

Staff Senate Agenda
Friday, September 16, 2016
Mountain Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

- 1) Minutes of previous meeting
- 2) New meeting time - discuss
- 3) Homecoming parade participation
- 4) Grievance Committee – needs member suggestions
- 5) Next Luncheon Learning Date/Topic
 - a. Solid Finances seminars – Kathy Stevens
- 6) Emergency Evacuation video production
- 7) Senator replacements: call for nominations
- 8) Staff Senate brochure – printing prices
- 9) Senate development plan – Progress Reports:
 - ✓ Scholarship Guidelines
 - ✓ How to Become a Senator language
 - ✓ Pats on the Back – posting process
 - ✓ Ask the Senate - make up question - staff tuition support; parking fees
 - ✓ Subcommittee list
 - ✓ Use of webpage by staff – ideas
 - ✓ Newsletter publication process – Amanda to assemble
- 10) Staff Survey Questions
- 11) Fall Edition Newsletter Ideas – Submission Date
 - Purse Strings event
 - Enrollment Services article – Dan Stirling
 - Luncheon Learning Series – Carmen
 - Kids’ College wrap up – Amanda and Taryn
 - Mobile Vet Van visit - Joyce
 - Move in Day –Scott
 - Wellness Day – Amanda and Taryn
 - Ask the Senate; Pat on the Back – Peggy D. and Frances
 - New employee list –with Senate Welcome-Peggy D.
 - MUSSA meeting – Minutes and summary
- 12) Round table

Montana Tech Staff Senate Agenda
Friday, September 16, 2016
Mountain Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

Present: Peggy Delaney, Ronda Coguill, Frances Holmes, Amanda Shroyer, Taryn Quayle, Angela Stillwagon, Scott Forthofer, Dan Stirling, Casey Vanatta, Kathy Stevens, Joyce O'Neill

Absent: Peggy McCoy, Carmen Nelson

Agenda

- 1) Minutes of the September 2, 2016 meeting were read and approved.
- 2) The group agreed to continue with the every other Friday at 9 am for the regular meeting time.
- 3) The members decided to decorate a MT Tech truck for the Homecoming parade, Oct 8th. Angela will explore getting a banner from Pepsi and Frances will check into decorations at the Dollar Store. Members will meet at 8 am that Saturday to decorate the truck. SS members were encouraged to think of a theme for our truck about Orediggers and the Olympics.
- 4) Grievance Committee – Peggy reported that Doug Abbott approached her about having SS members to identify staff to serve on the Grievance Committee. There are two openings. Senators were asked to submit the names of any staff willing to serve to Doug by next Wednesday.
- 5) Kathy Steven suggested the MSU Extension Office Solid Finances series for the next Luncheon Learn topic. The group agreed to go with the October 19th Debt Reduction topic because it would probably be the most interesting to the staff. Peggy D. will follow up with Carmen Nelson about inserting the seminar into the existing schedule.
- 6) Emergency Evacuation video production – Peggy reported that she had helped with the recent emergency evacuation drills. Evaluators felt that the paper check-in system was inefficient. She would like SS to help find a better solution of check in using cell phone technology. Casey suggested that she talk with Alan Christensen who is also involved with finding a solution.
- 7) Senator seat openings. Two senators have recently left. Ronda replaced one slot so one slot still needs to be filled – Peggy will send an all staff email out requesting nominations for the second slot.
- 8) Staff Senate brochure – The group agreed that getting 250 brochures for \$229 was the best option financially at this time.
- 9) Senate development plan – Peggy will be adding structure to the webpage with the addition of two tabs, archives and Pat of Back and Ask the Senate.

- ✓ Scholarship Guidelines – Senators asked to review information on Moodle page and provide suggestion
 - ✓ How to Become a Senator – Senators asked to review information on Moodle page and provide suggestion
 - ✓ Pats on the Back – posting process – Post in newsletter and add to webpage tab
 - ✓ Ask the Senate – two current questions to be answered: 1. staff tuition support; and 2. the parking fees increase. Peggy D. will meet with Mary Durkin and write newsletter article about parking fees for the Winter newsletter.
 - ✓ Subcommittee list Angela and Peggy will add this to the webpage
 - ✓ Use of webpage by staff – Peggy addressed the need to sustain interest in the webpage. She is asking for input from members on ideas to increase staff interest and use.
 - ✓ Newsletter publication process – Amanda will assemble when articles come in
- 10) Staff Survey Questions - Amanda, Taryn and Peggy have come up with survey questions; senators were requested to submit more.
- 11) Fall Edition Newsletter Ideas – New submission date is September 24th.
- Purse Strings event
 - Enrollment Services article – Dan Stirling
 - Luncheon Learning Series – Carmen
 - Kids’ College wrap up – Amanda and Taryn
 - Mobile Vet Van visit - Joyce
 - Move in Day –Scott
 - Wellness Day – Amanda and Taryn
 - Ask the Senate; Pat on the Back – Peggy D. and Frances
 - New employee list –with Senate Welcome-Peggy D
- 12) MUSSA meeting – Peggy had attended the MUSSA meeting via webcam and conveyed to MUSSA the work our group has done. She reported to them that the first year goals for MT Tech SS was to become a more visible presence on campus. The second year goal is to become be more involved in campus governance.
- 13) Round table-the healthy school year bags were a hit at the Wellness Fair and there was a suggestion that we get a SS table cloth for next year. Peggy D. received the new employee list from Carmen. The list will be published as a newsletter article. Packets will be sent to these employees. Peggy D. will request updated list from Bernie. T.

Respectfully submitted,
 Joyce O’Neill
 Secretary