

Staff Senate Agenda
Friday, May 12, 2017
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

- 1) Minutes of previous meeting
- 2) Emergency Evacuation project – Update (Taryn, Amanda, Peggy D.)
- 3) Elections – Nominations?
- 4) Committee sign-up sheet
- 5) Subcommittee reports:
 - Staff Development: Luncheon Learning – On Moodle
 - Ask the Senate (Peggy D., Carmen, Casey, Frances)
 - Pat on the Back (Frances, Angela)
 - Shared Governance
 - ✓ WIRE Advisory Board Update – Peggy D.
 - ✓ Accreditor meeting/report
 - Newsletter: (Amanda, Angela, Ronda, Taryn, Peggy D.)
Summer Newsletter
 - ✓ TRIO department
 - ✓ Tree planting at Highlands College
 - ✓ WIRE committee
 - ✓ Ask the Senate
 - ✓ Pat on the Back – Frances (Niki and Carmen Nelson)
 - ✓ New Employee (Carmen, Ronda) – updated list
 - ✓ Share congratulations note (completion of 6-mo probation period) to go with mugs
 - Website: Annual review and update; Use of webpage by staff – ideas – when to implement? Angela, Casey, Peggy M.
 - Update senator list and biographies
 - Check to make sure all minutes and newsletters are posted
 - Review Useful Information to make sure links work and info has not changed
 - Activity Review: Decide what to do again
 - Bylaws review – mandatory
 - Webpage update
 - Newsletter
 - Luncheon Learning Series \$\$ - estimate \$250/seminar lunch cost
 - New Employee packets \$\$
 - 6-month Employee mugs \$\$ - Have enough in storage for upcoming year
 - Pat on the Back

- Ask the Senate
 - Christmas wrapping – 12/18
 - Science Fair judging
 - Kids’ College volunteering – 6/19-6/23; 07/17-07/21; 08/7-08/11
 - December and May graduation ceremony assistance
 - Adopt a Street (Big M & area west of Big M) – Jun-Oct
 - Mobile Veterans Van visit – coordinate; held on 08/23 last year
 - Mt Tech move in day – 08/17
 - ~~- Wellness fair \$\$ – 9/14~~
 - ~~- Homecoming parade \$\$ – 10/18~~
 - Emergency procedures update – continue?
 - Online Christmas activities list
 - Contest for finding information on our webpage
 - Bookstore annual run
 - Wearing Staff Senate T-shirts one time per month
- 6) MUSSA Survey - Update (Peggy D.)
- 7) Senate development plan – Progress Reports:
- Scholarship Guidelines – on hold pending survey
 - Moodle policy and procedures update
- 8) Meeting dates: Any schedule changes?
- 9) Round table

Staff Senate Meeting Minutes
Friday, May 12, 2017
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

Present: Peggy Delaney, Angela Stillwagon, Peggy McCoy, Taryn Quayle, Scott Forthofer, Casey Vanatta, Kathy Stevens, Joyce O'Neill

Absent: Amanda Shroyer, Ronda Coguill, Frances Holmes and Marilyn Patrick

The minutes of previous meeting were read and approved the correction that Casey Vanatta was absent.

Election nominations - Senators agreed to contact fellow employees about their interest in joining Staff Senate (SS).

Emergency Evacuation project update – Taryn reported that the faculty meeting was not held because more faculty members are needed. Senators made suggestions regarding contacting faculty who are teaching during summer sessions. There will be a June meeting with Hank DeGroat and Marilyn Cameron.

Subcommittee Reports

Ask the Senate and Pat on the Back - no new inquiries nor additions.

Shared Governance - WIRE Advisory Board update- Peggy D reported that each committee is creating a one page list about their future vision for MT Tech. The committee is deciding how best to communicate its activities with the rest of campus. A newsletter and Moodle site are both being considered as ways to get the information to all employees.

Accreditor meeting/report – Peggy D. thanked senators who were able to attend the meeting with the accreditors. A copy of the preliminary accreditation report was posted on the Senate Moodle site.

Newsletter

Tree planting at Highlands story by Marilyn Patrick.

WIRE article which will be done in coordination with Hillary Risser and Dan Trudnowski.

Ask the Senate questions addressing best options of payment for Jury Duty and how to find out your job classification.

Activity Review

Angela delivered new employee packets.

The Bylaws committee will complete the annual review by June. Amanda, Peggy D. and Frances are committee members.

Adopt a Street – Peggy D. signed the senate up for the Montana Tech hill and the area west of the hill for clean-up. She will pick up bags from the Chamber. Dates for the clean-up will be set at the next meeting. A concern was raised about cleaning up sharps and broken glass. Options will be investigated.

Website- Casey will ask student to check on the link updates.

Luncheon Learn – Carmen Nelson talked about the catering budget with Larry Surrisi who said to budget \$250/ luncheon learn event. This will cost \$3000/year. Peggy D. will follow up with Dr. Blacketter about ongoing financial support for the series. Rita Spear will present in June and “Meaningful Student Employee Experiences” will be presented by Career Services in July. There is a list of possible LL topics to use for future Luncheon seminars on the Staff Senate Moodle site. Peggy M. stated there is a balance in our budget of \$94 to use.

Volunteer efforts – Taryn will check the need for volunteers for Kids College. Adopt a Street – clean ups will happen the second Thursday of every month through the summer. First focus will be west of the campus on June 8th and the M hill after the 4th of July. Additional possible volunteer efforts are the Bookstore Run and Run-a-Muk.

MUSSA survey results – Peggy reported that MT Tech respondents were 70% neutral and above on everything. Negatives mentioned are low wages and no way to advance.

Respectfully submitted,
Joyce O’Neill
secretary