

Staff Senate Meeting Minutes
Tuesday, November 27 2018
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

Present, Peggy McCoy, Debbie Luft, Casey Vanatta, Frances Holmes, Scott Forthofer, Kathy Stevens Denise Herman, and Marcia Lubick

Absent: Nick Bowsher, Niki Wilcox, Marilyn Patrick, Peggy Delaney

Minutes of October 30, 2018 meeting read and approved as written.

Minutes of the November 13, 2018 meetings were read and approved with corrections.

New Business:

Chancellor Search: Trisha Southergill, staff representative on the Chancellor Search Committee, reported that the committee met and members signed confidentiality agreements. Brock Tessman, Deputy Commissioner, Academic & Student Affairs of the Office of the Commissioner of Higher Education addressed the committee with the directive. The Campus profile has been published on the website and the Leadership Announcement (job description) should be posted shortly.

The application deadline is January 18, 2019. Applications review will begin in January followed by off-site interviews held at a location where it is economic to fly the applicants in for the first interview; either Salt Lake or Denver, perhaps a city in Montana. If interviews are held out of state, a limited number of search committee members will attend the first round. Campus interviews with the finalists will begin in mid-March. The Committee hopes to have its work completed and the new Chancellor selected by early May.

Feel free to email questions for the committee to Trisha; she will take questions to the committee and will keep your name confidential.

Trisha has been invited to attend Staff Senate meetings beginning January 8, 2019 to update us on the Chancellor Search. Trisha has also been invited to join the Staff Senate as a regular member.

If Trisha decides to join Staff Senate as a member, she will be asked to fill out an application and go through the procedure as outlined in our By Laws the same as any other applicant.

Old Business:

Retirees: Bernie Tregidga referred Peggy M. back to Cathy Isakson for the list of retirees. Peggy McCoy will send another email to Cathy and Vanessa requesting the list staff and faculty who have retired since July 2018.

Subcommittee reports:

- **Ask the Senate** (Casey, Frances, Peggy M.) – No new questions.
- **Pat on the Back** (Frances, Casey, Marcia, Nick) – Frances gave the certificates for the last two Pat on the Back nominees to Casey to present. The first certificate is for Janet Friesz from enrollment services. The second certificate is for Network Services Department, nominated as a whole for outstanding work since the department reorganization. Casey will get photos for the Spring Newsletter.
- **New Employee Packets** (Frances, Marcia, Peggy M., Nick) – Casey will help Peggy get the list pulled for Frances.

- **Responsive Forms** – Casey reported that IT is making the Staff Senate Forms for *Ask the Senate* and *Pat on the Back* responsive so they may be filled out using either a smart phone or tablet. Casey will check when this new feature will be available.
- **Luncheon Learn Update:** (Niki, Debbie, Peggy D.): The November 14 luncheon had a disappointing yet enthusiastic attendance. There were many good questions and conversations about the 25Live scheduling which will be helpful as Scott and Brian work on making the directions for scheduling easier for campus users.
 - **Luncheon Learn –Campus Safety** – We had hoped to have Marissa Morgan and Tom Barsanti present in January, however, Marissa feels she is still getting to know the campus and would like to present later in the Spring. Peggy M. will check if Marissa would prefer March or April.
 - **January Luncheon Learn – January 16** - From the Solid Finances\$ series “Creating a Financial Record Keeping System and Sticking With It”. Taco Bar for lunch.
 - **February Luncheon Learn – February** – Steps for doing an Advanced Directive and tips on setting up a Last Will and Testament that is legal.
 - **Recording Luncheon Learns:** Casey requested that we should begin recording the Luncheon and Learn presentations. She will look further into setting this up.
- **Scholarship:** (Casey, Marilyn, Peggy D., Peggy M.) Peggy M. and Peggy D. have not had a chance to meet with Angela Stillwagon.
- **Financial Report:** (Peggy M., Marilyn) Peggy M. - No report. The Chancellor’s Index Number was given to Campus Catering to charge the November Luncheon Learn.

Shared Governance: (Scott, Kathy, Peggy M. Peggy D., Debbie) – No report

Elections: (Marcia, Peggy M.) – No new report

By Laws Review: (Frances, Peggy D., Peggy M., Marilyn) – Peggy D. is going to review the By Laws and send her recommendations to the By Laws Committee.

MUSSA: (Peggy M., Peggy D.) - MUSSA Committee will have conference call to finalize the Strategic Plan.

WIRE: No new report

Staff Volunteer Recognition Committee (Peggy M., Casey, Kathy) Denise will chair a subcommittee of the Staff Volunteer Recognition Committee to explore ways to recognize staff with an annual award. Faculty have awards such as the Rose and Anna Busch Faculty Achievement Awards which includes a monetary award component.

Newsletter: (Niki, Peggy D.) Spring Newsletter will be published in March.

- Department Highlights:
 - MBMG
 - Library
- Pat on the Back
- Chancellor’s Report – tentative

Campus Events:

Circle K: Peggy will let Ruthanne Shope know that Staff Senate will not be able to help with a financial donation to provide food gifts for the Circle K families.

The Staff Senate will participate in the Circle K gift wrapping event.

Program Prioritization Committee: (Peggy M.) Doug Abbott sent out minutes of the November 21, 2018 meeting. Last week the Chancellor spent hours meeting with the Academic and Non-Academic Deans.

Important Dates:

- ❑ **Friday, November 30th:** Chancellor releases his report to the campus.
- ❑ **Tuesday, December 4th:** Program Prioritization Forum at Noon in the Copper Lounge.
- ❑ **Wednesday, December 5:** PPC meeting.
- ❑ **Monday, December 10:** Program Prioritization Forum at Noon in the Copper Lounge.
- ❑ **Wednesday, December 12:** PPC meeting – meets and Approves or Doesn't Approve Chancellor's report.
- ❑ **Friday, December 14:** Chancellor releases final report.

The Forums will be available outside the Copper Lounge with Zoom so staff not allowed to leave their offices, Highlands College and over flow setup in the Big Butte room will be able to view.

Peggy has been asked to make the Chancellor's report and forums available to Alumni. She is unclear if they will be able to connect to the forums in real-time or if she will be sending out links for recordings.

Next meeting December 11, 2019 9:00a.m., Mt. Con Room of the Student Union Building

Respectfully submitted,
Marcia Lubick
Secretary