**USF Staff Senate Meeting**

**2/11/20**

**10:00 a.m.**

**Marshall Center Room 3709**

**Call to Order – S. Howle, President**

**Speaker: Matt Marshall, Marshall Center Director**

* Was at University of West Florida for seven year. Was at Ball State before that.
* High expectations are the key to everything.
* Mission: A vibrant gathering place that strive to cultivate a sense of community through the facilities and services it provides.
* Vision: Be the premier host for the USF Community by:
* Being innovative in our approach to our operation and allowing for state of the art development while being a leader in the union industry across higher education.
* Form collaborative partnerships to create cohesive services in our building and throughout campus and the community.
* Place emphasis on diversity and inclusion through programs and initiatives to create a sense of belonging.
* Create customer experiences that welcome and draw people in across campus and the community and is recognized for its unique characteristics beyond normal service standards.
* Prioritize and enhance student development and learning allowing us to be a leader in the union and service industries.
* Internal and external communication that is effective, efficient, and encourages growth and strengthens the community of our facility.
* Have 21 staff and each has at least three goals dedicated to these initiatives.
* New goals created every day. Hope these goals and initiatives put us in a better position to serve the community of USF.
* This is all made possible by our employees.
* What is the role of the Staff Senate? Wants to gather information from us.
* How could we increase collaboration with your areas?
* Keep costs down on event space.
* Present a more effective web site (e.g., can’t seem to find room rental costs on the site).
* Maybe newer employees are not familiar with the Marshall Center and what it can offer.
* Feels the Marshall Center staff are very responsive.
* Send an email once a month regarding Marshall Center events.
* Diversity and Inclusion what are we missing?
* Maybe collaborate more with the library? These are two focal places where students hang out. They have a mothering room (for breast milk pumping) and a serenity room for prayer or a moment of silence.
* Are their aspects of our process that are confusing or need clarification?
* What can we do to improve?
* Maybe improve the interaction with the Campus Information Center?
* Perhaps a directory of your services?
* Food for Thought Video

**President – S. Howle**

* Support-a-Bull - 5/5/20
* Area next to Cooper Hall and the library area. S. Howle will check on location.
* Check with Mary re: retirement cards. Behind on them. Should be receiving information monthly.

**Vice President – M. Washington**

* The Critical Incident Planning Group (CIPG) needs a Staff member to serve on their committee.
* James Niblett agreed to serve.

**Secretary – W. Jennings**

* The minutes for October and November were disseminated to the senators via email. A motion was made by K. Sellers to accept the minutes as written. M. Washington seconded the motion. The motion was unanimously approved.
* What is the status of our ability to convert our Dollars for Staff Scholars account to an endowment?

**Treasurer’s Report – T. Wilds**

* E&G - $2,860.00 balance. $200 charge for bus rental in January.
* Carryforward - $7,619.66 balance.
* Concession Fund - $900.00 balance.
* Dollars for Staff Scholars - $2,535.43 balance.
* Gift-in-Kind - $2,728.56 balance.

**Sergeant at Arms – M. Nickless**

* Nothing to report.

**Parliamentarian – B. Vojnovic**

* Nothing to report.

**Committees**

* **Communications – G. Gates Fowler & A. Ruiz**
* Nothing to report.
* **Quiet Quality Awards – S. Louis-Jeune & C. Bartell**
* Four confirmed for December.
* Ten nominations for January.
* **Senate Operations – K. Sellers**
* Double check on scholarships to be sure everyone has received them.
* Send out letters for Spring 2020.
* Three weeks from the date that HR sends out will be the deadline. K. Seller to send the email to S. Howle.
* S. Howle will bet the list to send out the recruiting email.
* **Staff Morale – T. Pierson & B. Harris-Johnson**
* Nothing to report.
* **University Wide – M. Brown & C. Demoulin**
* Let them know if you have any speaker suggestions that would have an impact on staff.

With no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Wendy S. Jennings, Secretary