# NTID Staff Senate Meeting Minutes

September 6, 2019

**In Attendance:**

Senate Members: Tabitha Jacques, Cheryl Bovard, Sarah Schneckenburger, Jeremy Zehr, Jenna Stein, Timothy Sanger II

Ad Hoc Senator: Sean Flanagan

Not In Attendance: Katie Zuris

**Minutes:**

Most of the discussion centered around planning for NSS Meet & Greet on September 20th.

Jeremy will send the invitation for the NSS gathering via email to the list

FAQs. Adding the website, meet Friday's time and place should be updated on the website.

The different than faculty congress, NSS first, Staff Council then Academic Senate.

Add something about HR and personnel issues being out of our purview.

The anonymous link is a good idea.

Human resources questions, staff may feel that NSS is taking off too many responsibilities for these issues.

We will tell the staff at the gathering that we passed on concerns mentioned in the surveys that were HR related to Bernie.

We can ask if Bernie is willing to sit with us for one hour and discuss things.

Bernie is happy to meet people and discuss their concerns one on one.

Should we send issues or questions in advance, prescreening the questions for them?

We are going to go ahead with the gathering on the 20th.

Waiting on approval for the food budget.

The event is 11am to 1pm.

We have the survey results. We can concisely write that out and then present it.

Sarah and Jenna can come for the second hour.

TJ, Tabitha, Jeremy and Cheryl will be there for the first hour at minimum.

Sharon Lott was contacted and they are waiting for information to follow up.

Skip will explain the mentoring program on the 20th.

The Vlog produced by Tabitha - will that be ready before the 20th?

Katie may be able to write out the flip charts.

Email and ask Katie if she can do that.

November 15th is our open meeting.

Jean Beam - contact about possibly reserving the RACSD for open meeting instead of the Fireside Lounge.

Tabitha will contact Bernie about coming for the 11/15 meeting.

CPD questions will be held while Carla is out on maternity leave.

Request interpreters for 9/20 meetings.

Contact via email.

Investigate discord or Slack.

Jenna and Jeremy will look into Discord. They both have apps to work on your smartphones.

We will need a sign in to show who was there.

Name, email, position, department.

Inquire at the welcome desk about tables for the fireside lounge.

If it costs money see if we can use the RADSCC

Add that interpreters have been requested to invitation. Email Katie to ask.

Name is changed to the NTID Staff Senate Open Forum.

Katie will change the location to the 1829 Room in the SAU

Release our future dates so that there can be less possibility of conflict with other NTID events.

Tabitha or Cheryl will email Cliff to invite them to the NTID Open meeting on 11/15

Jeremy will send a personal invitation to Dr. Buckley for the Meet & Greet

Event on 9/20 is going to be called a Meet & Greet

Tabitha is working on the budget and food for the meet and greet

Jeremy will put together a sign in sheet and e-mail it to TJ

Jeremy will request interpreters for the meet and greet

TJ will print the sign in sheets

Katie will bring the flip charts and easels.

Cheryl and TJ will bring pens and post-its

Cheryl will send information to put into a PowerPoint for Jeremy

PowerPoint will also include future events and meeting dates

Jenna and Jeremy will investigate Discord or Slack for collaboration

Jenna will contact Jeanne for the November meeting in RACSD

Skip will put together his video for the PowerPoint as well.

Include URL for the website

Sarah's name is misspelled on the website. E-mail the person responsible to fix it.

Skip will continue to work on his mentoring program. There is no set date yet.

Katie will change on the invitation -

Location

Name

Add interpreters have been requested

TJ will contact the NTID photographer.

Jeremy will put together a slide for advertising on the TVs in HLC

TJ will look into who can add slides in the SDC along with Skip’s video

Invite plus the video should go out on Monday.

Send a reminder email on the Monday before the meet and greet and then the day of.

Jeremy will send email out as soon as he gets it back from Katie with the changes.