

Staff Senate Agenda
Friday, February 19, 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) Review of Senate Constitution
- 4) Review of proposed Senate Bylaw changes
- 5) Senate Scholarship Fund
- 6) Review of Montana Tech Strategic Plan; Senate input
- 7) Round table

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9:00 – 10:00 am

Members Present; Peggy Delaney, Peggy McCoy, Angela Stillwagon, Melissa Kump, Dan Stirling, Kathy Stevens, Frances Holmes, Joyce O’Neill Dan Stirling was introduced as a new member, he will replace Annalee Werkmeister **Members Absent;** Theresa Froelich-O’Leary, Carmen Nelson, Taryn Quayle, Casey Vanatta, Scott Forthofer, Marilyn Patrick, Faye Wilson, Amanda Shroyer

Agenda Items

1. **Minutes** from the two previous meetings, 1/22/2016 and 2/5/2016, were read and approved. The one correction was that the 1/19/2016 MUSSA meeting was held in Helena not Bozeman.
2. **Senate Development Plan - Progress Reports** – Peggy D reported that the updated Bylaws were drafted and available on the Moodle site for senate review. Still waiting for new employee report and employee work anniversary report from Cathy Isakson. Maggie Peterson will review and approve the Ask the Senate column. Mugs have been ordered by Peggy M. The pens will be ordered today and the cost is \$185.00/ 250 pens. 150 bags will be stuffed with items for new employees and Scott Forthofer will provide storage for the items.
3. **Review of Senate Constitution** – Peggy D reported on a 2002 Constitution and the current Staff Senate Bylaws appear to be based on this document. One potential revision of Bylaws is whether Staff Senate members are elected through a nominating committee how to engage all of the staff that are not elected. The Constitution limits Staff Senate to 9 member but we currently have 15 members and Chancellor Blackketter does not want to limit the number nor the classifications of staff willing to serve. Of the 15 Staff Senate members only half that number are in attendance at our meetings and one question is whether attendance and non-attendance should be a bylaw. Senators agreed that at least ½ of the total senate would constitute a quorum for voting purposes. Peggy M. will post the structure of the Alumni Board, which is made up of 3 levels for Staff Senate members to read on Moodle. A suggestion made was to notify all staff via email and on the Senate webpage when Senate positions are vacant and encourage staff to submit a request if they would like to be involved in Staff Senate.
4. **Bylaws** - Melissa will ask Maggie Peterson about whether the 2002 Constitution is a valid document and the question about the procedure on how to become a senator. Would like to have guideline by April/May and before the July restart date.
5. **Senate Scholarship Fund** – Suggestion is to keep the requirements broad and general. A fund-raising idea proposed was a Give from the Heart. Raising funds (through a 50/50 raffle at the fall TGIF was suggested. Other fund raising ideas are needed. The dollar amount depends on how much money we have. Originally at \$800 and has been given out for 3 years and now at \$200. Possible fund raising ideas are 50/50 tickets or raffles at TGIFs and games.

6. Round table - Plan is to align with the MUSSA goal of staff positively impacting the students' educational experiences. Newsletter items – email the Pat on the Back form to Vanessa Van Dyk for approval and possibly focus on MT Tech Dining Services and Larry Sirussi, the new MTDS Director. The date of the next union meeting was also suggested for newsletter insertion. Frequency of publishing the newsletter quarterly was and highlighting Departments, new employees and student activities. Another Dept. to highlight is Enrollment Services and the Dietary/Catering service. Peggy D proposed having a Coat Exchange next fall and suggested that a brochure about Senate be created to distribute at the fall TGIF. She has a student employee who would like to create a brochure as one of his class projects. Senate supported this idea. Angela will ask David Nolt about providing links to the Chancellor's newsletters on the Staff Senate page.

Respectfully Submitted,
Joyce O'Neill Secretary