

**Staff Senate Meeting Minutes  
 Tuesday, November 12, 2019  
 Mt. Con Room, Student Union Building  
 9:00 a.m. – 10:00 a.m.**

**Present:** Frances Holmes, Peggy McCoy, Casey Vanatta, Debbie Luft, Niki Wilcox, Denise Herman, Kinsley Rafish, Angela Stillwagon, and Kathy Stevens

**Absent:** Tristan Sewell and Marcia Lubick

**Minutes:** Minutes from the October 15, 2019 and October 29, 2019 meetings were approved as amended.

**New Business:** Discussed a request for committee chairpersons. Some of the committees have selected coordinators:

- Pat on the Back—Frances
- New Employee—Tristan
- Lunch and Learn—Kathy
- Events Committee—Peggy
- Staff Recognition—Peggy
- Newsletter--Niki

**Ask the Senate:** (Frances, Casey) No questions.

**New Employee:** (Frances, Marcia, Kinsley, Tristan) No report.

**Pat on the Back:** (Frances, Marcia, Casey, Kinsley)

Delivered Pat on the Back awards to Eric Luther, Shauna Savage, Ricardo Sanon, and Brian Moyer.

**Lunch and Learn Update:** (Debbie, Denise, Kathy, Niki)

- No information yet about Dr. Cook’s contribution to help finance Lunch and Learn lunches. Francis will contact Colleen Cassidy to schedule a meeting with him.
- Our Budget might limit us to one more Lunch and Learn this fiscal year, and the next suggested time is spring, maybe March. Kathy will speak with Marsha Goetting about presenting again.
- Should Marsha not be available, Julie Crnich from the United Way would be available to do a presentation.

**Budget Report:** (Peggy, Marcia)

<b>Beginning Balance</b>	<b>\$1,100.00</b>	<b>7/31/2019</b>
Dinning Services	-\$337.50	Sept. 17 Lunch and Learn
MSU Extension	-\$47.43	Sept. 17 Speakers Mileage
<b>Remaining Balance:</b>	<b>\$715.07</b>	<b>10/21/2019</b>

**Scholarship:** (Casey, Angela, Kinsley) The committee reported significant progress with changes to the scholarship.

- Kinsley talked with the family for their consent, and the scholarship name is now the Pam Hogarth Staff Senate Memorial Scholarship.
- Recipients will be either **classified or contract professional staff** or **eligible dependent students** (in the event we have no staff applicants. Eligibility requires having worked full time for 12 consecutive months.
- If the staff member terminates (voluntarily or otherwise) during the term the scholarship is used, they must repay the scholarship fund. For students who leave their courses during the term, the staff of whom they are a dependent will be required to repay the amount of the award.
- Scholarship administration will remain through the Montana Tech Foundation.
- Scholarship can only be used for courses at Montana Tech
- Fundraising: January 16, 2020 is the projected date for a Corn Hole Tournament. Preferred venue is the Knights of Columbus Hall (Pam's family is very involved with KC)
  - SUB has corn hole boards they use for tailgates—will request use
  - Proposed \$10 or \$15 per team of two to enter (if we choose the \$15 entry fee, might include a drink ticket)
  - Action items:
    - Contact Knights of Columbus to secure venue
    - Solicit prizes
    - Advertise (radio, free ad with the Standard, posters, emails)
    - Create brackets to track tournament progress
    - Write description of game

**Events Committee:** (Frances, Marcia, Peggy, Kathy, Kinsley, Marcia)

- **Clothing drive** - Peggy will send out a campus wide email advertising the clothing drive. Boxes will be picked up beginning November 3.
- **Food Pantry** - Kathy picked-up pamphlets from the foodbank to distribute across campus. If you know of individuals in need of food assistance encourage them to go to the Food Bank. When applying at the Food Bank applicants need to take social security numbers for all members of their family, a current power bill with street address, and current income for all members of the family. Apply between 9:00 am and 11:15 am M-F. For more information check their website <https://www.buttefoodbank.org>.
- **Gift Wrapping** - RuthAnne Shope is leaving Montana Tech, however she is going to continue as advisor for this one last Holiday Care service project that the Circle K club supports. Departments and individuals are encouraged to participate. See Ruth Anne's email from October 25, 2019 for more information. The Staff Senate will participate by helping wrap the gifts for the families.
- **December Commencement** – December Commencement will take place in the HPER on December 6. Plans haven't been finalized. Frances will let Colleen know that Staff Senate is available to help. In past years, Staff Senators have given out drink tickets and helped answer directional questions.

**Shared Governance:** (Frances, Kathy, Debbie)

- **Dr. Cook** - Frances will try to setup a meeting with Dr. Cook.

**Elections** - (Frances, Marcia) Nothing to report.

**Bylaws Review** - (Frances, Debbie, Angela) No report.

**MUSSA Report** - (Frances, Peggy) Next MUSSA meeting on 12/12/2019

**Staff Recognition Committee** - (Peggy, Casey, Kathy, Denise) Frances will discuss with the Chancellor.

**Newsletter Committee** - (Niki, Denise, Peggy, Angela)

Planning for next newsletter in March

- Newsletter article suggestions
  - Scholarship
    - Changes and eligibility
    - Pam Hogarth write up
    - Fundraising update
  - Graduate School
  - HPER
  - Highlands programs
  - Wellness program
  - New Enrollment process

**Old Business:**

**Staff Senate Photo:** We will take the Staff Senate photos at meeting on 11/26/2019.

**Status of Shirts:** Kathy and Tristan exchanged shirts.

**Marilyn Patrick** – Frances has emailed Marilyn and her supervisor that Marilyn's seat has been declared vacant. No response has been received.

**Round Table/Updates:**

**Meeting Calendar:** Frances will get Staff Senate meetings scheduled with Brian Moyer for the next year.

The Schedule for the remainder of the year and the beginning of 2020 is:

- November 26
- December 10
- December 24 cancelled – Christmas Eve – no meeting
- January 7 cancelled – Spring Semester starting – no meeting
- January 14, 2020 – First meeting of the year

Meeting Adjourned.

**Next Meeting: Tuesday, November 26, 2019 at 9:00 a.m., Mt Con Room of the Student Union Building.**

**Respectfully submitted,  
Denise Herman**