# NTID Staff Senate Meeting Minutes

Meeting #7 – April 19, 2019

**In Attendance:**

Senate Members: Tabitha Jacques, Cheryl Bovard, Sarah Schneckenburger, Jeremy Zehr, Katie Zuris, Sean Flanagan, Jenna Stein

* NSS elections (4 exempt D/HH) staff have accepted the nomination and elections are underway.
* 4/26 Stephanie’s gathering I’d like for us to discuss being there representing NSS. We’d have to get permission from Pam Christopher, but Jenna and I have an idea of how to make it work
* Moving forward with the survey results
* Possible update from Tabitha & Cheryl regarding another project

**Old Business**

Minutes approved with one minor change for spelling - Reed to Reid.

**NSS Elections**

81 out of 436 responses thus far. Deadline is Wednesday at 11:59pm. Encourage members of the staff in your departments to vote in the elections.

Previous elections were a little over half of the total staff. We need to get people to respond.

**Friday 4/26 - NTID social hour from 2pm to 4pm**

We will be merging the NSS event with this event in the RIT SportsZone.

We need to advertise on our own via website or email.

Suggestion was made to use flip charts and Post-It notes to posit questions for NTID Staff to answer, questions derived from the survey or developed by the NSS. Questions would be on the top of the chart, and staff would answer/write their thoughts on Post-It notes, sticking them to the flip chart.

Questions for flip charts:

From the survey, communication was the top issue. Transparency and ASL skills. Career ladders was a high priority too.

12% of the respondents was the perception of DAS. Some people didn't understand why the focus was on DAS.

Asking what we like about NTID and what processes work well.

Questions should be open ended and broad.

We could also ask what do you love about working here at NTID? Celebrate the positive.

If people are putting their ideas on the sheets, people can check the post it note to say they have the same idea, to reinforce it, putting a check mark on it.

Some people would rather have their comments private. How would we approach that?

We have the confidential form as well, we could have that up on a laptop for people to use.

Highlight areas we can address. We cannot talk about HR issues. What are the things we can do. What can we deal with?

Regarding HR, we could have reps from HR come to an open meeting to address that.

We can identify the issue but take it to Bernie.

Maybe part of our responsibility is to make those referrals to make it clear it's not our responsibility but show them the concerns. And then stop collecting or requesting that information.

Would it be an FAQ question, but help us identify issues, we can't come up with answers but on the flip charts we can have people brainstorm about what those issues can be addressed.

Perhaps invite Bernie to a closed meeting and invite concerns from the staff to present to him on a specific date.

Katie volunteers to obtain the supplies for the meeting, the flip charts, markers and set up with the help of Tabitha.

We have to announce the winners of the election at the meeting on Friday.

Have an FAQ that explains our role there.

We will have time to present during the event. The agenda is not developed yet but it can be prioritized.

Email the Staff to tell them that we will be joining the faculty and staff at Pam's meeting. We can let people know what the plan will be so they understand what they are walking into. It's part of our meeting and not the social gathering.

FAQ suggestions: What we can and cannot address.

Can you deal with HR Stuff?

What is it you do? What is your mission?

Which departments are represented? There are seven senators, two exempt, five nonexempt, two deaf and hard of hearing.

We can share the survey results, what we can and cannot address, but we will share what we cannot address with administration.

If you have an HR issue in the future, this is how you should deal with it? Not only that we will share it with Bernie but let them do it themselves if they want.

We should be educating also as to who they should take their issues to.

**Survey Results:**

188 people responded to the survey.

Communication skills 24% ASL Skills, 20% for transparency communication

15% career ladders. 12% perceptions of DAS (needs clarification)

Converse via email to determine what should go on the flip chart. It should be based primarily on the survey results.

Email to staff at large on Wednesday.

In the email put a link for the confidential comment form and let people know that we are still collecting information can comments. As part of the FAQ we can mention there is an anonymous form.

Are our meetings open?

Focus on the positives instead of negatives. Morale may not be something we can address now, but maybe wait until the fall. If it's because of HR that's an administrative concern.

For morale, we could collect via the anonymous submissions specific morale concerns. We can do that anonymously.

Ask specifics. Some departments are OK and others are not.

**New Business**

Cheryl and Tabitha met with Hope Williams about PD for NTID staff.

There was a lot of great feedback regarding standardizing staff assistant training. That issue would be easy to revolve but Cheryl and Tabitha would like to meet with Gerry Buckley about that and to see what RIT already provides.

One of the biggest areas was mentoring for staff assistants.

The idea was to get people to meet if they are not familiar with each other. We have partners in pluralism. Give five people ten dollars each, randomly choose names from a hat and go to lunch using that $10. Have five groups of people. Then people can get to know each other and it grows from there. $50 is pretty cheap and good for morale. You would need two people from different departments.

Doesn't have to be lunch, could be coffee or ice cream.

Would prompts be helpful for discussion amongst these pairs on ways to improve NTID, in order to guide the conversation?

People may not be as committed to this, but some people have to ask.

Cheryl and Tabitha will discuss this with Gerry to determine the direction they will take.

Who would be included? There would have to be signups for people who want to participate.

Could it be like speed dating?

Mentoring lunch would be in the fall during the semester.

Tabitha and Cheryl will set up a meeting with Bernie in May.

Staff assistants mentoring program, a survey was created and sent out to 30 to 35 staff assistants, there are about 40/45 assistants total. The largest response was regarding training.

Determine a date for meeting in June.

At June bring calendars to determine when we should meet for the next school year.