

**Staff Senate Agenda**  
**Friday, August 19, 2016**  
**Mountain Con Room, Student Union Building**  
**9:00 – 10:00 a.m.**

- 1) Minutes of previous meeting
- 2) New meeting time - discuss
- 3) Shirts
- 4) Brochure update-include Mobile Vets Van visit?
- 5) Next and last Adopt a Street clean-up day and time
- 6) Wellness Fair (09/16/16; 10 a.m.-2 p.m.; Copper Lounge) Planning: Healthy Snacks; Rice Bags, stay healthy kits, raffle basket (football season basket: stadium seats, season tickets, thermos, blanket) to raise scholarship monies?
- 7) Senate development plan – Progress Reports:
  - ✓ Scholarship Guidelines
  - ✓ How to Become a Senator language
  - ✓ Pats on the Back – posting process
  - ✓ Ask the Senate - make up question - staff tuition support
- 8) Fall TGIF Planning
- 9) Fall Edition Newsletter Ideas – Submission Date
  - Purse Strings event
  - Enrollment Services
  - Luncheon Learning Series
  - Kids’ College wrap up
  - Mobile Vet Van visit
  - Move in Day
  - Ask the Senate; Pat on the Back
  - New employee list – welcome
  - New MUSSA officers
- 10) Round table

**Staff Senate Meeting**  
**August 19, 2016**  
**Mountain Con Room, Student Union Building**  
**9:00 to 10:00 am**

**Present:** Amanda Shroyer, Taryn Quayle, Angela Stillwagon, Frances Holmes, Peggy Delaney, and Casey Vanatta

**Absent:** Peggy McCoy, Kathy Stevens, Dan Stirling, Carmen Nelson, Scott Forthofer, and Ronda Coguill

**Agenda**

- 1) Minutes from the August 5, 2016 meeting were read and approved as amended.
- 2) Changing the day and/or time of the regularly schedule staff senate meeting was discussed. Peggy D. will poll all senators by email and report results at the next meeting.
- 3) Shirts: Shirts have been ordered.
- 4) Mobile Veterans' Van visit: Amanda Badovinac sent press releases to the Montana Standard and there should be several announcements in the newspaper about it.
- 5) Senate development plan:
  - a) Peggy D. posted the approved Staff Senate Constitution and Bylaws on the Moodle page. She put a draft copy on the SS webpage for David Nolt to review. She will follow up with David about creating individual sub-tabs for the Constitution, Bylaws, How to Become a Senator, and Pats on the Back. Peggy D. posted a list of current subcommittee members on the Moodle site.
  - b) The amended Staff Senate brochure was passed around the meeting for everyone to see. It was suggested to change the lead word "Promoted" to other verbs on the section stating Staff Senate goals. Taryn will make suggestions and email them to senators for review. The goal is to have the brochure available for distribution at upcoming events.
  - c) Adopt a Street: The last clean-up day is scheduled for Thursday, September 15 from 10-11 a.m. Volunteers will meet in the NRB parking lot. Peggy D. will post an email that week.
  - d) Wellness Fair: Senators will put together bags of items to help people stay healthy in the upcoming year. The bags will include tissues, hand sanitizers, lozenges, and tea bags. The bags will be labeled "Promoting a Healthy School Year" courtesy of Montana Tech Staff Senate. Bags will be assembled August 30 at 9 a.m. in a URC conference room if available. Angela will schedule the conference room.
  - a) Scholarship guidelines: Peggy D. drafted updated Scholarship guidelines to reflect support of Montana Tech staff who want to go back to school. The proposed guidelines are posted to the Moodle site for senator review and revision. Fundraising ideas for the Staff Senate scholarships were reviewed. Past ideas included 50/50 tickets, a fall football basket raffle (basket to include season passes to MT Tech sporting events, stadium seats, thermos, blanket). Need to finalize and have Scholarship information available for potential donors to review.

- e) How to Become a Senator: Draft language has been written and posted to the Staff Senate Moodle site for Senator review and revision. Once finalized, a tab will be posted on the SS webpage for people to access.
  - f) Pats on the Back and Ask the Senate: There have been two Pats on the Back submitted. Peggy D. suggested sharing them via email to AllStaff and including a link on the email to the SS webpage. There have been no submissions to Ask the Senate. It was suggested that the Senate make up a couple of questions and post the question and answers on an AllStaff email with a link to the SS webpage. Questions suggested included one about Montana Tech's present staff tuition assistance program and another about what parking fees pay for and why they were increased this year. Also include information about free BSB bus service for Montana Tech staff.
  - g) New Employees List: Peggy D. contacted Reanna Lange about getting a list directly from Personnel. Reanna said that Carmen Nelson had a list prepared for the Chancellor and that she might be able to identify new staff from the list for the SS. Peggy D. will follow up with her.
  - h) Luncheon Learning Series: Kay Eccleston will present the next seminar on September 13 at noon. The topic will be Effective Emails. Announcements will be sent out the week prior and the week of the lecture.
  - i) Newsletter: Amanda distributed the Summer newsletter for everyone to look at. Fall newsletter items were discussed. Submission deadline will be September 10<sup>th</sup>.
    - i. Purse Strings Event results – Carmen
    - ii. Kids College results – Amanda
    - iii. Veterans Van Visit –Joyce
    - iv. Move-In Day - Scott
    - v. Enrollment Services article – Dan Stirling
    - vi. Luncheon Learning Series – Peggy D.
    - vii. Pats on the Back – Peggy D.
    - viii. Ask the Senate – Peggy D.
    - ix. New Employees – to be assigned
    - x. New MUSSA officers – Peggy D.
  - j) Staff Senate webpage: Concern was expressed that staff is not going to the SS webpage for information. Peggy D. will ask David Nolt if he can produce a SS webpage activity report. Senators were asked for ideas to encourage staff to go to the webpage. A contest was suggested where the first person to correctly answer several questions about the webpage would win a Staff Senate Mug.
  - k) MUSSA: Peggy D. invited senators to attend the next MUSSA tele-meeting. The Montana Tech location will be in the NRB third floor conference room on September 7, 2016 at 10:30 a.m. Peggy D. will forward meeting information to all senators.
- 6) Roundtable discussion:
- a) Peggy D. will follow up with Carmen about having Quint Nyman, the MPEA Union rep be a speaker for the Luncheon Learning Series.
  - b) It was suggested that a staff survey be created by the senate to find out the issues and questions that are important to staff and ideas for campus and workplace improvement.

It was proposed that each senator come up with 1 or 2 survey questions. Peggy D. will email absent senators about this idea.

- c) It was mentioned that a few years ago, the staff senate discussed compiling a comparison of staff salaries and wages by staff position and classification to see if there are significant compensation differences among the campuses. It was thought that Maggie Peterson may have more information about this idea. To be discussed at next meeting.

Respectfully submitted,  
Peggy Delaney  
President and acting Secretary