

Staff Senate Agenda
Friday, May 27, 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 review
- 4) Senate Policies and Procedures
- 5) Brown Bag Seminars
- 6) Kids' College
- 7) Adopt a Street
- 8) Budget
- 9) Summer Edition Newsletter Ideas
- 10) Round table

Montana Tech Staff Senate Meeting
May 27, 2016
Mountain Con Room, SUB
9:00 -10:00 am

Members present; Peggy Delaney, Peggy McCoy, Scott Forthofer, Taryn Quayle, Kathy Stevens, Joyce O’Neill, Melissa Kump, Frances Holmes, Carmen Nelson, Amanda Shroyer

Members absent; Faye Wilson, Angela Stillwagon, Casey Vanatta, Theresa O’Leary, Dan Stirling

Minutes: Joyce read the minutes from the May 13th meeting. They were approved with the addition that Dan Stirling and Kathy Stevens also attended the meeting.

Senate Development Plan – Progress Reports

Policies and Procedures Peggy D reported that the Constitution needs to be updated because, previously, there was an Association of Employees and the Senate was part of the Association but the Association no longer exists. Peggy M suggested reviewing the numbering and wording as some of it did not make sense in Article V, section 3. She also suggested changing the word Association to Staff Senate in Article VI, section 4. Peggy D requested that members read and make suggested changes to coordinate the Bylaws with the Constitution. Peggy D also reported that there are 2 vacancies on Staff Senate because Faye Wilson will be retiring. July 1 starts the new year and senate will distribute welcome packets starting the new fiscal year. Peggy D has written a welcome letter and will send an announcement email to staff to check out the website.

Brown Bag seminars Carmen confirmed that Administration will sponsor the seminars. Carmen passed out a draft of the training offerings and will follow this up with a more definitive plan. Advertising the BB seminars can be through the Newsletter and send it out as a calendar item. Pizza will be offered at the first seminar.

Kids’ College Taryn asked if staff senate members would be willing to volunteer for Kids College for the following dates: June 16, July 19 and August 9.

Adopt a Street A suggestion was made that Staff Senate volunteer to be part of the BSB Beautify Butte activity. Kathy, Joyce and Taryn were willing to work on this. Peggy D. was asked select a street close to Tech and sign the Senate up.

Budget Peggy D. passed out the draft budget to be review with Maggie Peterson. There was discussion about ordering the 15 Staff Senate tee shirts and a suggestion to buy locally for easy replacements shirts. Scott will talk to Universal Athletics and Peggy D will talk to Embroidery Plus. Peggy D will also talk to the MT Tech Bookstore. Suggested increases for the budget were: \$500 for the brown bag seminars and \$500 to increase advertising which will increase the total budget to \$3500. Suggested campus outreach ideas were: booths at the Well checks for Tech Staff, the Orientation Business Fair, and TGIFs. One idea was to host a staff get together, possibly at the Bureau or the HPER when the pool reopens.

Summer Newsletter Articles are due June 19th. Frances said that Connie Daugherty will cover the campus plant in event. Taryn and Amanda will prepare an article on Kids College for the fall newsletter. Scott and Joyce will interview Larry Surrisi, new director of Dining Services. Peggy D will follow up on a save the date for the Purse Strings event. Peggy D will cover the Ask the Senate and Pat on the Back sections. Peggy D had gotten feedback that the newsletter had pixilated lines and there was a suggestion that close proofreading be done and possibly create a subcommittee for proofreading. One idea was to use the template Amanda Shroyer created. Lisa Sullivan will be asked to help design the Staff Senate brochure.

Round Table Carmen asked about Staff Senate participation in the Butte 4th of July parade. They are requesting that MT Tech people walk the parade route.

Peggy requested that the next meeting be on Thursday, June 9th because she will be out of town on June 10th.

Respectfully submitted,
Joyce O'Neill
Secretary