Senate Meeting Notes
February 17th 2021
12:00 – 1:30pm Zoom
Open Meeting

Attendance:
1. Alyana Ladha
2. Ahmad Yassine
3. Andree Entezari
4. Blake Ferris
5. Eric Delgizzo
6. Jackie Bowes
7. Kaitlyn Grevera
8. Laura Badgett
9. Lunise Joseph
10. Lyse Fedjanie Barronville
11. Mahogany Price
12. Maria Bakas
13. Maria Costa
14. Nick Gooler
15. Shelley Barnes

Excused absences:
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Non-Senate Members:
Dean Lazic
Emily Sisson

ACTION ITEMS ARE HIGHLIGHTED IN BOLDED BLUE

AGENDA ITEM 1: THINK. TEACH. DO. AWARDS DISCUSSION WITH DEAN LAZIC
I. Proposal for Staff Recognition Awards was presented to Dean Lazic by the Staff Recognition Subcommittee
II. Notes from Dean Lazic on the Staff Recognition Awards Proposal
   A. Really good and thorough proposal
   B. Edits: Removal of 90 Day probation period or consider putting in eligible after 6 months of SPH employment (this could speak to retention)
   C. Edits: Legal challenges with Student Employment. Suggests that we exclude student workers from this proposal and consider encouraging departments putting cash aside for gifts/gift cards for student employees.
      1. This should be at the discretion of the individual units
   D. Edits: Part-time Employees should have a pro-rated award. (20 hrs a week means ½ the work week so ½ the award)
   E. Edits: Branding needs to go through Creative Services at the University level
   F. Edits: Replace notice with email notice, who would this come from?
      1. The email notice will come from the Staff Senate
   G. Edits: Consider excluding self-nominations- it’s not a self assessment, it should come from the team or the supervisor
   H. Edits: Minor changes on the nomination form
      1. Dean Lazic will send her notes on the form to the Staff Recognition Subcommittee
I. Addition: Selection Committee
   1. The 1-2 ad hoc individuals: one should come from Admin Council on a rotating basis
   2. Dean Lazic will send a list of eligible Admin Council members

J. Timeline is great
K. Next Steps
   1. Dean Lazic will send her notes
   2. Staff Senate needs to review
   3. Dean Lazic needs to propose it to Admin Council
   4. After approval, we can launch the program

AGENDA ITEM 2: ANY OTHER BUSINESS OR DISCUSS WITH DEAN LAZIC (E.G. PROFESSIONAL DEVELOPMENT)
   I. None

AGENDA ITEM 3: APPROVE JANUARY MEETING MINUTES
   I. January Meeting Minutes were approved

AGENDA ITEM 4: CHECK IN WITH ALL SUBCOMMITTEES
   I. Professional Development
      A. Co-Chairs: Lunise Joseph and Blake Farris
      B. Reviewed the Staff Survey Professional Development results
         1. Training was wanted. Proposed working with the Communications Subcommittee to build out the trainings section of the Staff Senate webpage
      C. Lunch and Learns
   II. Communications
      A. Chair: Alyana Ladha
      B. Add short blurb about each subcommittees roles and goals are with email address to subcommittee chair for questions and contact information
         1. Each subcommittee will write this and bring it to the next meeting
         2. Each subcommittee will meet monthly
      C. Add a sentence about staff members, outside of the senate, being allowed to join a committee as a non-senate member
         1. Can attend committee and open senate meetings
      D. Link appropriate subcommittee pages out to other resources or created pages for staff
      E. Create staff recognition page
         1. Share past awardee names
         2. Share “how to nominate” and description of awards
      F. Create a “Why to be on staff senate” page
         1. Allow members to share with community around times of elections and share what we do and why to be involved in consistent language by all members
   III. Staff Recognition
      A. Chair: Mahogany Price
      B. Prepped for today’s meeting
      C. Now the subcommittee will work on the appreciation goals of the Senate
IV. Faculty Staff Relations
   A. Chair: Ahmad Yassine
   B. Reaching out to Faculty members to start a working group

V. Staff Survey
   A. Chair: Andre Entezari
   B. The staff survey sub-committee met 02/03/2020 to discuss a strategy for analyzing the results from the staff survey from 2019-2020. Keeping in mind the priorities of BUSPH and the staff senate, the committee chose to focus on overviewing results from the following themes:
      1. Staff/Faculty Working Relations, Professional Development and Growth, and BUSPH Culture and Work-Life Balance. There will be a particular focus to analyze qualitative responses from responses to Faculty/Staff Working relation questions.
   C. Now that the staff senate has multiple years of data, the committee also attempts to analyze year by year trends from staff senate responses with respect to the themes mentioned above. The results of the staff survey on behalf of the staff senate will be presented by Nick Gooler, Staff Senate Chair, in March 2021 at BUSPH’s School Assembly.

AGENDA ITEM 5: ANY OTHER BUSINESS
I. Any thoughts on how we would to outreach for the Staff Awards Proposal
   A. Yes, communication will go out through school-wide channels
   B. Incorporating Awards form/Senate website into the monthly senate meetings to our individual units
   C. Staff can nominate staff (doesn’t have to be a manager any more)