

Staff Senate Meeting Minutes
Tuesday, January 21, 2020
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

Present: Frances Holmes, Niki Wilcox, Peggy McCoy, Angela Stillwagon, Debbie Luft, Kathy Stevens, Casey Vanatta and Marcia Lubick

Absent: Denise Herman, Kinsley Rafish, Tristan Sewell,

Minutes: No minutes have been sent out since the December 12th minutes.

Thank You Notes for donations for the Cornhole Tournament prizes: Everyone signed the Thank You cards that Angela brought. Angela will complete and mail them.

Thank you cards are going to:

Bill Ryan
Blissful Balance
Butte Stuff
Chancellor Cook
Denise Herman
Great Harvest Bread Company
Headframe Spirits
KC (Knights of Columbus)
Safeway
Scott Forthofer
Shepperds Candy
Sparky's Garage II
Starbucks
Vu Villa
White's Castle Candies

Reports of Scholarship Fund Raiser: (Casey, Angela, Kinsley) The Pam Hogart Staff Senate Memorial Scholarship Cornhole Tournament was held on January 16, 2020.

Pizza: We purchased the pizza from the Vu Villa. The cheese pizza didn't go well, we will want to keep that in mind for next tournament. We purchased 20 pizzas for \$161.00.

Cornhole boards: Bill Ryan loaned us 4 Cornhole boards. We had room to setup three of the boards. Having three boards in play made a big difference.

BOZE PA System: We borrowed the BOZE PA system from Scott Forthofer. It worked really well. For future reference place the sound system where it is safe from accidental bumps and spills. While we didn't have any incidents, this is an expensive system valued at around \$2500.00 so we want to make sure we take care so Scott will keep loaning it to us. Frances opened the bags with Scott to get instructions on how to assemble and run the system before she left his office and headed to the KC. This was good as they discovered a ding in the equipment that had not been reported to Scott. Keep this in mind for next time we borrow the sound system. Frances guarded the equipment at the tournament and explained to people why we didn't want anyone placing their drinks on the table right next to the sound system.

KC: The KC Bar had a good night and appreciated the business we brought in.

50/50: The 50/50 drawing was won by Colleen Fink who donated the winnings back to the scholarship.

Total Raised: After expenses, total contributions for the Scholarship are **\$2,390.00**

The Hogart Family: The Hogart family is very appreciative of how we are honoring Pam's memory with the scholarship. They want to do more to help support the scholarship. The Hogart family is working with the KC to plan a Burgers and Dogs scholarship benefit for March 7, 2020. Kinsley has offered our help with this benefit, we may be asked to help with salads.

Thank You Kinsley: All of the Staff Senate wishes to thank you for spearheading our first fundraiser for the scholarship, your work really brought it all together to make it a success.

Thank You Denise: Denise on behalf of all of the Staff Senate, thank you for all of the work you did requesting and collecting donations for the prize baskets for the tournament. What you did was huge and very much appreciated.

Ask the Senate: (Frances, Casey) No report

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

Pat on the Back: (Frances, Marcia, Casey, Kinsley) Frances has four new nominations including one from the Bureau for "The 2 Marks from the Physical Plant". As there are 3 employees named Mark in the Physical Plant, Frances has enlisted Denise and Mary to help her figure out the names for the certificates.

Lunch and Learn Update: (Kathy, Debbie, Denise, Niki) Date for the Lunch and Learn changed to Tuesday, April 28. Frances has confirmed the Copper Lounge for that date and cancelled our reservation for April 22.

Marsha Goetting's 90 minute Estate Planning presentation is scheduled for Tuesday, April 28, 2020 in the SUB Copper Lounge. Cost will be somewhere in the neighborhood of \$385.00.

Budget Report: (Peggy, Marcia) No expenditures since the last report in December our balance is unchanged at \$603.07.

