

Wayne State College

Professional Staff Senate Meeting Minutes September 9, 2010

Present (Voting members): Mary Carstens (Senate Chair), Terri Heggemeyer (Senate Treasurer), Robin Labenz (Senate Secretary), Lindsay Erwin (Senate Vice-Chair), Lin Brummels, Marcus Schlichter (Senator), Jamie Mackling (Senator), Heather Reinhardt

Absent Senator(s): Amy Carpenter, Nick Muir

Guests (Non-Voting): Deb Daehnke

Senate Chair Mary Carstens called the meeting to order at 2:05 p.m. in the Bluestem room of the Student Center.

There was brief discussion about the procedure to send out minutes to the membership. The constitution was consulted and it was decided to go ahead and have the Secretary e-mail the minutes to the membership ahead of time to give members a chance to read through them before the meeting.

Approval of Minutes:

The motion was made and seconded to approve the August 12, 2010 minutes. Motion carried.

Treasurer's Report:

Terri Heggemeyer reported a total of \$309.21 in the checking account. There were a few receipts of cash for dues (donations) that were not recorded as of meeting time.

Also discussed was the note in Campus At A Glance and through personal e-mail reminding membership to pay their dues.

Committee Chair Reports:

Mentoring: Lin said she will be getting letters out shortly to all new professional staff members.

Social: No report.

Recognition: No report.

Continuing Education: Terri briefly outlined some programming coming from Career Services.

September 14 - there is a free webinar in the Conn Library basement in the technology center on attending Grad school.

October 12 - there is a Speed Networking event planned. There will be 20-30 HR professionals to give presentations to students. The event is set up in stations and students will have several minutes to discuss issues with professionals before moving on to the next station. Event is limited to 60-80 students.

October 14 - there will be a representative here to give a presentation to students on how to prepare for a career fair.

October 27 - WSC Career Fair

November 2 - Self-Marketing with Jeff Beal

November 10 – Etiquette Dinner

Lin added that the Counseling department has listed several CEU workshops in Campus at a Glance.

Membership: Heather said she will send out updated lists monthly.

Hospitality: Dorothy Weber was absent but gave a report to Mary. One congratulations card was sent to Kris Hinnerich for successfully defending her dissertation. Three get well cards were mailed out since the last meeting. They went to Dr. Richard Collings, Interim President Curt Frye, and Bill Long.

Policy: Robin gave a briefing on a couple of board policy changes:

BP3650 student records – limits disclosure of information to keep consistent with FERPA (Family Educational Rights & Privacy Act).

BP4180 updates all WSC's academic programs. For future consideration, we've added 3 Business Administration programs, 1 Industrial Tech program and 1 Higher Education program.

BP3001 deals with student background checks for student employees.

Communication: Ron will have an update for the next meeting.

New Business:

- The new Shared Leave Committee member volunteer is Robin Labenz. She explained briefly about the program requirements for donating and using shared leave. Forms can be found on the G: at G:\wscdocuments_and_forms\HR and Payroll Documents\Benefits. There is a donation form and request form available.
- Our Treasurer Terri Heggemeyer will be leaving WSC the end of September to accept a position at NECC in Norfolk. Mary will need to call for nominations and a special election to fill her spot. Jamie Mackling will be taking over in the interim. September 24 is Terri's last day.
- Donation collection (formerly dues) was discussed. We are looking for other ways to reach out to people to raise money for the Senate. Having a pot luck supper was discussed and asking for a free will donation as was done in the past is one option. Sending out reminders to members also works.
 - Since Terri will be leaving the end of September, all monies should be sent to Jamie Mackling.
 - The notice in Campus At A Glance should be changed to reflect this as well.
- Classification Capsule was again discussed. No new information was presented. A representative will be arriving on campus in October to meet with people. A supervisor will also be present at these meetings.
- TIAA/CREF is on campus this week taking care of scheduled individual appointments. There will be no group session. There are more employees interested in meeting than appointments available. HR reported that there are two additional days in October available to meet with individuals. Contact HR if you are interested in a session.
- There will be a second Health Insurance Presentation in November. The first was held August 25.

Other Business:

- The NSCS Board of Trustees will meet November 11 & 12. The Professional Staff Chair is scheduled to meet with them. Mary indicated she will be unavailable at that time and has asked the Vice-Chair Lindsay Erwin to go in her absence.
- SAB will be collaborating with the city of Wayne to host a band downtown Friday night September 10. It is the first time SAB has worked with the City to coordinate an event. There is insurance in case of inclement weather. Lin asked if there would be an alternate site for the band. Counseling Services has a contract with the local cab company for that evening to provide rides home. It appears there is only one location and date, if the weather is bad the event is canceled, the band however gets paid either way.

There was a motion to adjourn and it was seconded and followed by all in favor.

The next meeting will be held Thursday, October 14, 2010 at 2:00 p.m. in the Bluestem Room.