

Andrews University

Staff Senate Minutes
November 2, 2020

<p>Present: Jennifer Burrill, Chair; Marsha Beal, Erica Bradfield, Nestor Caceres, Laura Carroll, Ashley Neu, Ben Panigot, Mona Sarcona, Rodrick Snow, Angela Sonnenberg, Steve Suinda, Noe Velez, Kevin Wiley</p> <p>Regrets: Jameson Bangkai, Martin Bradfield, Myrna Constantine, Daniel Johnson, Janine Lim, Michael Nixon</p>	<p>Members Present</p>
<p>The chair opened with prayer.</p>	<p>Opening Prayer</p>
<p>MOTION: To approve the minutes from October 12, 2020. Approved.</p>	<p>Minutes</p>
<p>Darcy de Leon from HR says that staff should clock in for worship.</p>	<p>Worship Update</p>
<p>The following statement in red is being added to the Staff Senate Constitution.</p> <p style="padding-left: 40px;">Specific Staff Senate actions include but are not limited to:</p> <ul style="list-style-type: none"> • Participating with the Offices of the Provost and Human Resources by assisting in professional development opportunities for staff, General Staff meetings and other events • Serving in an advisory role and providing support, as possible, to Human Resources in the planning of Staff Institute • Reviewing and recommending processes for selecting staff members to receive Staff Excellence in Service and other awards given to staff members • Appointing staff members to represent the staff on various standing and ad-hoc committees <p>MOTION: To add to the Staff Senate Constitution: Serving in an advisory role and providing support, as possible, to Human Resources in the planning of Staff Institute. Approved.</p>	<p>Staff Senate Constitution Updates</p>
<p>RECOMMENDATION: Staff senate recommended Heather Day's Presentations on Conflict Resolution and Relationship Management</p>	<p>Staff Institute Speakers</p>

and are open to either Live or Pre-Recorded with a Live Question and Answer.
 Main speaker Dale Henry, Nothing Is Not Your Job. We are going to send out baskets with crackerjacks to invite them to the presentation.

REPORT:

- President’s cabinet – Jennifer Burrill
- Strategy Policy – Ben Panigot
- Diversity and Inclusion – Erica Bradfield
- Faculty Senate – Laura Carroll
- Institutional Operation Council – Rodrick Snow
- Social Committee – Mona Sarcona
- Wellness Counsel – Kevin Wiley

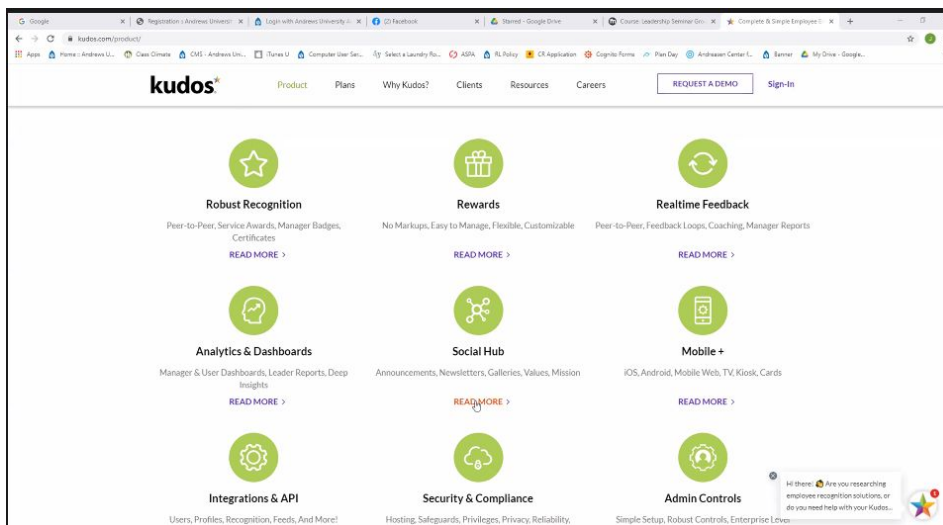
Senate
 Committee
 Representations

DISCUSSION: Jennifer Burrill asked the group to brainstorm ideas to encourage staff morale. As the workforce has introduced millennials and the upcoming GenZ, there is a need to revisit needs.

Share Your Andrews Heart was nice but when the person that started it retired the program seemed to stop as well.

Jennifer Burrill shared an example of the Kudos website that could collect information to help encourage staff. It has both an app and a website as options of modality.

Discussion on
 Increasing Staff
 Morale



<p>What are the morale issues:</p> <p>Primary themes were job security, increased quantity of workload, need for more input from front-line workers, feeling underappreciated or under-recognized.</p> <p>Suggestions for improvement:</p> <ul style="list-style-type: none"> ● Highlight departments once a month in the Agenda or Campus Stories. What are the staff doing, what are they doing outside of work and who are the staff? ● Recognizing the staff for their accomplishments. Could be a place to do self report. Somewhere to say I did this or I saw someone do this. ● Have a way to publicly recognize employees who are doing things well (a peer-to-peer recognition and/or an administrative recognition). ● Integrate recognitions or add staff eligible awards into the annual faculty staff awards so that staff can be recognized for more areas. ● Implement “secret staffers” where people, who want to be a part of it, would be assigned a secret person that they would send cards/gifts to anonymously. <p>It was suggested that these ideas be presented to HR for their recommendations on consolidating/prioritizing options and then bring report back to either the staff senate or a task force (comprised of multiple areas and age brackets) so that we can look at which options would be the most readily accepted and most user friendly for all types of staff/faculty.</p> <p>There will likely be costs associated with some options (3rd party software etc) but it is believed that costs could be offset by reduced employee turnover (training costs).</p>	
<p>DISCUSSION: A question was raised about the relevance of the 2018 staff engagement survey and whether a new survey should be conducted to obtain more current and relevant results. Could also compare them with the older results to identify changes.</p> <p>The thought was to do it in December so that we can review the questionnaire at our next Staff Senate meeting and then put it out so that employees could take the survey anytime in December.</p>	<p>Staff Engagement Survey</p>

<p>MOTION: To create a group to look at ideas to improve staff morale until we can put together a permanent plan. Marsha Beal will lead the group and Kevin Wiley, Steve Suinda, and Ashley Neu will help her.</p> <p>Approved.</p>	Staff Morale Group
<p>Mona asked for some people to help put together the staff baskets so look for an email coming soon with details.</p>	Social Committee Request
<p>Angela Closed with Prayer</p>	Closing Prayer
<p>December 7, 2020</p>	Next Meeting