

**Staff Senate Meeting Agenda**  
**Tuesday, July 14th, 2020**  
**8:30am – 10:00am**

**Attendees:**

<input checked="" type="checkbox"/> Denise Herman	<input checked="" type="checkbox"/> Kinsley Rafish	<input checked="" type="checkbox"/> Kathy Stevens
<input checked="" type="checkbox"/> Marcia Lubick	<input checked="" type="checkbox"/> Sean Ryan	<input checked="" type="checkbox"/> Angela Stillwagon
<input checked="" type="checkbox"/> Debbie Luft	<input checked="" type="checkbox"/> Tristan Sewell	<input checked="" type="checkbox"/> Kramer Ungaretti
<input type="checkbox"/> Peggy McCoy	<input checked="" type="checkbox"/> Trisha Southergill	<input checked="" type="checkbox"/> Casey Vanatta

**Minutes Approval:** June 30, 2020 minutes

**1. Welcome New Senators**

- a. Access to the share--new senators are following up gaining access
- b. Introductions

**2. Sub-Committee Assignment of Senators**

**3. Senator photos taken**

- a. Group photos with and without mask

**4. Budget Report: Peggy, Marcia**

- a. New budget not available yet
- b. Supplies will be ordered when budget received (cardstock, sticky notes, candy, labels)

**5. Communications/Marketing: Angela, Sean**

- a. Angela will update the web page with senator bios and photos
- b. Send campus wide email about the donation button
- c. Angela is inquiring about a new Staff Senate Logo

**6. Events Committee: Kinsley, Tristan, Kathy, Kramer**

- a. New brand should be available 1<sup>st</sup> week of September
- b. Cornhole Tournament
  - i. Sean has 6 sets for when we are able to do again
- c. Color Run
  - i. Waiting to hear back from Luke
  - ii. There will be a lot of paperwork to complete to operate this, including insurance

**7. MUSSA: Casey, Peggy**

- a. They request an official representative
- b. We need the date for the next meeting

**8. New Employee: Tristan, Debbie, Trisha**

- a. Hope to run report every two weeks
- b. Packets are up to date

**9. Newsletter Committee: - Angela, Denise, Trisha**

- a. Ask the Senate Questions Submitted- Advertise more (**Casey** will check for these)
- b. Pat on the Backs: **Marcia**
- c. New Senators photo/bios **Kinsley**
- d. New Provost-**Tristan**
- e. New Library procedures--**Marcia**
- f. New policies b/c covid (masks and pledge): **Angela**
- g. New policies, staff in Highlands: **Casey**

**10. Senate Governance: Marcia, Debbie, Peggy**

- a. Montana Tech Campus Pledge Flyer
- b. New branding available 9/1
- c. Staff Senate shirts
  - i. Through bookstore \$17-\$24
  - ii. Hope is to have each person order preferred shirt style, but not sure if possible. Angela will inquire
  - iii. Marcia will poll group to determine preferred style of shirt for new logo
- d. The Leadership Experience and Development (LEAD) team sponsoring 2 hr. training on Wednesday, 7/29
  - Mindfulness- Amy Lorang will lead us in a mindfulness session. Learn mindfulness meditation basics and wellness benefits.
  - How to run an effective meeting- Sarah Raymond will provide resources that can help be more efficient in participating and conducting meetings.
  - The Ethic of Care- Four panel members from our community will discuss what they do to promote an ethic of care for customers and employees during difficult times.  
**Location:** Virtual and Live in the Copper Lounge, SUB
- e. Shared Governance:
  - i. Professional Development Committee, VCAF Search Committee & Executive Leadership Committee

**11. Scholarship: Kinsley, Casey, Angela**

- a. Two applications received so far.
- b. Closing day is 7/15. If no additional are submitted, two applicants will be recipients

**12. Staff Development: Trisha, Kathy, Denise**

- a. The Leadership Experience and Development (LEAD) team sponsoring 2 hr. training on Wednesday, 7/29
  - Mindfulness- Amy Lorang will lead us in a mindfulness session. Learn mindfulness meditation basics and wellness benefits.
  - How to run an effective meeting- Sarah Raymond will provide resources that can help be more efficient in participating and conducting meetings.
  - The Ethic of Care- Four panel members from our community will discuss what they do to promote an ethic of care for customers and employees during difficult times.

**Location:** Virtual and Live in the Copper Lounge, SUB

- b. Lunch & Learn Options
  - i. Zoom:
    - 1. Marsha Goetting can do Zoom Presentations
    - 2. Most people on campus will have access
    - 3. Can participate on phones
  - ii. In Person:
    - 1. Marsha might be able to come after Covid limits are over
    - 2. State of MT limits to 50. Tech limits?
    - 3. Limit to 25 (RSVP) and space chairs for social distancing
    - 4. Perhaps 2 sessions if Marsha able to do so

**13. Staff Recognition: [Marcia](#), [Kramer](#), [Sean](#)**

- a. New committee members:
- b. Pat on the Back:
  - i. Haylei Allen
  - ii. Cal Snow
  - iii. Dennis Lowney

**Next Meeting:** Tuesday, July 28th, 2020 at 9 a.m. Pintler room of the SUB