

Staff Senate Meeting Minutes
Tuesday, July 23, 2019
Pintler Room, Student Union Building
9:00 a.m. – 10:00 a.m.

Present: Peggy McCoy, Denise Herman, Kathy Stevens, Casey Vanetta, Debbie Luft, Kinsley Rafish, Angela Stillwagon, Tristan Sewell, Marcia Lubick, and Niki Wilcox, Chair.

Absent: Marilyn Patrick, Frances Holmes

Scott Forthofer has resigned from Staff Senate

Minutes: Minutes of July 9, 2019 approved as written

New Business:

Clean-up Campus and the M: Campus is littered with trash remaining from the 3rd of July fireworks. Staff Senate set Thursday, August 1st as the date to pick-up trash around campus and base of the M. Volunteers should meet at 10 a.m. at the NRB parking lot. Staff Senate has the bags and gloves. Volunteers bring your own water bottles, sunscreen and hats.

Welcome New Staff to Campus: Staff Senate would like to send out monthly or bi-monthly campus wide emails welcoming new staff? It would be helpful to everyone to know the new faces on campus, their position and job functions. Also this might help with staff retention if new staff members feel welcome and appreciated. Could the email go out within a day or two of the New Employee Welcome Packet being delivered? Revisit this question at the Aug. 6th Staff Senate meeting.

Staff Senate Committees: The Staff Senate Committee roster was handed out so everyone may begin considering what committees they would like to volunteer to serve on. Additions and changes will be made at the August 6th meeting.

Subcommittee reports:

- Ask the Senate** (Casey, Frances, Peggy) – No new questions
- Pat on the Back** (Frances, Casey, Marcia, Nick) – No new nominations.

Staff Development:

- Luncheon Learning Update:** (Debbie, Niki, Kathy)
 - **August – Tour for staff of the Student Success Center** – Staff Senate has asked to have a special tour of the Student Success Center and the Living Learning Center for Staff and Faculty the week of August 5. Frances emailed Jocelyn Bjornstad and Scott Forthofer to get this setup. The tour is for Tech employees so everyone knows where the Business Office, Enrollment Services, Academic Center for Excellence (ACE) are now located and what other amenities are offered by the SSC/LLC. **Update: A tour of the Student Success Center and Living Learning Center is scheduled for August 8 beginning at noon. Scott and Jocelyn plan to have enough guides to take 5 groups of 20 through the building at a time.**
 - **Fall 2019 –Presentation: Advanced Directives – Power of Attorney - Wills – Target Date: September 26, 2019.** Niki, Kathy and Debbie are meeting to work on the presentation immediately following the Staff Senate Meeting.
- Scholarship:** (Casey, Marilyn, Peggy M.) Nothing new.
- New Employees:** (Frances, Marcia, Peggy, Nick) Frances is working with Casey to get the new list to pull.

- **Financial Report:** (Peggy, Marilyn) Peggy M.
 - **No budget has been released yet.**
 - **New Staff Senate members Shirts:** In June Peggy received a PO# from Kramer Ungaretti so she could order the shirts from Universal. She will check with Universal this week and find out when the shirts will arrive.
 - Kramer recently emailed Peggy that Staff Senate funds cannot be used to purchase the shirts because they are clothing. Peggy replied to Kramer that the shirts are the Staff Senate official uniforms worn when representing Staff Senate and those funds were previously used to purchase the shirts. Peggy will report back when she receives Kramer's response.
- **Events Committee**(Kathy, Peggy M. Marilyn, Marcia, Niki, Frances)
 - **Clothing Drive:** Homecoming is 10/12. As a group, we should decide where we want to offer our help. Do we want to do clothing drive?
 - **Clean-up the M:** Clean-up of campus and the M has been scheduled for August 1st.
 - **Dorm Check-in:** Jocelyn wants RAs on the floors during student check-in on August 21st. She is requesting volunteers to help downstairs with the check-in she needs volunteers from 8:30 a.m. – Noon.
- **Shared Governance:** (Scott, Kathy, Peggy, Debbie) –No update
- **By Laws Review:** (Frances, Peggy, Marilyn)
 - Review tabled. Frances is going to put together everyone's suggested changes and we'll review the document and ratify after we have a chance to discuss the proposed changes to the Bylaws.
- **MUSSA:** (Peggy, Frances) - MUSSA Chair, Priscilla Azure, Great Falls College MSU, has been in talks with Kevin McRae, Deputy Commissioner, Human Resources about releasing the survey results from the Spring 2019 Survey. She seems to be making some progress. Priscilla has taken the Survey to the Union at Great Falls College MSU and they didn't have a problem with the Survey. This will be on the agenda for the next MUSSA meeting. Peggy will let Frances and the Senate know when the meeting date is set.
- **Staff Recognition Committee:** (Peggy, Casey, Kathy, Denise) Tabled until the new Chancellor begins.
- **Summer Newsletter:** (Niki & Denise) –
 - Peggy received approval to use Chancellor Cook's photo for the Summer Newsletter. Approval must be received before Chancellor Cook's image is used in any publication.
 - Denise will do one last review and send the newsletter draft to Senators for review before sending out to campus.
- **Fall Newsletter**
 - Department Highlights – Fall Newsletter
 - Career Services
 - Enrollment
 - Physical Plant
 - Recruitment
 - Student Success Center
 - Article on Jocelyn Bjornstad, Coordinator of Campus Life. This will be a larger article and focus on her work at the Living Learning Center (she has a Pat on the Back in Summer newsletter).
 - Article on Food Services Policies – Peggy has put this on hold. Policies will be reviewed once Cook is on campus.

- Email policy on campus (Casey) – What can be sent out to everyone on campus? Questions have come up because of people advertising rentals and Go Fund Me pages.

Next meetings:

August 6, 2019 at 9:00 a.m., Mt Con Room of the Student Union Building

**Respectfully submitted,
Marcia Lubick**