

Staff Senate Agenda
Friday, February 5, 2016
BIG BUTTE Room, Student Union Building
10:30 a.m. – 11:30 a.m.

- 1) Minutes of previous meeting – Will be ready at next meeting
- 2) MUSSA Notes
- 3) Senate Member Change
- 4) Senate development plan – Progress Reports
- 5) Webpage review
- 6) Senate Scholarship Fund
- 7) Review of Montana Tech Strategic Plan; Senate input
- 8) Round table

Montana Tech Staff Senate Meeting Notes
February 5, 2016
Big Butte Room; Student Union Building
9:00 – 10:00 am

Present: Peggy Delaney, Peggy McCoy, Theresa Froelich-O'Leary, Carmen Nelson, Melissa Kump, Taryn Quayle, Amanda Shroyer

Absent: Joyce O'Neill, Frances Holmes, Kathy Stevens, Angela Stillwagon, Casey Vanetta, Larry Ruckdaschel, Scott Forthofer, Marilyn Patrick, Faye Wilson

1. Minutes of the previous meeting were not available. They will be read at the next meeting.
2. MUSSA – Peggy D. received the final copy of the MUSSA notes from the Board of Regents meet that she and Theresa Froelich-O'Leary attended. Peggy D. will post the notes in Moodle under a new MUSSA Topic folder.
3. Senate Member Change – Peggy D. reported that Larry Ruckdaschel (representing Craft Services) resigned.
4. Senate Work Plan: Progress Reports
 - a. **Senator Biographies:** Annalee still needs biographies for Theresa Froelich-O'Leary, Scott Forthofer, Marilyn Patrick, and Faye Wilson. Some current biographies are missing pictures. Annalee and Peggy D. will follow up with Senators to get missing information.
 - b. **Ask the Senate** and **Pat on the Back** forms text- Taryn and Peggy D. read the draft text that described these forms. Taryn will do a final revision and send the text for both forms to Casey Vanetta for inserting on the actual forms. Before posting the forms to the Staff Senate webpage, Peggy D. will review the Ask the Senate form with Dr. Blacketter and Maggie Peterson and the Pat on the Back form with Vanessa Van Dyke. Peggy D. will notify Casey when the forms have been approved. It was also suggested that senators post to both forms as examples of how the forms are to be used (e.g., the types of topics, suggestions, employee recognition, etc.).
 - c. **Senate Activities** – Taryn proposed supporting the Science Fair as another Staff Senate activity for this year. The Fair needs judges and Taryn thought that Senators could help out in this way. She distributed a flyer, talked about the requirements to be a judge and asked the senators to help spread the word about the need for judges. The Senate agreed to help.
 - c. **Welcome New Staff** – Peggy M. shared the Staff Senate logo selection results. She will order the mugs that have the new logo imprinted on them. Peggy D. will tally

- up the votes for the pen selection and email the results to everyone to confirm the winner. Peggy D. will ask Frances to order the pens once the selection is confirmed.
5. Senate Scholarship Fund – Peggy D. posted the existing Scholarship guidelines on the Moodle site and asked senators to read them so they can be discussed at the next meeting. If the Senate decides to offer a scholarship each year, it will need to raise monies each year to fund the scholarship. Ideas for fundraising will be discussed at the next meeting.
 6. Bylaws Update – Peggy D. needed to postpone the bylaws update meeting. It will be rescheduled for next week. The proposed revisions will be presented at the next meeting.
 7. Webpage Maintenance –
 - a. **New employee list** – Peggy D. will contact Cathy Isakson about the list of new staff employees for September 2015 through January 2016. Peggy will send the list to Theresa to be included in the Newsletter.
 - b. **Dr. Blacketter Newsletter link** – Peggy D. and Angela will follow up with David Nolt about creating the link. Carmen sent David past newsletters.
 - c. **Newsletter posting** – Peggy D. and Angela will meet next week to post new information to the website.
 - d. **Staff pictures** – During their website training with David Nolt, Peggy D. and Angela talked about inserting a rotating banner of staff and department pictures on the webpage. Carmen suggested that employees post their pictures in the directory with their individual listing. Peggy D. will ask Vanessa Van Dyke if there any legal restrictions about this.
 8. Montana Tech Strategic Plan – Peggy D. posted Tech's Strategic Plan to the Moodle site. She asked senators to review the plan and be thinking about ways the Senate can help implement it. Carmen suggested that the Senate think about creating measureable objectives they could accomplish. She also requested that senators send their ideas to her.
 9. Round Table
 - a. **New employee orientation video** – Senate discussed initiate and collaborate with HR in developing a New Employee Orientation video, similar to the New Student Orientation video that Tom Ferriter produced.
 - b. **Safety videos** – Senate discussed collaborating with Marilyn Cameron in developing some safety videos for employees to access on the Staff Senate webpage. Ideas discussed included a Safe Lifting video and a one about Tech evacuation procedures by building with maps directing employees to the appropriate area. The use of a drone to fly over respective evacuation areas was thought to be a good idea.

Continue to discuss these ideas at future meetings.

Meeting adjourned at 11:20 a.m.