

# Memo

**To:** LCCC Board of Trustees

**From:** Janet Webb, Staff Senate President, 2019-2020 Academic Year

**cc:** Dr. Joe Schaffer

**Date:** 11/14/19

**Re:** Staff Senate Report

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Staff Senate has been working with Institutional Research to develop a survey for staff with communication and professional development as the focus. Our intention is to not only improve our own communication practices based on the results, but also to be able to offer input from the staff perspective into communication across campus and professional development offerings, specifically within the area of soft skills training. This survey is scheduled to go out to staff this week (week of November 18) and results will be discussed at the December 6 Staff Senate meeting.

Staff Senate determined at their November meeting that the officers would complete a draft of the Functional Context Assessment. We will review this draft at the December meeting. This work will define and, in some cases, refine the Senate's: purpose, stakeholders and the ways in which we serve them, indicators, measures and benchmarks of overall performance and success as a Senate body. Work has begun on this draft and the results will set the stage for the Bylaws Revision Committee scheduled to convene in the spring for our biannual review of bylaws.

In addition, Staff Senate officers recently discussed communicating and collaborating with staff associations at other Wyoming community colleges. This concept, born out of the Faculty Senate's Wyoming Faculty Alliance, will be an effort to build a network across the state and join in collaborative efforts with the other community colleges. This item is still in the conceptual stage and we are not sure what the outcome will look like.

In the month of November Faculty and Staff Senates have co-sponsored a food drive for the Western States Bank Food Pantry to support students. The drive closes November 22, and we have had good engagement and participation to date.

In the first few weeks of December, Staff Senate will host a "Deck the Doors" door-decorating contest. This event was a lot of fun for staff last year and not only did we have good participation, but it was also a welcome and fun activity for the campus as the semester ended.

This year's contest info and rules are enclosed. Staff Senate would like to request the support of the Board of Trustees by asking if as many as three Trustees would be willing to join us December 13<sup>th</sup> as judges for the contest. Doors are judged on visual impact, creativity and craftsmanship. Interested Trustees can submit their names to myself at [jwebb@lccc.wy.edu](mailto:jwebb@lccc.wy.edu)! Thank you in advance for your willingness to help and participate!



# DECK THE DOORS

Staff Senate will be holding our annual door decorating contest in December this year. We have two categories this year: Individual Entrants and Group Entrants

Contact Shauna Best at [sbest@lccc.wy.edu](mailto:sbest@lccc.wy.edu) by December 6th to register. Please include the entrant name(s) and door location in your email.

*[Click here for contest rules.](#)*

Decorated doors will be evaluated on three criteria:

- A. Visual impact
- B. Creativity
- C. Craftsmanship

Prizes will be awarded to first place in each category (Team/Individual). Winners will be announced no later than Monday, December 16th via email.



# DECK THE DOORS

Participants wishing to participate in the Deck the Doors contest must register for the contest by Friday, December 6, 2019. To register, email Shauna Best at [sbest@lccc.wy.edu](mailto:sbest@lccc.wy.edu) and indicate whether you would like to register as an individual or as a team/department. Those registering as individuals should include the building and room number of the door they will be decorating. Those registering as a team should include the name of the team/department, the names of the teammates, and the building and room number of the door they will be decorating. Judging will take place on December 13, 2019. Judges may not compete in the door decorating contest.

Participants must adhere to the following rules:

- 1) Door decorating may not begin until Monday, December 2<sup>nd</sup>.
- 2) To be eligible to win a prize, your door must be decorated before Wednesday, December 11<sup>th</sup>.
- 3) Do not damage the door or surrounding wall.
- 4) Decorations may not obstruct or prevent easy access to the office
- 5) Live greenery (in moderation) is permissible
- 6) Electrical devices (i.e., lighting) are permitted however sound devices are not so students who may be in class are not disturbed.
- 7) Participants may bring items from home to use as decorations; remember this activity is all about being creative and having fun without incurring unnecessary expenses

All decorations must be removed from doors by the start of the Spring 2020 semester.

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