

**Staff Senate Meeting Minutes**  
**Tuesday, July 28th, 2020**  
**9am – 10:00am**

**Attendees:**

<input type="checkbox"/> Denise Herman	<input checked="" type="checkbox"/> Kinsley Rafish	<input 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 type="checkbox"/> Tristan Sewell	<input checked="" type="checkbox"/> Kramer Ungaretti
<input checked="" type="checkbox"/> Peggy McCoy	<input checked="" type="checkbox"/> Trisha Southergill	<input checked="" type="checkbox"/> Casey Vanatta

**Minutes Approval:** July 14th, 2020 minutes - Approved

1. **Budget Report:** **Peggy, Marcia**
  - a. New budget not available yet
  - b. Supplies will be ordered when budget received (cardstock, sticky notes, candy, labels) (Marica)
  
2. **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 – Angela has something drafted
  - c. Staff Senate new logo was shared
  
3. **Events Committee:** **Kinsley, Tristan, Kathy, Kramer**
  - a. New brand should be available 1<sup>st</sup> week of September
  - b. Cornhole Tournament (Tabled)
  - c. Color Run (Tabled until next meeting)
    - i. Waiting to hear back from Luke
    - ii. There will be a lot of paperwork to complete to operate this, including insurance
    - iii. Kinsley will work with Trisha on this
  - d. Christmas party for the Senate
  - e. Campus Events Committee – all campus events need to go through them first.
  
4. **MUSSA:** **Casey, Peggy**
  - a. Next Meeting August 27<sup>th</sup> – Peggy will share the meeting with Casey
  
5. **New Employee:** **Tristan, Debbie, Trisha**
  - a. Any new employees: Tabled until Tristan returns
  
6. **Newsletter Committee:** - **Angela, Denise, Trisha**
  - a. Ask the Senate Questions Submitted-  
Advertise more – no questions
  - 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**
  
7. **Senate Governance:** **Marcia, Debbie, Peggy**

- a. Montana Tech Campus Pledge Flyer: Casey will check on the status of the Moodle course being created. Angela will check with Amanda Badovinac on what to put in the newsletter, if anything
- b. Staff Senate shirts (Tabled until budget is available)
  - 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: 7 polo, 5 tshirts
- c. Shared Governance:
  - i. Professional Development Committee: Wednesday, 7/29 **Location:** Virtual and Live in the Copper Lounge, SUB
  - ii. VCAF Search Committee: No updates
  - iii. Executive Leadership Committee: Casey will email Joe McClafferty for clarification on the Staff experience (only want positive experiences)

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

- a. 3 applicants: Casey email Shauna asking for information on who can get the scholarship

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

- a. Lunch & Learn Options: Right now Zoom is the best option
  - i. Ideas: Excel, Word, Outlook, Teams. Stuff that will help us do our jobs better

**10. Staff Recognition: Marcia, Kramer, Sean**

- a. Pat on the Back: (Haylei Allen, Cal Snow, Dennis Lowney) – Need more \$5 cards once the budget is available

**Round Table:**

**Next Meeting:** Tuesday, August 11th, 2020 at 9 a.m. Pintler room of the SUB – discussed moving this to the new building or outside somewhere if the weather is nice.