

Staff Senate Meeting Minutes
Tuesday, June 25, 2019
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

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

Absent: Scott Forthofer, Marilyn Patrick,

Minutes: Minutes of June 11, 2019 approved with correction.

New Business:

Elections: (Marcia, Peggy M.) – Staff Senator Elections: Three staff members were nominated to join Staff Senate. Their first meeting will be July 9, 2019..

Angela Stillwagon, Enrollment Services
Kinsley Rafish, Enrollment Services
Tristan Sewell, Financial Aid

After a brief discussion and vote all three were elected in as members of Staff Senate.

Staff Senate Officer Elections for FY2020 –The following officers were elected for FY2020:

Frances Holmes, President
Niki Wilcox, Vice President
Marcia Lubick, Secretary
Peggy McCoy, Treasurer

Subcommittee reports:

- **Ask the Senate** (Casey, Frances, Peggy M.) – No new questions.
- **Pat on the Back** (Frances, Casey, Marcia, Nick) – No new nominations. \$100.00 in \$5.00 gift cards have been ordered from the Digger Card Center and will be ready today. Frances has requested something to attach to the Pat on the Back certificate which will encourage the recipients to nominate a co-worker. Denise volunteered to do a mock-up of ideas for the attachment.
- **New Employee Packets** (Frances, Marcia, Peggy M., Nick) – Frances will contact Senators to deliver bags once she has them ready to be delivered.
- **Luncheon Learn Update:** (Niki, Debbie) Luncheon Learn – June – Peggy McCoy presented on Alumni Engagement, Thursday, June 20. The RSVP's were low but we had 20 in attendance so that was good. The Lunch was sandwich bar with all the fixings and potato salad. We were told that we could not have go-boxes to take the left overs to feed students as everything had been sitting out for the hour. Seems wrong to waste the food that has been paid for – zip lock bags for the next lunch & learn?
- **Luncheon Learn** – July or August – Tour for staff of the Student Success Center – can we get this setup before Students begin to move in? There will be a community tour in conjunction with Home Coming.

Luncheon Learn – Fall 2019 –Presentation: Advanced Directives – Power of Attorney - Wills – Target Date: September 26, 2019. Niki, Kathy and Debbie are working on this presentation. They will decide if It will be a two part Luncheon Learn. If it is given in two parts

it will be advertised as such. This is an important subject which affects everyone at one time or another so we will try to make sure to advertise and encourage the entire campus community to attend. Kathy is checking on getting handouts to go with the presentation to help support attendees in being proactive with what they learn. Handouts may be available from the Belmont Center, Funeral Homes, and the Montana Tech Foundation. In the past when Rocky Mountain Credit Union presented they paid for the lunch, depending on who our guest speaker is, we may ask the guest to help with the luncheon costs.

- **Scholarship:** (Casey, Marilyn, Peggy M.) Nothing new.
- **Financial Report:** (Peggy M., Marilyn) Peggy M. –

Staff Senate Account: **\$385.63 Beginning Balance**
 (\$240.00) June Luncheon Learn Sandwich bar
 (\$104.00) Shirts for new Senators
\$ 41.63. Balance remaining in Staff Senate Budget

Chancellor’s Contribution: **\$392.50 Balance remaining for Luncheon Learn**

Upcoming expenses: No expenditures can be planned until after Chancellor Cook is on campus and we know what our budget will be.

Shirts for Staff Senate members – Denise Herman, Debbie Luft, Angela Stillwagon, Kinsley Rafish, Tristan Sewell

- **Shared Governance:** (Scott, Kathy, Peggy M., Debbie) – Peggy hasn’t had an opportunity to speak with Doug Abbott about staff senate sending a representative to the Budget Overview Committee meetings as a non-voting observer. Scott volunteered to be our representative at these meetings.
- **Elections:** (Marcia, Peggy M.) – Vote on nominated officers at the meeting June 25.
- **Senators intent to Continue to Serve:** **Peggy will send out an email to all current Senators requesting confirmation of the members intent to continue to server during Fiscal Year 2020.** Just reply to the email to confirm your intention to continue as in the Staff Senate or Resign your spot.
- **By Laws Review:** (Frances, Peggy M., Marilyn) – Peggy and Frances met and updated the By Laws updates. Frances will email them to everyone. Please read and send suggestions for changes to Frances. Senator will discuss and ratify at the July 9th meeting.
- **MUSSA:** (Peggy M., Scott) - Peggy and Scott will continue to be our representatives on MUSSA. As Staff Senate President, Frances will be added to the MUSSA email list.
- **Staff Recognition Committee – Sub-committee meeting:** (Peggy M., Casey, Kathy, Denise) Tabled until the new Chancellor begins.
- **Clean-up the M:** Nothing yet on Adopt-a-Lot in the Montana Standard.
- **Community Baby Shower June 23, 2019:** . No response from the campus. Members of Staff Senate participated.
- **Service Awards:** Nothing to report
- **Campus Recycling:** Rumor has it that anything that is in the Recycling baskets is collected and disposed with regular garbage by the custodians. The MBMG noticed this and staff now collect the Recycling and make sure it gets disposed of correctly.
- **Summer Newsletter:** (Niki & Denise) – Niki and Denise are in the process of putting the Newsletter together.
 - Department Highlights: Summer Newsletter
 - Enrollment

- Physical Plant
- Petroleum Engineering – 70th anniversary of the 1st Graduating class. – Denise is writing
- Pat on the Back –
- New Chancellor – introduction/welcome to campus
- Highlands –
- Acknowledgement of Excellence Awards –
- Events Calendar in the Newsletter

□ **Fall Newsletter**

- Department Highlights – Fall Newsletter
 - Recruitment –
 - Student Success Center
 - Career Services
- Article on Jocelyn Bjornstad, coordinator of Campus Life
- Article on Food Services Policies – Peggy has put this on hold. Policies will be reviewed once Cook is on campus.
- Email policy on campus – 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:

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

**Respectfully submitted,
Marcia Lubick
Secretary**