

USF Staff Senate Meeting

September 10, 2019

USF Marshall Center Chamber Room 4th Floor

President Howle called the meeting to order at 10:11 a.m.

**SPEAKER:** No speaker for September.

**PRESIDENT:** President Howle raised the urgency of ordering shirts for new senate members. Will discuss with Marilyn and Moniquie later.

**VICE-PRESIDENT:** Ms. Washington shared that the cups and bags are in for speaker *thank you* gifts. She will give these to Moniquie for future handling.

**SECRETARY:** Wendy Jennings was out sick – Amber Ratz took minutes. No previous meeting minutes to approve.

**TREASURER’S REPORT:** Ms. Wilds stated that nothing has changed regarding the budget. She is still waiting to hear back about the carry-forward money, but will give an update once she does.

**SERGEANT @ ARMS:** Ms. Nickless is working to get senate commitment letters completed. These letters will have VP Williams’ signature on them and will be sent out to the senate member’s bosses to validate Staff Senate commitment. President Howle urged everyone to sign their contracts and get them to Ms. Nickless.

Ms. Nickless shared that she and Ms. Baines-Waiz (former SGT @ Arms) will soon have a meeting to discuss retirement cards. President Howle requested to participate in that meeting - Ms. Nickless agreed.

**PARLIAMENTARIAN:** Ms. Vojnovic stated that she has no update at this time.

**COMMUNICATIONS UPDATE:** Ms. Gates Fowler shared that she is also scheduling a meeting with Ms. Baines-Waiz to facilitate updating the website. President Howle pressed the importance of doing this.

**QUIET QUALITY AWARD:** Sclafani was absent, so Ms. Bartell gave the update. There are four presentations scheduled next week with the School of Music. She also shared they have a new contact in the HR office to help contact USF staff about the QQA’s. President Howle asked if Ms. Bartell could share the name with her at ger earliest convenience – Ms. Bartell agreed. Ms. Bartell said they are still utilizing USF News & USF Talk to get the word out as well.

**SENATE OPERATIONS:** Kym Sellers was unable to attend the meeting in-person due to a last minute administrative duty, but she sent an update via email.

The Dollars for Staff Scholars scholarship went out to all USF staff on August 27, this email stated that the senate would begin taking applications from September 9-20, 2019. We have received ten applications as of 9/9/2019. Ms. Sellers said she will send Staff Senate leadership the total number of applications that are eligible for the scholarship by the end of the day.

**STAFF MORALE:** Ms. Pierson to call Vice President Washington to get the Staff Senate signed up for USF Homecoming ASAP.

James with USF Facilities said he has access to “pop-ups” and 6-foot tables. We must request access to these materials two weeks in advance to use them.

**UNIVERSITY WIDE:** Ms. Brown suggested that everyone watch the USF Police Lip Sync battle - they made the top 30 on the CBS challenge. You can watch the youtube video by copying and pasting this link into your web browser - <https://www.youtube.com/watch?v=PMZVokG89mg>.

Ms. Brown and Ms. Demoulin are creating an outreach & events template for future requests – they will share once it is visually ready. Ms. Brown shared that they are really focused on finding areas campus-wide to collaborate and grow the senate. This could generate more scholarships, endowments or possabilities for staff.

Ms. Brown opened the discussion to have Mayor Jane Castor as the possible June 2020 speaker - everyone agreed to this possiblity. President Howle shared that she is on the board for the new USF medical building being built in Downtown Tampa, and gave the option of having Mayor Castor speaking during the tour of the new building. This will be discussed at a later meeting.

**OPEN DISCUSSION:** President Howle opened the discussion for questions and suggestions on how to make the Staff Senate better.

James (USF Facilities) suggested that someone attend the Town Meetings to help raise Staff Senate Awareness. President Howle agreed, and if she cannot attend she will extend the invite to a senate member to attend in her absence.

President Howle asked if anyone would like to do anything other than the normal monthly meetings? Vice President Washington reminded the senate of when the Staff Senate did a *Meet Your Staff Senate* event. This prior event took place during Spring Break so that MSC was not overwelmed with students. The Staff Senate invited USF staff for door prizes, raffles and pizza.

James (USF Facilities) brought up the discussion of doing a Support-a-Bull event for the Health students since they are secluded from the main USF Library and have finals at a different time than main campus. President Howle will find out the date of Health finals and discuss planning logistics with Rose Bland (Shimberg Library) and Katelyn Ford/ Joe Wolf (The Well). Vice President Washington suggested advertising future Support-a-Bull events on the student Canvas page.

The meeting was adjourned by President Howle at 11:25 a.m.

Minutes submitted by Amber Raz, Staff Senate Assistant Recording Secretary

Wendy Jennings, Senate Secretary