

Staff Senate Agenda
Friday, December 2, 2016
Mountain Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

- 1) Minutes of previous meeting
- 2) Next Luncheon Learning Date/Topic
 - a. December
 - Suicide Prevention
 - b. Deferred compensation plan – January?
 - c. Solid Finances seminars –when to schedule
 - d. MUS career ladder/promotions/role descriptions – Date?
- 3) Emergency Evacuation procedure ideas – November 16, 2016 meeting report & letter
- 4) December Graduation – Staff Senate attendance
- 5) Subcommittee creation – Assignment review/changes?
- 6) Senate development plan – Progress Reports:
 - ✓ Scholarship Guidelines – on hold pending survey
 - ✓ Use of webpage by staff – ideas – when to implement?
- 7) Review of Montana Tech Strategic Plan
- 8) Staff Survey Questions - Moodle
- 9) Winter Edition Newsletter Ideas – Submission Date
 - Ask the Senate; Pat on the Back
Parking fee article – winter newsletter
 - New Employees –
 - Career Services
 - Introduce staff survey idea
 - Homecoming Parade?
 - Purse Strings event
 - December volunteering
- 10) Christmas activities/events/volunteer opportunities list – Kathy Stevens
 - Christmas wrapping
 - Thompson Distributing Food Drive
 - Students in dorms over Christmas?
- 11) Spring Newsletter
 - Campus Technical Services
 - HPER Remodel/Pool
- 12) Meeting dates: January
- 13) Round table

Montana Tech Staff Senate Meeting
December 2, 2016
Mountain Con Room, SUB
11:00 -12:00 p.m.

Members present; Peggy Delaney, Scott Forthofer, Kathy Stevens, Peggy McCoy, Angela Stillwagon, Casey Vanatta, Taryn Quayle, Amanda Shroyer

Members absent; Marilyn Patrick, Dan Stirling, Ronda Coguill. **Excused:** Frances Holmes, Carmen Nelson, Joyce O'Neill

Minutes: Peggy read the minutes from the November 4, 2016 meeting. They were approved as corrected.

Senate Development Plan – Progress Reports:

Luncheon Learning: The next seminar will be held on Tuesday, December 13, 2016 at noon in the SUB Copper Lounge and will feature Joyce O'Neill and Cricket Pietsch. They will present a Suicide Awareness and Prevention seminar. Carmen sent a tentative seminar schedule from January through May to Amanda to include in the winter newsletter. Topics include HPER tour, Excel Tips, Deferred Compensation Plan, Graphic Design, and Effective Electronic File Management. Peggy D. will follow up with Carmen about having Maggie Peterson do a presentation on the MUS career ladder, promotions, and position descriptions.

Emergency Evacuation Procedures: Peggy D. distributed the ad hoc committee's proposal to Dr. Blacketter for ideas to improve emergency evacuation procedures. The Senate directed Peggy D. to deliver a hard copy proposal directly to Dr. Blacketter on December 2, 2016. If Dr. Blacketter agrees to a meeting to discuss the proposal, Marilyn Cameron, Nick Hawthorne, Jennifer Simon, and Peggy Delaney will attend the meeting.

MT Tech Strategic Plan: Peggy D. distributed copies of the draft Montana Tech Strategic Plan. She asked Senators to review the plan, keeping in mind the goals established by the Staff Senate in its development plan. When reviewing the plan, senators should offer ideas and suggestions that are mutually supportive of both plans.

December Graduation: Staff Senators will attend the December Graduation on Friday, December 9th in conjunction with the Fall TGIF. It was suggested that all Staff Senators attend the graduation wearing their shirts and sitting together for the ceremony. Senate brochures could be available to hand out at the TGIF and Newsletter copies be displayed.

Survey Questions: Peggy D. asked senators to again come up with staff survey questions. The survey will need to be created in December if it is to be sent out in January.

Staff Senate Progress Report: Peggy D. will draft a report of Staff Senate accomplishments for 2016 to be submitted to Dr. Blacketter and the Executive Board. The draft will be sent to Senators for review and comment prior to the January meeting.

Winter Newsletter: Article submission deadline is December 19th. Articles include:

- Ask the Senate
- Pat on the Back

- New Employees
- Career Services
- Introduction of Staff Survey Idea
- Purse Strings Event
- Parking Fee article
- December Senate volunteer activities

Spring Newsletter: Submission deadline was set for April 3, 2017. Articles tentatively planned include:

- Campus Technical Services
- HPER Remodel/Pool

Christmas Activities: Kathy Stevens sent an email to All Faculty, All Staff, and All Bureau about planned Holiday activities, events and volunteer opportunities, both for on and off campus activities opportunities. Scott Forthofer will inform Staff Senate the week of December 5th the number of students staying in the dorms over the Christmas break. Staff Senate may help with a special activity for them. Other opportunities for Staff Senate to participate in include: helping with the Dorm's Late Night Breakfast (to be held on December 7th from 10-midnight, Christmas gift wrapping (to be held at 3:30 p.m. on December 7th). There were only two senators available for helping with the Thompson Distributing food drive so it was decided not to participate this year.

No discussion on other Staff Senate-sponsored activities (a Christmas Tree cutting or Winter Picnic; cross country ski day (in January); a sledding day or an ice skating night). To be discussed and decided upon at next meeting.

New Employee Packets: Packets will be delivered to 14 employees by Casey and Peggy D. today. Packets for staff working at the Highland College campus will be sent by Peggy D. to Marilyn Patrick for distribution.

Staff Senate Mugs: Staff Senators may buy mugs for \$8.00. Senators were asked to contact Peggy D. if interested.

Future Senate Meeting Schedule: Senators put together a tentative meeting schedule through December 2017. Peggy D. will send the draft schedule out to all senators for review and comment. It was noted that Senate officer elections should be conducted in May, per Senate bylaws.

The next Staff Senate meeting will be held on Friday, January 13, 2017 at 9 a.m. in the Mountain Con room in the SUB.

Respectfully submitted,
Peggy Delaney
Secretary