Beginning Balance:	\$1,100.00	7/31/2019
Dinning Services	(\$337.50)	Sept. 17 Lunch and Learn
MSU Extension	(\$47.43)	Sept. 17 L&L Speakers Mileage
Universal Athletics	(\$112.00)	Staff Senate Shirts for new Senators
Remaining Balance:	\$603.07	1/21/2020

Scholarship: (Casey, Angela, Kinsley)

The Scholarship has been re-written so that the funds awarded may be used for tuition or books for classes taken at Montana Tech. Scholarship goes first to a staff member who meets the qualifications and then to the dependent of a staff member who meets the qualifications. Staff and dependents awarded the scholarship cannot be awarded the scholarship in two consecutive academic years.

We will award our first Scholarships for the FY2021 Academic year. \$1000.00 total for two \$500.00 scholarships awarded \$250.00 per semester. The award will go directly to the recipient and they will be responsible for using it for either their tuition or books.

The committee is still working with Shannon to finalize the scholarship. Once it is finalized we will begin advertising and educating on the scholarship.

Eventually when we have been able to set aside \$25,000.00 from our fundraisers we will be able to open an Endowment with the Foundation to support the scholarship

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

Scholarship Fundraiser - Burgers and Dogs benefit for March 7, 2020 at the KC

Shared Governance: (Frances, Kathy, Debbie)

Funding Proposal - Angela is working on a proposal to Chancellor Cook to request that he contribute additional funds to support the Lunch and Learn presentations. After the Chancellor has had time to receive and review the proposal Frances and Angela will schedule a meeting with Chancellor Cook to make the request in person and answer questions about the Lunch and Learns.

Provost – Steven D. Gammon, is our new Provost and will begin in his new position on February 1, 2020.

Vice Chancellor for Administration and Finance – Casey Vanetta will serve as the Staff Representative on the Search for our new VCAF.

MT Tech Campus Report – Casey suggested a report from Staff Senate on our fundraiser be submitted as part of Montana Tech's Campus Report for the March BOR 2020 this is what the report will say:

On January 16, 2020, the Montana Tech Staff Senate raised \$2500.00 at its first fundraiser for the Pam Hogart Memorial Staff Senate Scholarship named to honor Pam Hogart, Montana Tech Alumni and long-time Montana Tech Business Office employee who passed away unexpectedly in May 2019. Pam was dedicated to the institution and was passionate about serving those around her. The Pam Hogart Memorial Scholarship is designated to help Staff members with the cost associated with taking courses at Montana Tech to continue their higher education or professional development. Two \$500.00 scholarships (\$250.00 per semester) will be awarded for the FY 2021 academic year.

LEAD Team – Book Club meetings continue – The book being read right now is Radical Candor— Be a Kick-Ass Boss Without Losing Your Humanity, by Kim Scott, If you don't have the book check out the podcast: <https://www.radicalcandor.com/candor-podcast/> .

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

Elections: (Frances, Marcia) Gearing up to begin soliciting staff for nominations for new Staff Senators. Be thinking of names of any staff that we should ask to apply to join us, new Senators will begin July 1, 2020.

Bylaws Review: (Frances, Debbie, Angela) - No report

MUSSA: (Frances, Peggy) Meeting this week.

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

Newsletter articles for Spring newsletter – March

- **Cornhole Tournament** – Kinsley
- **Pat on the Backs** – Marcia
- **Advertisement for the Lunch and Learn with Marsha** - Kathy
- **Scholarship Article** – Angela

Round table updates:

Ricardo Sanon is the new Director for TRIO Upward Bound.

Consultants are still visiting campus.

Tristan is very busy with the change to bi-weekly pay for student workers.

Where to direct Students with enrollment/admissions type questions:

Direct New Students to Admissions

Direct returning Students to Enrollment

Not sure – Direct Students to Angela she will get them pointed in the right direction.

Meeting Adjourned.

Next Meetings:

Tuesday, February 11, 2020 at 9:00 a.m., Mt Con Room of the Student Union Building.

Respectfully submitted,

Marcia Lubick, Staff Senate Secretary