

Montana Tech Staff Senate Meeting Minutes
March 4, 2016
Mt. Con, Student Union Building
9:00 – 10:00 am

Members present: Peggy Delaney, Theresa Froelich-O’Leary, Angela Stillwagon, Dan Stirling, Taryn Quayle, Amanda Shroyer, Frances Holmes, Carmen Nelson, Scott Forthofer, and Joyce O’Neill **Members absent:** Peggy McCoy, Faye Wilson, Kathy Stevens, Marilyn Patrick, Melissa Kump

Agenda Items

- **Minutes** -Joyce read the minutes of the February 19th meeting and the group approved them.
- **Senate Development Plan progress reports, Review of Senate Constitution update and Proposed Senate Bylaw changes**– Peggy D reported on a question regarding whether the 2002 Staff Senate Constitution was ever ratified. Peggy D will ask Judy Wellert, MUSSA Administrative Assistant. If it was ratified the Constitution will need to be changed to reflect proposed changes in the Montana Tech bylaws, which are based on the Constitution. Peggy asked that Senate members read and propose changes. David Nolt will post a link to the MT Tech Administration newsletters. Carmen will post past newsletter on the Staff Senate webpage.
- **Newsletter Ideas** - The newsletter delivery date was postponed from January to March. Amanda wrote an article about Senate involvement with the Science Fair for the newsletter. Theresa will put the article in the newsletter format and Angela will post the revised newsletter. Melissa stated that Bernie Tregidga reported that 11 FTE, 7 professional and 6 part-time employees have joined MT Tech. Carmen will get a list of employees for hire dates for recognition and Peggy D. will put the list into Access to have on the Staff Senate webpage with hiring anniversary date by month and number of years employed. The group decided to celebrate the anniversary dates at year 1, 5, 10, 15, etc. Carmen will contact the Employee Recognition Committee about working with the Staff Senate regarding the **Pat on the Back** honor. Taryn revised the intros for Ask the Senate and Pat on the Back. The revisions were discussed and the following suggestions made; New Items/Activities, General Topics, and Newsletter placement. Welcome packs and chocolate will be given to full time, permanent employees upon hire and the mugs will be given to them at their 6-month employment date.
- **Staff Senate Scholarship Fund**- Scott said that he has a Dunk Tank which can be used for donations.
- **Round Table** Peggy presented a Staff Senate brochure that a student had created as a class project and Carmen will get pictures of the members taken for the website and the brochures. Professional Development ideas were proposed for the following brown bag

lunch topics: Explanation of Health Plan and Flex credit card option, using Skype and Google Earth Pro and Retirement and investment benefits explanation. Peggy asked that members put brown bag topic ideas on Moodle. Carmen will ask Chancellor Blackletter about supporting the first brown bag which will probably be about the benefits and Flex Plan.

Respectfully submitted,

Joyce O'Neill, Secretary