# NTID Staff Senate Meeting Minutes

October 4, 2019

**In Attendance:**

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

Not In Attendance: Timothy Sanger II

Agenda:

1)      Moment of Silence:  One year anniversary of Stephanie Smith Albert’s passing

2)      Discuss the Meet and Greet event.  Review comments and discuss a plan of action moving forward.

3)      Reports from everyone:

a.       Tabitha/Cheryl: VLOG and website updates; Loving Cup event in December

b.       Skip: Mentoring project update

c.       Sarah and Jenna: SPSCC project update (based on conversation from the Meet and Greet)

d.       Staff Assistant training (to be discussed in depth during meeting)

4)      NSS Open Meeting on November 15 at 2:30.  Location TBD.  Jenna, any update re: RADSCC?

**NSS Debriefing**

Wished it was better attended.

Discussed signing in public spaces mostly.

Photos of the event are available on the Google Drive, will be reviewed and sent to Cathy Clarke for the website.

**Overview of Flip Chart Questions**

Plan of action for the year, based on flip chart questions.

Hopefully we can address HR issues on November 15th.

Signing in public spaces ideas

Elections in April - things may change.

**Speed Mentoring Program**

Mentoring program may be easier to address.

Skip will meet with Tabitha and Cheryl to discuss launching program by the end of the year.

Cheryl and Tabitha are going to work together on a vlog that will include what we are doing so far, the meet and greet and open meeting with HR. The pictures will be on the website.

Tabitha called someone on the Gallaudet staff Council. They have after hour events, and get better numbers. It's more casual with no structure. Maybe that can encourage signing in those moments. Informal, low stakes. People feel comfortable hopefully will feel comfortable doing that. Maybe host something at Lovin' Cup. Some of the staff there sign. Maybe set something up for early December.

Possibly inviting Sharon Lott to discuss ASL acquisition.

Pauline Coles was Katie's contact at Lovin’ Cup for another engagement.

Jenna had a discussion with Jeanne Beahm. They discussed Lovin' Cup events, encouraging signing. The last meeting was three weeks ago.

Planning to do a fun video, encouraging people to sign in public spaces. Starting small. With kudos, using Google forms. That can help with people getting involved.

**Staff Assistant Training**

SA's will meet again, suggested to come up with solutions that are a good fit, then ask Bernie if they are a good fit. If you come up with the solutions, Cheryl and Tabitha will meet with Bernie and see if there is a solution they can find to offer the support that is needed.

Katie: We need to give you more specifics. Talking with Eileen, she said that our group is going to solve everything. But this group does not know what we need. The group of staff assistants need to figure out what they need.

One issue is we are not an official group so we don't have a leader. Nobody wants to be a leader because it's not official. Nobody is volunteering to set this group up. Eileen and Katie have sent emails asking if they can meet. Set up a day. But if someone wants to take over the next meeting, have at it. But nobody has stepped up to take the lead. There is no real agenda or purpose for the meeting yet.

In the past, their concerns have been brought for more training or better training to PD. But it's the same situation. Senior people are not aware of what we need.

A big concern is consistent training.

Set up a website with content housed there? Financial office resources, budget issues. Maybe a MyCourses shell for staff assistants.

Budgetary training - many classes only offered one time a year.

Would like NTID own trainings. There are enough people to offer class only for NTID.

**Open Forum with HR on 11/15**

Should we have a document ready with questions for HR during the open meeting?

Stuff like: Can we have a two week overlap where the person leaving is available to train the new person?

Open meeting 11/15/19 - RADSCC

**Action Items**

Tabitha - Call Lovin' Cup about December event

 Check Bernie's calendar for 11/15

Cheryl - Call Cliff

Develop HR questions from survey (with Jeremy)

Katie - Design flyers, meeting with staff assistants

Jeremy - Send information about MyCourses to Katie

Sarah - working with Skip to make sure he's on track for December.

Skip - make video for open meeting.

TJ - Help Skip with video

TJ and Skip will head up working on a signing video project, using ZTA Instagram Account that is currently teaching sign language.

Jenna - Help develop logo for NSS

Meeting on 11/15 will be in the RADSCC