

Staff Senators 2017-2018

President— Peggy McCoy
Vice President— Niki Wilcox
Secretary— Marcia Lubick
Nick Bowsher
Ronda Coguill
Pam Diedrich—new
Peggy Delaney
Scott Forthofer
Frances Holmes
Debbie Luft—new
Jason Parish—new
Marilyn Patrick
Kathy Stevens
Casey Vanatta

The Montana Tech Staff Senate is composed of representatives for classified staff, the crafts, professional, and union-exempt staff. The purpose of the Staff Senate is to “promote continued improvement of higher education at Montana Tech and in the state of Montana; promote stability and professional growth of the Montana Tech staff; and promote service to students by improving morale and working conditions of the Montana Tech staff.”

Commencement 2018

Montana Tech 118th Commencement Ceremonies behind the scenes

Pomp, circumstance, and excitement are key ingredients for a memorable graduation ceremony. Montana Tech’s is no exception. While the audience enjoys the pageantry, there is a group of employees and volunteers in the background making sure everything goes off with a hitch.

From processing graduation applications, developing and approving a venue floor plan, organizing with departments and volunteers on campus, to counting chairs, the Enrollment Services department begins planning our commencement ceremonies months in advance.

Janet Friesz, Chair of the Commencement Committee, works with committee members from across campus to review every detail. Staff arrive early Saturday morning arranging table banners, diplomas, hoods, and yes count chairs again. Then begins the task of registering and lining up approximately 582 students and faculty members all in a 1-hour time frame.

Montana Tech Staff Senate would like to thank Enrollment Services for their hard work and dedication in making the Commencement Ceremonies memorable for our students and their families.



Ask the Senate

Q. Is there tuition assistance available to Montana Tech employees who want to take courses at Montana Tech?

Montana Tech Tuition Waivers-A Good Opportunity – Part Two of a two part article by Peggy Delaney, Vanessa Van Dyk, and Cathy Isakson

In our last newsletter, we reviewed the availability of tuition waivers for employees wishing to enroll for Montana Tech courses. *Incidental fees* are reviewed in this issue.

The Montana Board of Regents (BoR) reviews and approves tuition and fees for each of its campuses every biennium. The BoR last reviewed Montana Tech's FY 2018 and 2019 fees in July 2017. Every campus may waive course tuition of enrollment.

Montana Tech employees who enroll for a Montana Tech course are designated Montana Tech students. Every enrolled student, regardless of their designation (undergrad, graduate, or employee) pays various or *incidental* fees in addition to their tuition. For example, extra fees may be charged for special equipment, supplies or travel associated with course instruction (e.g., lab fees). All students pay fees to help offset the costs of running the campus (overhead). Examples of overhead costs include building and grounds maintenance, utilities, providing and maintaining computers and technology services. Some incidental fees help re-pay bonds secured for building renovations and construction projects, such as the recent remodeling of the HPER building and swimming pool. The campus financial office takes into account total bond obligations, campus overhead costs, and estimated number of students for each term of the year. It then calculates incidental fees from this information. Because these numbers are different for each MUS campus, incidental fee schedules vary by campus. A copy of current Montana Tech fees and the reasons they are charged is available at <https://www.mtech.edu/administrative-services/business-office/files/mandatory-fees.pdf>

Each campus may waive certain fees, EXCEPT registration and building fees, as mandated by the BoR. However, one incidental fee waived at Montana Tech for employees who are enrolling in courses is the **Student I.D.** fee. When paying course fees at the Business Office, employees may present their employee I.D. card and request a Student I.D. fee waiver.

Sometimes the employee's supervisor requests the employee take a specific course if it directly helps them perform the specific duties of their job. In this case, the department may pay the employee's incidental fees, if budgeted funds are available to do so. Payment of incidental fees in this case requires prior supervisor/department approval.

The tuition waiver program provides Montana Tech employees a wonderful opportunity to complete courses that enhance and expand marketable job skills at a tremendous cost savings to them. For more information about Montana Tech's tuition waiver program, please contact the Human Resources department at extension 4380.

Adopt a Lot Cleanup

The first adopt a lot cleanup will be this **Friday, June 29th at 10:00 a.m.** Cleanups will be held every other Friday. Volunteers will meet in the NRB parking lot.

Upcoming Cleanup Dates: 6/29, 7/13, 7/27, 8/10

Thank you Joyce!



It is with mixed emotions that the Montana Tech Staff Senate says goodbye to one of our long-term senators, Joyce O'Neill. Joyce will retire at the end of June 2018. Joyce is a Licensed Clinical Professional Counselor (LCPC) and worked as the Student Life Counselor on the North Campus since 2003. She has been a member of Staff Senate for many of

the past 15 years. Joyce demonstrated a passion for removing barriers that might impede the success of students throughout their education journey at Montana Tech.

Joyce's face is probably familiar to everyone on campus. She was an active participant in all new student orientations. As the north campus Disability Services Coordinator for students and member of the Campus Access Committee, she facilitated required accommodations to address students' physical and cognitive disability needs. She initiated the Student Wellness Task Force, now in its ninth year, which promotes student health and wellness where she helped coordinate the Wellness Fairs on both the north and south campuses. As a Task Force member, Joyce helped Montana Tech become the first 4-year institution in Montana to be designated as Tobacco-free. Joyce recently led suicide prevention and Frontstander/Bystander Awareness trainings. She assisted students in career planning and collaborated with Career Services to interpret student career assessments. And, if you ever wondered who posted and updated the restroom reading bulletins (Student Health 101), it was Joyce.

