

Staff Senate Meeting

November 20, 2024

9:00 a.m. – 11:00 a.m.

[Join us via Zoom](#)

1. Standing Items

- a. Call to order
- b. October minutes approved
- c. Approval of Agenda
- d. Chancellor Team Update - Chancellor Grasso
 - i. Chancellor's Staff Recognition was a success!
 - ii. Attended an Honor's event, met with student government leaders
 - iii. Next week the campus will be closed
 - iv. RSVP for holiday event on December 4th
- e. Provost Team Update - Provost Scarlatta (not in attendance)
 - i. November Provost Office Update includes latest news and important updates
 - ii. Friendsgiving event for International Students, around 100 people attended
 - iii. Faculty research recognition ceremony at Henry Ford Estate on Dec 6
 - iv. International Student outreach efforts underway to support needs on campus
 - v. "Who are the people in our Neighborhood" series kicked off on 11/12, the next event is 12/11 at 4pm in the Library with a focus on Livonia/Canton/Plymouth
- f. HR Update - Rima Berry
 - i. Time off codes - TOA for Time Off Awarded in November & December
 1. If you're eligible for TOA but have to work, HR will work with you to exchange days at another time within a specified period.
 - ii. Fair Labor Standards Act Update
 1. A Federal Judge struck down the ruling on November 15th, we are no longer moving forward with changes to exempt and non-exempt status.
 - iii. [MHealthy](#) Holiday Programs that provide support during the holiday season, and [FASSCO](#) is available to provide extra support during the holiday season as well.
- g. ITS Update - Rich Durant
 - i. Google Shared Account Renewals - deadline is December 6th, reach out to the service desk if you have questions.
 - ii. A minimum of two managers are required and we recommend you keep them up to date as people come & go. Carrie Shumaker suggests assigning 3 people in case someone leaves and needs to be removed. (Owners in Mcommunity = Managers in Google Drive)
 1. [Renew a Shared Account](#)
 2. [Renew a Shared Drive](#)
- h. Student Government Update - Rupinder Singh, President
 - i. Make a Difference Week
 1. Toilet Paper rolls were used to make bird feeders in EIC
 2. Handwritten thank you notes for veterans and motivational notes for students with snacks
 - ii. Volleyball tournament had 150+ people attend and raised over \$1,000 for Mott's Children's Hospital
 - iii. Partnership with DPS to impact the community and will share when the details are finalized.

- i. Dept of Public Safety - Captain Paul Tennies
 - i. We can address him as Paul unless we're on a boat!
 - ii. Working on initiatives within the community, such as adopting a family
 - 1. Michelle Fecteau shared that the Hospitality Committee is working on an initiative to collect clothes, food and money donations to help with the Pantry on campus.
 - iii. Meeting with the all-hazards team, to discuss safety needs for the campus community. Will provide updates in December.
- j. Budget Update - Richard Durant, expected balance \$21,277 at month's end

2. Guest Speakers

Amanda Hill - Chrome River Update (Tip about Default Approvers and Approver Overrides)

- [Knowledge Base articles](#) on how to use the system
- [Continued training and resources](#) on default approvers
 - o Click on override default approver on the very first page, report header
- Sheryl Kubiak asked if student employees are required to have an active appointment on Chrome River. If they are intending to submit an expense, yes. It is likely that a student is assigned a default approver and sent communication about the training requirement. Training is 5 minutes.

3. Staff Senate Committee Updates

- a. Staff Development - Tom Wesley
 - i. Professional Grant will be live by the next meeting.
- b. Parliamentary - Sheryl Kubiak (no updates)
- c. Communication - Mary Jones (no updates)
- d. Hospitality/Staff Engagement - Nick Capul
 - i. Staff Wellness Day is tomorrow from 11a-2p, we hope you come! Prizes, soup & salad, cookies & lemonade and guests.
 - ii. Donation drive begins on December 2nd and ends on the 13th, more information will be sent via email with box locations.
 - iii. Working on events for next semester, including hangouts in January and February - details to follow
- e. Staff Recognition - Donna Kerry
 - i. November 'Thanks to U' certificates will be going out soon. Consider sending in nominations for staff to be recognized before the year's end.

4. Announcements and Dates

- [Share your ideas](#) for future meeting topics, bringing people together and improving staff morale - (none submitted this month)
- [Sign up](#) to receive emails from external relations (Reporter, Chancellor).
- [Subscribe](#) to receive emails from the Provost.