

Staff Senate Meeting Minutes
Tuesday, December 11, 2018
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

Present, Peggy McCoy, Debbie Luft, Casey Vanatta, Kathy Stevens, Denise Herman, Niki Wilcox and Marcia Lubick

Absent: Nick Bowsher, Marilyn Patrick, Peggy Delaney, Frances Holmes, Scott Forthofer

Minutes of the November 27, 2018 meetings were read and approved as written.

New Business: Peggy Delaney has announced her retirement she will be leaving the Bureau December 31, 2018.

Old Business:

Retirees: Peggy M. has not had an opportunity to speak with Cathy and Vanessa requesting about getting a list of the staff and faculty who have retired since July 2018.

Chancellor Search: Trisha Southergill, has turned down our invitation to join Staff Senate as a regular member. She will begin attending Staff Senate meetings after January 18, 2019 to update us on the Chancellor Search.

Subcommittee reports:

- Ask the Senate** (Casey, Frances, Peggy M.) – No new questions.
- Pat on the Back** (Frances, Casey, Marcia, Nick) – No new nominations
- New Employee Packets** (Frances, Marcia, Peggy M., Nick) –Peggy forwarded the new list to Frances.
- Luncheon Learn Update:** (Niki, Debbie, Peggy D.)
 - **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 – Tentative February** – Steps for doing an Advanced Directive and tips on setting up a Last Will and Testament that is legal.
 - **Luncheon Learn –Campus Safety** – Sometime this Spring Marissa Morgan and Tom Barsanti present on campus Peggy M. will check if Marissa would prefer March or April
 - **NEW Luncheon Learn Suggestion** – The Program Prioritization Forums have brought to light that there is confusion about the role of Recruitment. People are confusing Recruitment with Marketing. Carrie Vath will be asked to give the presentation that she gave to the PPC on Recruitment at a Luncheon and Learn to help the campus community understand their role. Perhaps Stephanie Crowe can also be included in the presentation.
- Scholarship:** (Casey, Marilyn, Peggy D., Peggy M.) No update
- Financial Report:** (Peggy M., Marilyn) Peggy M. – Staff Senate has \$922.50. The Chancellor’s Budget for Luncheon Learn after paying \$177.50 for the November Luncheon Learn the remaining balance is \$822.00.
- Shared Governance:** (Scott, Kathy, Peggy M. Peggy D., Debbie) – Nothing expected to be done with the campus strategic plan until after the Program Prioritization is completed.
- Elections:** (Marcia, Peggy M.) – No new report
- By Laws Review:** (Frances, Peggy D., Peggy M., Marilyn) – Peggy D. has not gotten back to us with her recommendations.

- **MUSSA:** (Peggy M., Peggy D.) – The next MUSSA Committee meeting conference call is scheduled for Thursday, December 13.

With Peggy Delaney retiring December 31 we need another member for this committee. Anyone interested in learning more or listening in on this next conference call should contact Peggy McCoy. The meetings are scheduled by doodle pole so if you join you do have some input as to when the meetings are held. MUSSA Committee is currently planning a vote to finalize the MUSSA Strategic Plan that will be presented to the OCHE and BOR. Members of MUSSA come from MSU, Great Falls College, MSU-Billings, MSU Northern, UM, Helena College, and Montana Tech. UM-Western has not yet organized a Staff Senate. Beside the monthly conference calls, MUSSA members attend one BOR meeting each year.

- **Staff Volunteer Recognition Committee – Sub-committee meeting:** (Peggy M., Casey, Kathy) Denise was recovering from her carpal tunnel surgery and was unable to chair a subcommittee meeting of the Staff Volunteer Recognition Committee. Peggy M., Casey and Kathy met and decided that “Volunteer” should be removed from the committee name and Staff Recognition Committee should focus on increasing the attention paid to the people who receive nominations for “Pat on the Back” awards. They suggest that the “Pat on the Back” awardees be honored in a separate campus announcements sent to the campus monthly or bi-monthly. Currently “Pat on the Back” is part of the Newsletter and this would give the award more visibility and focus. Also, we may want to merge the Pat on the Back Committee and the Staff Recognition Committee together.

- The suggestion was made not to remove the volunteer part of the recognition and to implement criteria such as: Staff participation in continuing education that supports their work, cross departmental training, involvement in campus life activities, involvement in campus committees, participation in off-campus organizations, and participation in off-campus volunteer projects such as United Way.
- More conversation on this committee was requested and a meeting of all Staff Senate members to discuss the future of the two committees has been scheduled for Tuesday, December 18 at 9:00 a.m. – 10:00 a.m. in the Mt. Con Room of the Student Union Building.
- Please bring your ideas.

- **Newsletter:** (Niki, Peggy D., Denise) Denise Herman will join Niki on the Newsletter Committee.
- Spring Newsletter will be published in March, articles for the newsletter are due to Niki by February 1st.
 - Department Highlights:
 - MBMG – Denise will write
 - Library – Marcia and Frances will write
 - Pat on the Back
 - Chancellor’s Report – tentative
 - Events Calendar in the Newsletter – please submit any events that you are aware of so they may be included in the events calendar of the Newsletter.

Campus Events:

Circle K: Peggy sent out a Doodle Pole to find the best day/time for Staff Senate to help Ruthanne Shope wrap gifts for the Circle K families.

This is a fun project and Staff Senators are encouraged to participate.

Program Prioritization Committee: (Peggy M.) First Draft of the Chancellor's report (1.0) was released to the Campus on November 30 and followed up with the first Forum on December 4. A second Draft of the Chancellor's report (2.0) was released on December 6 and contained changes that came after receiving student, faculty, alumni and community input at the Forum held on December 4. Among the changes, Data Science BS degree is being moved to Computer Science and a Faculty member was moved from HCI to BIT to build and enhance the BS concentration in Health Information Technology.

It is worth taking the time to review the changes to the document. In Doug Abbott's email from 12/7/2018 8:18 AM – RE: Draft Version of MTU Alignment Plan, Version 2.0 he gives the page number where all of the changes were made since version 1.0.

Most of the non-academic positions that were cut have been vacant for a while.

The PPC will be meeting twice this week, Wednesday December 12 and Friday December 14, 3:00-4:00 PM. The PPC will vote to Approve or Not Approve the Chancellor's report at the Friday meeting. The meeting is open to the public and public comment will be taken at the end of the meeting.

Recordings of the Forums will be made available by Doug Abbott.

Campus Stroll Event: The Pre-Professional Health and Biology Club has a pie-in-the-face event didn't earn as much as the students had hoped but it is definitely something they can build on for next year. They did get coverage from the Montana Standard and KXLF for the event and everyone said it was a lot of fun.

Next meetings:

December 18, 2018 9:00a.m., Mt. Con Room of the Student Union Building – Special Meeting all Staff Senate Members - To discuss the Staff Volunteer Recognition Committee - To keep the Volunteer component, to merge the committee with the Pat on the Back Committee, what the award and criteria should look like. Bring your ideas.

January 8, 2019 9:00a.m., Mt Con Room of the Student Union Building

**Respectfully submitted,
Marcia Lubick
Secretary**