Appalachian State University Staff Senate
Meeting Minutes
Tuesday, August 14, 2018
IG Greer Room 224

1. Call to Order – meeting was called to order by Chair, Katie Howard. Chris Trew made the motion and Kevin Delgado seconded.
   a. Attendance and Recognize Guests – 34 Senators in attendance and 2 guests (Sharon Bell, Sarah Garrow and Paul Wilson)
2. Approval of April Meeting Minutes – Minutes were approved as written
3. Chair’s Update
   a. Senator Orientation
   b. Staff Assembly Update
      i. Proposed expansion of summer school
      ii. Annual raise process
      iii. Bonus leave
      iv. IT voluntary SHRA to EHRA
      v. Paid Parental Leave
         1. App State can get involved through Family Support Alliance
   c. Black & Gold Convocation Monday, 8/20, be there at 9:30am, Rm 62, Holmes Center
   d. Campaign for more employees to opt-in to StaffAnnounce Google Group
   e. Monthly Communication Template
   f. Staff Assembly Oct. 15-16 with SS update given at Nov. 1 SS meeting
4. Treasurer’s Report

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<th>5. Account Name</th>
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5. **HR Update**
   a. 2% SHRA increase to eligible employees approved
   b. $31,200 annual state minimum applies to UNC System employees
   c. Communication from HR will be forthcoming

6. **Committee Updates**
   a. Committee Sign up Sheet pass around
   a. Events
      i. Fall Move-In (Paul Wilson) – Friday, Aug. 17
      ii. AppKIDS (Kara Harmon) – Nov. 30, increasing to 100 kids this year, $600 raised so far through mailing
   b. Quality of Life (Jim Dees) – will be sharing results of engagement survey coming out this Fall and will discuss solutions.
   c. Staff Recognition (Chris Trew) – Shout Out recipients are out for July
   d. Policy and Constitution (Geralyn Mitchell) – will be acting as proofreading consultants for outgoing SS communications as needed.
   e. Fundraising (Kelli Wilson)
      i. Rebranding Kudos Fund
      ii. Concessions – 6 games, need 10 people per game
         1. First Home Game - September 15
   f. Marketing (Becky)
      i. Reinvigorating Suggestion Box – rebranding it as suggestions, concerns and questions.
      ii. Organizing branding of SS communications using Hootsuite – Elyssee Gibson working on this.
      iii. Social Media Calendar – Elyssee Gibson created one. Will be scheduling posts and promoting SS events and messages.

7. **Old Business**
8. **New Business**
   a. Chair-Elect Nominations – encourage Senators to come forward for this important role.
   b. Monthly Communication Template – key takeaways will be sent out soon to forward on to your division constituents.

9. **Adjournment** – meeting was adjourned at 2:50 p.m. Clint Coffey motioned to adjourn and Kevin Delgado seconded.
10. **Open Comments**
11. **Mark your Calendar**
    a. Friday, Sept. 7, Faculty and Staff Meeting, 124 A&B RCOE, 2:00 p.m.
    b. Next Meeting: September 11, 2018, 1:30 p.m., 124 IG Greer
    c. A representative from SEANC will be our guest speaker for Sept.
    d. Matthew Dockham, Director Of External Affairs & Community Relations, will be our guest speaker for December.