

**Staff Senate Meeting Minutes**  
**Tuesday, March 23rd, 2021**  
**9am – 10:00am (Pintler)**

**Attendees:**

<input checked="" type="checkbox"/> _X_Marcia Lubick	<input type="checkbox"/> _Tristan Sewell	<input checked="" type="checkbox"/> _X_Kramer Ungaretti
<input type="checkbox"/> _Debbie Luft	<input checked="" type="checkbox"/> _X_Trisha Southergill	<input checked="" type="checkbox"/> _X_Casey Vanatta
<input checked="" type="checkbox"/> _X_Kinsley Rafish	<input checked="" type="checkbox"/> _X_Kathy Stevens	
<input type="checkbox"/> _Sean Ryan	<input checked="" type="checkbox"/> _X_Angela Stillwagon	

**Minutes Approval:** March 9<sup>th</sup>, 2021 minutes

Next meeting: Tuesday, April 6<sup>th</sup>, 2021

1. Temp Secretary position- Kramer will be the temp. secretary until we vote for next year
2. **Budget Report:** Kramer, Marcia
  - a. Lunch & Learn Lunch Gift Tickets: Kramer is working on the entertainment form and making the certificates to give out.
3. **Communications/Marketing:** Angela, Sean
  - a. Group Photo Will be taken on: (Tabled until April)
  - b. Angela will be removing Denise from the website and adding recent minutes at the same time she has Diane Warthen add the newsletter
4. **Events Committee:** Kinsley, Tristan, Kathy, Kramer
  - a. Updates: Events committee will be meeting in the next couple weeks to start planning an event for the summer (So we can do an in person event). We are worried about participation if we do a virtual event.
  - b. Tabling the meet and greet until Staff senate is fully staffed again
  - c. Possible idea is to do something that goes with Strategic Plan (Healthy Campus/Vibrant Ecosystem)
5. **MUSSA:** Casey
  - a. Next Meeting Date: 3/25/2021 – Will update us at our next meeting
6. **New Employee:** Tristan, Debbie, Trisha
  - a. Updates: couple of new ones. Angela/Cathy/Kramer handing out gifts 3/23
7. **Newsletter Committee:** - Angela, Denise, Trisha
  - a. Angela is going finishing up before sending out to Trisha to read and then to the entire staff senate to approve.
  - b. Article about Sutherland Foundation was changed to just talk about the Nursing Simulation Center so we aren't singling out a donor. The title of the article will reflect this change.
  - c. Angela mentioned she is going to add something to the newsletter about the Great Works survey to acknowledge Montana Tech is working on a new way to give constructive feedback
  - d. Newsletter will be published end of March/early April (April 1)
8. **Senate Governance:** Marcia, Debbie, Peggy
  - a. Updates on Staff Satisfaction Survey 2021
    - i. Great Places to work survey- software was approved by UM. We will be working with a consultant group on how to do the survey so we are careful of how the information is presented.

- b. Shared Governance:
  - i. Professional Development Committee Updates: There will be a book club event in April. Charie will send an announcement once the details are set.
  - ii. Executive Leadership Committee Update: Chancellor is working on a plan on how we are going to deal with the new gun law.
  - iii. Strategic planning committee:
    - 1. Initiative being considered is combining the North Campus with Highlands College.
    - 2. VC Van Alstyne mentioned a salary assessment of all employees to make sure we are paying everyone fairly.
    - 3. Chancellor wants individual units/departments to come up with ways to make our campus more welcoming. This falls under our goal of a healthy and vibrant campus.

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

- a. Update application for Fall 2021: Need to check in with Shauna in July so we don't forget
- b. Committee is meeting in April to see if the scholarship amount needs to change and how we can get more applicants. Staff senate is concerned about increasing the amount due to us not holding any events to bring in more money.

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

- a. Seeking suggestions for topics/presenters
  - i. Trying to hold at least one a month even through summer unless we can't find enough topics.
  - ii. Trying to get a lunch and learn for May or June.
- b. Lunch & Learns:

Date	Presenter	Topic	Attendees	Additional links sent
3/16		Accessibility Training	21	
4/13/21	Marsha Goetting	Estate Planning		
		Tough conversations		
		Ergonomics		

**11. Ask the Senate:**

- a. We are tabling section B below due to concerns of how we can address this without causing more problems. Angela mentioned bringing up the Great Works survey in the newsletter to acknowledge we are working on this.
- b. ~~Question about procedures for Director performance reviews—possibly address in the satisfaction survey~~
  - a. ~~Similar concerns about supervisor performance reviews~~
  - b. ~~Drafting letter to send to HR and VC Gammons~~

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

- a. Updates: Chancellor wants 2 awards: Peer Review and Student nominated award
  - i. Peer review award was done last year by staff recognition committee.

- ii. Student nominated award was not done last year because students were gone after Spring break last year.
- iii. Casey stated that the staff recognition committee would be responsible for figuring out who the awardee is.