

Staff Senate Meeting Minutes
Tuesday, January 8, 2019
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

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

Absent: Nick Bowsher, Marilyn Patrick, Niki Wilcox, Kathy Stevens

Minutes of the December 11, 2018 meetings were read and approved as written.

New Business:

Old Business:

Chancellor Search: January 18 is final day to submit applications for the Chancellor’s position. The website has all criteria. Following national trends and the University of Montana’s lead, candidates for Chancellor are not required to hold a Phd and a member of the Alumni Governing Board is not on the search committee. The Chancellor Search is easy to find on the Montana Tech Website, it is a tab at the top left of the webpage.

Retirees: Requesting a list of retirees to print in the Staff Senate Newsletter has been tabled until after the new Chancellor begins work.

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)
 - January Luncheon Learn – January 16** - From the Solid Finances series “Creating a Financial Record Keeping System and Sticking With It”. Taco Bar for lunch.
- Scholarship:** (Casey, Marilyn, Peggy M.) Peggy will pull the criteria and present to the committee.
- New Employee:** Frances needs 13 new employee mugs and bags, most will go to employees in Enrollment Services. Peggy will have a student deliver them to Frances.
- 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. The Taco bar for the January Lunch and Learn will cost \$280. The balance remaining for February will be **\$542.50** in the Chancellor’s contribution.
- Events:** Scott will look at what activities the Staff Senate members can volunteer to help with for Spring Semester. January 27 is Montana Tech Ski Day at Discovery.
- Student Success Center:** Opens in March. Scott is working with International Club to put on a Spring event at the Student Success Center. Staff Senate Help would be appreciated.
New Honors Student program begins this Spring with 16 students.
Sophomore students are being given a tour of the SSC to encourage them to return to campus living at the new dorm.
- Techxpo annual event:** Peggy will check with Susan Anderson and see if she could use any volunteer help from Staff Senate.

- **Career Futures:** Denise will check with Career Futures about a function that they plan to be part of to help homeless services. Staff Senate will decide what to do when we have more information.
- **Shared Governance:** (Scott, Kathy, Peggy M. Peggy D., Debbie) –Program Prioritization Committee approved the Chancellor’s recommendations. We don’t know if the changes are being implemented yet.
- **Elections:** (Marcia, Peggy M.)– Staff Senate will send out a call for applications beginning in March.
- **By Laws Review:** (Frances, Peggy M., Marilyn)– Peggy will send out By Laws to all Staff Senate members for review. Review and bring back recommendation for updates.
- **MUSSA:** (Peggy M.) –MUSSA has not met yet in 2019. Still in the process of approving the Strategic Plan. Scott has volunteered to join in listening to the meetings, anyone else interested just let Peggy know. Meetings are scheduled with a Doodll Poll. There are plans conduct a Staff Survey. The questions need to be reviewed as OCHE wasn’t happy with a couple of the questions from the last survey that MUSSA ran.
- **Staff Volunteer Recognition Committee – Sub-committee meeting:** (Peggy M., Casey, Kathy, Denise) Denise reported that we had a lively conversation about the Staff Recognition Annual Award. We discussed criteria for an annual Staff Recognition Award and decided that the Pat on the Back awardees should be the group eligible to be nominated for the annual award. We need more Pat on the Back nominations from staff with computer access and those without computer access. To that end, Staff Senate now has mail box #28 in the Mail & Copy Center; this is the first step to open communication with staff who don’t communicate through email.

Debbie has been researching criteria for an annual staff recognition award.

Next Sub Committee meeting has been scheduled for January 15, anyone interested may attend we will discuss:

- Increasing nominations for Pat on the Back
 - Criteria
 - Additional advertisement
 - Posters – will 50 be enough – what size
 - Trifold brochures
 - Website
 - Budget for printing and additional awards
 - Should we encourage students to nominate staff
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- **Spring Newsletter** (Niki & Denise) 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.

Next meetings:

January 15, 2019 9:00a.m., Mt. Con Room of the Student Union Building – Special Meeting all Staff Senate Members - To discuss the Staff Volunteer Recognition Committee – and Pat on the Back.

January 22, 2019 9:00a.m., Regular Meeting - Mt Con Room of the Student Union Building

Respectfully submitted,
Marcia Lubick
Secretary