

Staff Senate Agenda
Friday, June 24, 2016
Mountain Con Room, Student Union Building
9:00 – 10:00 a.m.

- 1) Minutes of previous meeting
- 2) Senate development plan – Progress Reports
- 3) Constitution and Bylaws revisions
- 4) Brochure update
- 5) Senate Policies and Procedures
- 6) Adopt a Street-update
- 7) Budget-update
- 8) Summer Edition Newsletter Ideas
- 9) MUSSA update
- 10) Round table

Montana Tech Staff Senate Meeting
Friday, June 24, 2016
Mountain Con Room, Student Union Building
9:00 – 10:00 am

Present: Peggy Delaney, Angela Stillwagon, Carmen Nelson, Amanda Shroyer, Frances Holmes, Joyce O'Neill, Kathy Stevens, Melissa Kump

Absent: Scott Forthofer, Dan Stirling, Peggy McCoy, Casey Vanatta

Agenda Items:

- 1) Minutes from the previous two meetings were read but, because there was not a quorum, they were not approved.
- 2) Senate Development Plan - Constitution and Bylaws Peggy D and Peggy M have identified and corrected problem wording and now want a vote at our next meeting regarding updates. Peggy asked that members read and be ready to discuss the changes. The document is on the SS Moodle page for members to review. The new employee packets will start being given out in July and Bernie Tregidga, IT, will run the list. Chocolates, pens and pads will be immediately presented to new hires and Staff Senate mugs will be presented after their completion of 6 months of employment.
- 3) Brochure update - The draft brochure mock ups are with Lisa Sullivan. She will use the information to create a professional looking document in July.
- 4) Staff Senate policies and procedures - Peggy D reported that she has tweaked some of the wording and asked that members please read and give input.
- 5) Luncheon Learning Series (LLS) - 40 people turned out for the first session on June 14th. A suggestion was made to have the speaker use the microphone next session. Peggy distributed the flyer for the next session for review. More subjects were suggested; Read and Write, Access, Photoshop, Power Points and QPR. Kathy Stevens said she would like to teach how to make documents accessible for Disability Services.
- 6) Kids College - Amanda reported that the June Kids College was well attended and thanked the staff senate members who volunteered their time and energy.
- 7) Adopt a Street Update - Butte Silver Bow gave Staff Senate the Big Butte Hill, north and west of campus, to clean for the Beautify Butte campaign. Peggy D will send an email to all staff with instructions for volunteers to meet behind the NRB at 11:30 am on July 7th. Gloves and bags will be provided and participants will need to bring their own water bottles and sunscreen. The plan is to have a cleaning day every month.
- 8) Budgets – Peggy will be meeting with Maggie Peterson to go over the Staff Senate budget.

9) Summer Edition Newsletter Ideas - Amanda Shroyer will write a Pat on the Back for Scott Forthofer for his work in creating 3D creatures for Kids College. The Campus Plant-in will be covered by Connie Dougherty and Marsha Lubick, with special thanks to the contributing nurseries. A Save the Date for Purse Strings, a campus fund raiser for Safe Space will be mentioned. Joyce will do a feature article on Larry Surrisi, the new Director of Dining Services. The newsletter will be compiled by Carmen put into the template provided by Amanda Shroyer. Carmen will forward the newsletter to Angela Stillwagon for posting on the Staff Senate webpage. Idea/suggestions for the fall newsletter were to feature Enrollment Services and have a raffle at TGIF for SS scholarship fund.

10) MUSSA Updates - this was not covered at this meeting.

11) Round Table - Staff Senate shirts – Peggy D had spoken to Laurie Vandal, MT Tech Bookstore, and was given a quote for a Staff Senate polo shirt. She showed members a picture of the shirt and the majority of present members preferred a black shirt. Buying from the Bookstore will enable SS to get additional shirts as needed. Plan is to order the shirts after July 1 and a suggestion was made that members pay for a portion of the cost of the shirt. Peggy said the Rhonda Coghill, who is non-faculty professional staff working for CAMP, is interested in joining Staff Senate and the group agreed to extend an invitation to Rhonda to join.

Respectfully submitted,
Joyce O'Neill
Secretary/ Treasurer