

**Staff Senate Agenda**  
**Friday, April 15, 2016**  
**Mountain Con Room, Student Union Building**  
**9:00 – 10:00 a.m.**

- 1) Minutes of previous meeting
- 2) Senate development plan – Progress Reports
- 3) Pat on the Back; Ask the Senate text revisions; approval
- 4) Review of Senate Constitution - update
- 5) Proposed Senate Bylaw changes
- 6) Newsletter Ideas
- 7) Senate Scholarship Fund – Update on previous recipients, distributions
- 8) Review of Montana Tech Strategic Plan; Senate input
- 9) Round table

**Staff Senate Meeting Minutes**  
**Friday, April 15, 2016**  
**Mountain Con Room, Student Union Building**  
**9:00 – 10:00 am**

**Present:** Peggy McCoy, Carmen Nelson, Taryn Quayle, Casey Vanatta, Kathy Stevens, Theresa O’Leary, Scott Forthofer, Dan Stirling, Peggy Delaney, Angela Stillwagon, Frances Holmes, Amanda Shroyer

**Absent:** Melissa Kump, Marilyn Patrick, Joyce O’Neill

**Agenda Items**

**1)** The minutes from the April 1, 2016 meeting were approved as corrected.

**2) Senate development plan- progress reports**

Pictures: David Nolt will take a group senate picture and individual senator pictures following this meeting.

Constitution and Bylaws update: Peggy D. asked senators to review the existing documents (posted on Moodle) and think about needed revisions to the constitution that reflect the changes proposed for the bylaws. Proposed changes to be discussed at the first meeting in May.

Newsletter: The date of the newsletters will be the academic term for which the information was written. The current one is the Winter Term edition. Ideas for the next edition (Summer Term): Kids’ College article, new employee list, upcoming MUSSA meeting with the Board of Regents, highlight of the Ask the Senate and Pat on the Back forms, article about Dining Services and its new director.

Pat on the Back: Policy to be drafted by Peggy D. for senate review and revision. Policy to include congratulation language to recipient, recipient permission to post the “Pat” and a brief bio (how long at Tech, where they worked before, what do they like about working at Tech, etc.) on the senate webpage, processing of submitted Pats. Frances and Angela volunteered to be on a subcommittee to review submissions forwarded by Casey. It was suggested that photos of recipients be rotated on a marquis heading on the senate webpage.

Ask the Senate: Peggy D., Casey, and Carmen volunteered to be on the Ask the Senate subcommittee. Peggy D. will ask Melissa if she will also participate.

Senate Activities: **Kids’ College** – Taryn reminded members to let her know if they can volunteer to help with Kids’ College. She will provide more details later. **Hiking Trails**-With summer coming up, it was suggested that staff be encouraged to share their favorite local hiking trails. Dan knew of a website with that type of information available and will forward the site to Peggy D. Suggested that we add an article about the hiking trails in the newsletter. **Chamber of Commerce golf tournament**-will be held on August 19<sup>th</sup>. The **CCCS Relay for Life golf scramble** will be held the second weekend in September. It was suggested to announce both tourneys in newsletter to see if we could get a Montana Tech Staff team together to participate.

Brown Bag Lunch Schedule-Carmen is working on schedule.

**3) MUSSA**-Taryn reported on the last teleconference where she and Amy described the Montana Tech TriO program and the students it serves. She also reviewed the number of students who qualify for some type of assistance. Another teleconference will be held on May 9 to prepare a MUSSA presentation to the Board of Regents at its meeting in Havre on May 18 and 19.

**4) Senate Scholarship fund** was not addressed at this meeting

**5) Review of Montana Tech Strategic Plan; Senate input** was not addressed at this meeting

**6) Round Table**-Peggy McCoy will reserve a room in the URC for the next regular meeting. Welcome packets will be put together and an updated list will be obtained from Melissa. Peggy D. suggested that a Staff Senate mug and thank you note be given to Annalee Werkmeister and Faye Wilson recognizing their past service on the senate. The senate approved the request.

Respectfully submitted,

Peggy Delaney, President