

Andrews University

Staff Senate

Minutes for meeting held February 10, 2020.

<p>Present: Lorena Bidwell, Chair; Erica Bradfield, Martin Bradfield, Laura Carroll, Mona Sarcona, A’Lisa Sorensen, Ben Panigot, Jameson Bangkai, Aimee Regoso, Ashley Neu, Nestor Caceres, Brenda Francis, Steven Nash, Deby Andvik</p> <p>Guest: Tony Yang</p> <p>Regrets: Daniel Johnson, Janine Lim, Myrna Constantine, Michael Nixon</p>	<p>Members Present</p>
<p>Ben Panigot opened in prayer</p>	<p>Prayer</p>
<p>VOTED the approval of January 13, 2019 Minutes.</p>	<p>Minutes</p>
<p>The university has invested in signs and hand sanitizer stations for the university in response to mainland China’s outbreak of corona virus to help AU faculty, staff and students to take extra protective measures.</p>	<p>University Strategy and Policy</p>
<p>University Blvd is getting a name change. The timing is still to be determined. Many buildings will be affected (Marsh, Lamson, PMC, etc). They will also be posting signs that the buildings are weapon free and smoke free.</p>	<p>Safety committee</p>
<p>Healing circle or story circle is an exercise where you can learn about experiences from others to help you understand them better. For example, tell a story when you have felt respected/not respected.</p>	<p>Diversity & Inclusion Council</p>
<p>Encouraging Staff to come to the TLC conference plenary.</p>	<p>Faculty Senate</p>
<p>We are invited to wear formal attire for the awards ceremony event in March.</p> <p>Where should the strawberry feed be held? Suggestion for the Agriculture Education Center but this is so far from campus. Suggestions included having a hayride/shuttle bus down to the dairy or having the feed at the Southerland House.</p>	<p>University Social Committee</p>
<p>Reviewing both the pro’s and con’s comments. Reaching out to other universities on how they are doing for surveying their staff.</p>	<p>Staff Engagement Survey taskforce</p>
<p>Our elections will be held in March. Surveys will be sent first to everyone that was on the list from HR that are eligible. A short list of those that had the most nominations will be determined from the eligible list. Those that are willing to serve will remain on the short list and will go out for a final vote. Then we will communicate to let those on the short list know whether they are the winner or not.</p> <p>Refer to the election process proposal document on the committee folder</p>	<p>Staff Senator Election Process</p>
<p>What would we like to accomplish through Staff Senate?</p> <p>Staff worship</p>	<p>Other Items for Staff Senate Discussion</p>

- Employee who previously organized these retired and their position was not replaced
- If Campus Ministries does not pick this up what do we want to do?

Caring Connections – promotion

- About 40 people contributing
- Payroll deduction option
- During Staff meeting have a plug for Caring Connections.
- Report on where the money has helped.

Reviewing policies that impact Parents

- Policies relating to parent needs are often dependent on the supervisor and not universally available.
- Children in the workplace
- Breastfeeding areas

Staff Institute – our role

- How is senate involved?
- Results from the Staff Institute Feedback
- Changing the format of the Staff Institute from a one day event to a monthly lunch and learn
- Having a survey developed on how to proceed with Staff development.
- Having trainings available via online as an option.

MOTION to create an Ad hoc taskforce to review and make recommendations for options for professional development and the Staff Institute (Brenda Francis, A’Lisa Sorensen, Aimee Regoso, Mona Sarcona, Ben Panigot (Chair)).

Health benefits town hall meetings

- Making sure that the conversation is relevant
- Limit the sales pitch and focus on receiving the information from the townhall meeting
- Don’t sugar coat it or put a spin on it
- Possibly have a new employees meeting to establish the lingo of benefits.
- Benefit fairs are happening in March.
- Having a session for just for changes, separate from selling the other insurances and Q & A.
- Continue to include the waiver options

MOTION: Recommend to HR that the meeting focus on the changes in the benefits plan and basics of the plan. Then the second half could be on extra insurances and questions. Straight talk and no comparisons. Approved.

<p>Recognition for short term employees</p> <ul style="list-style-type: none"> • Are there ways to see short term employees turn into long term employees if we recognized them at 2 to 5 years. <p>Staff Stress/work load/morale</p> <ul style="list-style-type: none"> • Making it available for hourly staff to get paid to attend events that go past 5:00 p.m. check out time. <p>Wellness benefit process – Priority High MOTION - Recommend that HR postpone the deadline until March 15 and include more communication options. Approved unanimously. Ben and Lorena will communicate this to Darcy de Leon.</p>	
<p>Caring Connections Parent Friendly Policies - ask Darcy de Leon to come</p>	<p>Next meeting</p>
<p>5:38pm</p>	<p>Adjourned</p>

Lorena Bidwell, Chair

Laura Carroll, Secretary