As a Staff Senator, Joyce regularly participated in the Adopt a Street program, the Circle K Holiday Care gift-wrapping, and Luncheon Learning lecture series. She wrote articles for the Senate newsletter, coordinated the Mobile Veteran's Van visit in 2017, volunteered at the 2016 Kids' College, and the Montana Tech Wellness Fair. She helped create a New Employee Welcome Packet given by the Senate to newly hired staff and participated on a joint Staff Senate/Safety Committee effort to improve campus emergency procedure communications with students, faculty, staff, and visitors.

Joyce consistently set an example of a conscientious, humble, productive, creative employee who demonstrated unspoken commitment to excellence each day she worked at Montana Tech. Congratulations on a job well done and enjoy a well-deserved retirement. You will be missed!

News from OCHE

If you remember, the Staff Senate surveyed all staff in 2016 about a variety of topics. One survey result revealed staff distrust of the MUS Board of Regents (BoR) and the Office of the Commissioner of Higher Education (OCHE). Follow-up talks with survey respondents revealed that this distrust stemmed from a lack of awareness or knowledge about the BoR and OCHE and a lack of communication between them and staff throughout the system.

The MUS Board of Regents (<https://mus.edu/>) is a seven-member board appointed by the Governor. Each Regent serves for seven years. One member is a student registered full-time at one of the MUS institutions. The BoR supervises, coordinates, manages, and controls many aspects of the entire Montana University System, including academic issues, research, public service, student affairs, strategic planning, personnel, compensation, all financial affairs, physical plant, athletics, information technology, and miscellaneous issues that arise. Its meeting schedules, agendas, minutes, videos of past meetings are available on its website at <https://mus.edu/borpol/default.asp>. Regular meetings are open to the public and can be access via electronic media.

OCHE (<http://mus.edu/che/default.asp>) provides administrative support to the Board of Regents. It also communicates and implements all BoR policies and directives to all MUS campuses. Our current Commissioner of Higher Education is Clayton Christian.

At its May 23 meeting with Staff Senate representatives from each MUS campus, Commissioner Christian reported that, to improve communication between his office and staff at all MUS institutions, he hired Blair Fjeseth (blair@montana.edu) as Communications Director and created **MUSings**, a monthly electronic newsletter to keep all staff informed about issues, trends, and plans for the Montana University System. The June **MUSings** issue (and subsequent issues) are available on the Staff Senate website for you to read.



As you can see, the Board of Regents directs all aspect of

our university's ongoing operations and future development. It is important for all staff to be knowledgeable about the BoR's activities. Share your ideas with the Staff Senate, attend the BoR meetings, and submit ideas for MUSings articles to Blair. Be informed and stay involved!

(It is important to note that our established employee unions negotiate all issues related to staff compensation. The Staff Senate cannot and does not address any compensation issues.)

Pat On the Back



Pam Hogart- After graduating from Butte Central High School in 1991, Pam Hogart enrolled to study business at Montana Tech. In 1996 she was hired as an intern in the Business Office which turned out to be a

great opportunity; shortly after Pam graduated that spring, a staff position came open and after interviewing Pam was offered the job. Pam has been working as an Accounting Technician in the Business Office for 22 years this June and enjoys working with a great group of co-workers who have become like family, always supportive, helpful and there to lend a hand.

She enjoys working at Montana Tech helping students and parents and knowing that if she doesn't have the answer to their questions she can always help find the person who does. Life for Pam is about continually learning and making a difference.

We Have a New Name!

Montana Technological University



Important Summer Dates

First Session Final Exams	Thur June 28	Kid's College 2nd Session	July 23-27
Second Session Classes Start	Monday July 2	Kid's College 3rd Session	August 6-10
Second Session Final Exams	Thur August 2	Montana Folk Festival	July 13-15
Fall Student Orientation	August 22-24	Fall Classes Start	Monday August 27
Homecoming	October 16-21		

REMINDERS

Pat on the Back recognizes individual staff members and/or teams who have performed beyond expectation, making exceptional efforts toward achieving the mission of Montana Tech.

Submit here: https://www.mtech.edu/app/staff_senate/Nominate.aspx

Ask the Senate As an advisory group to the Chancellor, the Staff Senate recommends policies or changes to policies for consideration by the Chancellor and facilitates effective communication between Montana Tech administration and staff. Please use this forum as a neutral conduit to share your ideas, concerns, and ask questions about Montana Tech issues. The Staff Senate will forward each submission to the appropriate department for response and share the information on the Staff Senate webpage. We hope to hear from you!

Submit here: https://www.mtech.edu/app/staff_senate/AskSenate.aspx

Montana Tech
STAFF SENATE

LUNCHEON
LEARNING
SERIES

Montana Tech's Staff Senate along with the Chancellor's office hosts a monthly Luncheon Learning Series highlighting different subjects of interest to the staff.

Welcome New Employees!

Rita Brown—Admissions Evaluator

Hailey Caprara —Admissions Representative

Cassandra Welsh—Admissions Evaluator

Margo Ensz—Communication & Media Mgr

Virginia Lamere —Admissions Evaluator

Baylee Rawson — Admissions Representative

Logan Smith—Admissions Representative

New Changes in the IT Department

New!

IT Help Desk!

We are now the **first point of contact** for any technology needs
(lab coordinator, login, hardware, software, and network issues)



We are Located in *Mining and Geology 107*
Monday - Friday 8:00am - 4:30pm
IThelpdesk@mtech.edu
406 - 496 - 4244