing both faculty senate and staff senate.

4 Goals for the 2018-2019 school year:

1. Staff Morale and Engagement
2. Training and Enrichment (professional development)
3. Formulize the bylaws and constitution
4. Communication to staff in general and to receive feedback.

Focus Areas

Brenda Francis shared the process of the university awards.

Shared the new form and the old form of how the university awards are going through the nominations. Announce at General Staff Meeting of the edits of the staff excellence award.

University Awards

Deby Andvik has been on an Ad Hoc Committee that is discussing different awards. For faculty awards go through Teaching, Learning Excellence and the Research award through Gary Burdick. The “Bring Your Heart to Work” was given to 3 staff and 1 faculty this past year.

Suggested that we get a picture of the “Bring your heart to work” to display at awards ceremony.

Items for General Staff Meeting:

- Employee Morale
- Census Report
- Don’t obstruct the windows
- Staff institute
- Areas of focus
- Darcy will be introduced
- Restructuring and reorganizations
- Reminders on the day off.

General Staff Meeting

Co Chair with the Staff Senate and Provost.

6:55pm

Adjourned

Carolina Gomez-Jones, Chair

Laura Carroll, Secretary

Aaron Moushon, Vice-Chair