

Andrews University

Staff Senate Minutes

September 14, 2020

<p>Present: Lorena Bidwell, Chair; Erica Bradfield, Laura Carroll, Deby Andvik, Ashley Neu, Daniel Johnson, Aimee Regoso; A’Lisa Sorensen, Mona Sarcona, Rodrick Snow, Jennifer Burrill, Angela Sonnenberg, Martin Bradfield, Kevin Wiley</p> <p>Invitee: Beverly Brown</p> <p>Regrets: Myrna Constantine, Jameson Bangkai, Michael Nixon, Ben Panigot, Nestor Caceres, Janine Lim, Marsha Beal</p>	<p>Members Present</p>
<p>The chair opened with prayer.</p>	<p>PRAYER</p>
<p>VOTED: To approve the minutes from July 13, 2020</p>	<p>MINUTES</p>
<p>Hourly – Rodrick Snow and Angela Sonnenberg Salary-Laura Carroll, Kevin Wiley, and Marsha Beal Salary/Manager-Jennifer Burrill</p> <p>Each new senator introduced themselves.</p> <p>Motion: For Dan Johnson to represent the Hourly category as an At Large member of the Staff Senate. Approved.</p> <p>Motion: For Rodrick Snow to be the Parliamentarian for the Staff Senate. Approve.</p>	<p>Election-New Senators</p>
<p>Staff Institute Tuesday October 13th, 2020 is being put on by the social committee and HR. The Staff Institute will be similar to the Faculty Institute and so they are getting a speaker that is well known that will attract the staff to want to come. However, it is a mandatory event. The speaker will be in the morning and then breakout sessions in the afternoon (3 to 4 breakout rooms). Looking for practical breakout sessions.</p> <p>Possible speakers: Heather Day Janine Lim Dr. Dale Henry, The Proverbial Cracker Jack: How to get out of the box and become the prize. Nothing is not my job. Ann Hamel Dr. Judith Fischer and USIT team– How to pinpoint when a student might be in crisis. Brene Brown- would be incredible speaker</p> <p>Topics:</p>	<p>Staff Institute Beverly Brown</p>

<ul style="list-style-type: none"> • Self care • Depression • Digital how to sign digital documents. Using digital tools/zoom <p>Suggestion that the Staff Senate website be used to add resource links of previous presentations.</p>	
<p>Waiting for Jose Bourget. Planning on doing it virtually for the fall and playing it by ear for the Spring.</p>	<p>Staff Worships</p>
<p>a. What's working?</p> <p>Still have meetings via teams or zoom even while still in the office. Nice to be able to hand papers face to face as needed. Staggering the start times. Restricting people to come into plant service and keep it to the plant service staff. One person in the office a day. It limits the contact with students and have meet times via zoom. Students have been wearing masks and following directions. Students like that they have the opportunities to do either face to face or virtual. Cases are down for covid-19 cases.</p> <p>b. What's not working?</p> <p>Campus Clear App – sometimes doesn't load Entering symptoms into Campus Clear. Test results being delayed. Some are not wearing masks and so what is the expectation of wearing masks. Access to drinking water. Who is responsible for wiping down the door knobs.</p> <p>c. How are staff handling it?</p> <p>Hardest part is the social distancing. Limiting time in the same room at a time. Some are worn out and vacation is not possible because of school being in session.</p> <p>c. What do staff still need?</p> <p>Many have changed positions and/or positions no longer existing and the communication has been poor for who is responsible for those tasks. Designation of tasks and who do you go to first/start. Directory being finished and published. There has been a wave of making sure that faculty have their technology needs met but we need to look at what the staff might need to be efficient.</p>	<p>COVID-Plans</p>

<p>Is there a way to have a laptop available for staff in case they get sick and need to work from home? ITS is looking to put out more laptops for staff as part of the computer replacement cycle.</p> <p>Is there a proper way to ask someone that is not wearing a mask to wear it?</p>	
<p>A’Lisa reported on the work of the staff engagement taskforce.</p>	<p>Staff Engagement Taskforce</p>
<p>What do we want to do for 2020-2021.</p>	<p>What Next?</p>
<p>Kevin Wiley</p>	<p>Closing Prayer</p>
<p>October 12, 2020</p>	<p>Next Meeting</p>