

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

Present: Niki Wilcox, Peggy Delaney, Casey Vanatta, Frances Holmes, Marilyn Patrick, Scott Forthofer, Jason Parish, Debbie Luft and Marcia Lubick

Absent: Peggy McCoy, Nick Bowsher, Ronda Coguill, Kathy Stevens

- Minutes of June 26, 2018 meeting were approved.
- **Senate Updates** - Welcome to Debbie Luft from the Recruitment Office and Jason Parish from the Bookstore on attending their first Staff Senate meeting.
- **M Clean up** scheduled for Friday, July 20 at 9-10:00 a.m. Meet in the NRB parking lot.
- **Subcommittee reports:**
 - **Ask the Senate** (Casey, Frances) - no new questions
 - **Pat on the Back** (Frances, Angela) – Mary Lou Jones. – email Scott F. with names of those receiving Pat on the Back to be added to the Reader Board.
 - **Luncheon Learning Update** – Ideas for presentations for the Fall 2018 Lunch and Learning:
 - Marissa Morgan, Campus Montana Environmental Policy ACT (MPEA) Officer – to go over Emergency Procedures, Ideas and goals to take campus forward etc.
 - New Assistant Dean for Highlands College
 - IT Department – Presentation from Network Services on department reorganization and tips and trick to streamline daily work.
 - Cricket Pietsch – Presentation on suicide prevention.
 - Scott Forthofer – Presentation on Students and Residence Life what he does what staff can do to support students.
 - John Metesh - Presentation on the MBMG services.
 - Skill Sets improvements – Presentation on communications.
 - Record Retention – What is Montana State Policy – could we get someone form Secretary of State’s Office to present?
 - Campus Security
 - **New Employee** (Frances, Ronda) – Frances has list of packets to deliver.
Future Packets: Should we include in packets helpful tips – how to get parking pass, links to travel forms, campus security and personal security tips?
 - **Scholarship Committee** – No report
 - **Financial Report** – No report
- **Newsletter:** Chancellor Blacketter sent Peggy McCoy and Peggy Delaney an email complementing Staff Senate on the Newsletter.
- **Fall Newsletter Deadline:** Articles should be sent to Nikki and Ronda by October 5, 2018. Newsletter should be ready October 19, 2018.
 - **Articles in the works:**
 - IT Department Structure
 - Physical Plant Structure

- Student Services Restructuring – Scott Forthofer
- New employees and department heads – Welcome and bullet list
- Ask the Senate: Travel Policies how reimbursement works, how to report mileage etc.
- New Assistant Dean at Highlands College
- Every Newsletter needs an update on the BOR and OCHE.
- Thank You for your Service list of names of Staff Retiring in FY2018.
- Peggy D. WIRE update for Newsletter
- Community of Volunteers - List of Names of staff observed volunteering around town – i.e. “Kudos to Betty Doe and Pete Deer who were seen volunteering at the Folk Festival – were you volunteering too? Let us know.”

Reports:

- **MUSSA Report** – Peggy Delaney has started forwarding the Staff Senate Newsletters to Commissioner Clayton Christian.
- **Budget and Program Prioritization meeting** – No report.
- **WIRE Update** –The Wire Committee continues to meet with and receiving feedback from the stakeholders at Highlands College as they decide how Highlands fits with the Montana Tech Special Focus.
- **Next meeting** will be July 24, 2018.

Respectfully submitted,
 Marcia Lubick
 Secretary