**NTID Staff Senate Meeting**

**December 6, 2019**

**In attendance**: Tabitha Jacques, Cheryl Bovard, Jenna Stein, Katie Zuris, Sean Flanagan

**Not in attendance:** Timothy Sanger, Sarah Schneckenburger

Agenda:

1. Speed mentoring
	1. Need to set the date for January
	2. Skip any updates?
2. Spring meetings
	1. Meet first Friday of the month?
	2. Does 2:30-3:30 pm still work for everyone?
3. 2020 NSS Goals
	1. What do we want to focus on next semester?
4. Elections
	1. Non-exempt staff
	2. TJ?
5. Staff Assistants
	1. Update Katie how is the MyCourses working?
	2. How can NSS help?
6. VLOG
	1. How long?
	2. How often?
	3. When to complete
		1. Skip can you help?
7. Follow up with Bernie
	1. Discussion regarding open meeting?

**Speed mentoring:**

A good time to hold the speed mentoring event will be after the break, so it will tentatively be in the week of January 6th. Perhaps Friday January 10th.

Lovin' Cup for the location, need to verify they are not holding something at that time. We can order food but we don't have a budget. Buy your own things. Need to make sure we have the space and there is no music.

Tabitha suggests asking if he can contact them to see if that date is OK.

A save the date email will be sent out on Monday December 9th. Time will be from 4:30 to 6:30.

Skip has a network of people to help out. They have experience with mentoring.

**Spring meeting times. First Friday of the month, 2:30-3:30**

Katie will not be here in March.

April 13th to the 17th for elections, and a meeting before the end of the semester. Open meeting on April 3rd.

Two meetings in March - the 6th and the 27th.

Open meeting April 3rd.

Meeting in May for meeting new senators. May 1st.

**Spring 2020 NSS Meeting Dates**

**January 17th**

**February 7th**

**March 6th**

**March 27th**

**April 3rd OPEN MEETING**

**May 1st**

**June 5th**

**Goals for 2020**

MyCourses shell for staff assistants

Speed Mentoring Program

Send a welcome email to the new staff - explain who we are.

 Draft welcome email to send

 Tabitha will email Bernie to follow up about getting information on new hires

Ask Staff Council if they introduce themselves during new hire orientation. Tabitha will ask Cathy about that.

Pictures from the events on the website.

Email approved minutes to Cathy Clarke for the website.

Reach out to NFC and Pam to see what kind of issues they seem to be addressing.

Do we divide topics up amongst ourselves and figure out what to do with them?

Cooperate with Sharon Lott to work on communication, signing in public spaces. Discuss with hearing people as to why they may not feel comfortable signing in public spaces or why they are holding back.

Perhaps look at the results from the survey about signing in public spaces from two years ago and discuss how to address the situation.

Contact Ashley in the ombuds office to see how we can collaborate with them, let them know we are here as a support for the staff.

Subgroups for different topics. We will explore this more in January.

If there are subgroups we may need to meet more often

Discuss goals further in January.

TJ will handle the elections.

Cheryl will pass on what Chris Felo gave her for the previous elections to use

Happy holidays message from the NSS for everyone.

Profile of the Month? Highlight people within the staff.

**Action Items**

Tabitha - email Bernie to follow up getting information about the new hires

 - email Cathy Clarke about new hire orientation, if we can make an appearance

 - write script and make the video for vlog. When finished it can be sent out.

Jeremy - make reservations for the spring meetings

 - Send out invites to NSS for spring meetings

 - Request interpreters for spring meetings

 - Draft email for new hires

 - E-mail approved minutes to Cathy Clarke for website