

Staff Senate Agenda
Thursday, June 9, 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) Brochure update
- 4) Senate Policies and Procedures
- 5) Luncheon Learning Series
- 6) Kids' College
- 7) Adopt a Street-update
- 8) Budget-update
- 9) Summer Edition Newsletter Ideas
- 10) MUSSA update
- 11) Round table

Staff Senate Meeting Minutes
Thursday, June 9, 2016
Mountain Con Room, Student Union Building
9:00 – 10:00 am

Present: Taryn Quayle, Kathy Stevens, Dan Stirling, Peggy Delaney, Angela Stillwagon,

Absent: Melissa Kump, Marilyn Patrick, Joyce O’Neill, Carmen Nelson, Scott Forthofer, Amanda Shroyer, Frances Holmes

Agenda Items

1) The minutes from the May 27, 2016 meeting were read. There being no quorum, approval of the minutes will be deferred to the June 24th meeting.

2) Senate development plan- progress reports

Constitution and Bylaws update: Suggested corrections to the draft Constitution were made by Peggy D. and posted to the Moodle site for senate review. Constitution will be discussed at next meeting.

Newsletter: Taryn shared the newsletter template that Amanda created with members. The template presently posted on the website will be replaced with the one that Amanda put together. Future newsletters will be displayed in the new template. Articles will be submitted to the newsletter subcommittee (Amanda, Carmen, Peggy M., and Kathy Stevens). Peggy D. will email senators reminding them of the June 19th newsletter article submission deadline and the name of the subcommittee members to submit the articles to. It was suggested that articles be shortened to one or two paragraphs and a picture.

Brochure: Peggy D. spoke with Lisa Sullivan about creating a Staff Senate brochure. Peggy sent Lisa the four mock ups and the approved text. Lisa will be able to work on them in July with a goal of having the brochures printed in time for the fall TGIF. Lisa will work on it sooner if she has time.

Chancellor’s Newsletters: It was suggested that a link to the Chancellor Newsletter tab on the Tech webpage be placed in the Useful Information tab on the Staff Senate webpage. Angela will follow up with David Nolt to see how to do this.

Luncheon Learning Series: The brown bag luncheon series will kick off on Tuesday, June 14, in the Copper Lounge. Since pizza will be available to attendees, the name was changed to Luncheon Learning instead of Brown Bag. The topics to be discussed are Skype Business, email management, and Office 365. It was suggested that MBMG-Billings and Highlands College be invited to participate through the Skype Business application. Peggy will talk to both offices about participating and have them coordinate their hookups with Kathy Stevens. Recording the sessions was discussed. It was decided to see if requests for recording the sessions are made before we commit to that.

Staff Senate Webpage Introduction: Peggy D. sent an email out to All Staff and All Bureau introducing them to the Staff Senate Webpage. The Learning Luncheon Series, Pat on the Back and Ask the Senate were featured.

Senate Activities

Kids' College – Taryn will send out another message asking for volunteers to help with Kids' College.

Adopt A Street - Peggy D. signed the Senate up to adopt the Big M hill and the area west of it. She will pick up bags from the Chamber of Commerce, a map and instructions about frequency and waste disposal. She will write an article for the newsletter about it.

Shirts: Peggy D. met with Laurie from the Bookstore. Laurie is able to buy a nice quality shirt for a reasonable price. Peggy D. will scan the catalog information about the shirt and email it to senators. Senators will need to decide shirt color and lettering. Local vendors for shirts may not be an option as they do not participate in the collegiate logo copyright program.

Budget: Peggy D. distributed the updated budget for senate review. She will email the budget to all members for review. She requested a meeting with Maggie Peterson via email but has not heard back from her yet. She will follow up with her next week.

3) MUSSA-Peggy D. received an email from the MUSSA coordinator about a mobile Veterans Center program available to campuses statewide. Two mobile units are based out of Missoula and Billings but can be scheduled to visit other campuses. Peggy D. will forward the email to Paul Beatty and ask if this is a service that Montana Tech may want to pursue. She will copy the senate on the email.

The meeting adjourned at 9:50 a.m.

Respectfully submitted,

Peggy Delaney, President