

Staff Senate Agenda
Wednesday, November 9, 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. November
 - Effective Committees
 - b. December
 - Suicide Prevention
 - c. Deferred compensation plan
 - d. Solid Finances seminars –when to schedule
 - e. MUS career ladder/promotions/role descriptions –
- 3) Emergency Evacuation procedure ideas – November 4, 2016 meeting report
- 4) December Graduation – Staff Senate attendance
- 5) Subcommittee creation – Assignment review
- 6) Senate development plan – Progress Reports:
 - ✓ Scholarship Guidelines – on hold pending survey
 - ✓ Ask the Senate
 - ✓ Use of webpage by staff – ideas – when to implement?
- 7) Staff Survey Questions - Moodle
- 8) 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
- 9) Spring Newsletter
 - Campus Technical Services
 - HPER Remodel/Pool
- 10) Christmas activities/events/volunteer opportunities list – Kathy Stevens
 - Students in dorms over Christmas?
- 11) Meeting dates: December
- 12) Round table

Montana Tech Staff Senate Meeting
November 9, 2016
Mountain Con Room, SUB
9:00 -10:00 a.m.

Members present; Peggy Delaney, Scott Forthofer, Kathy Stevens, Ronda Coguill

Members absent; Peggy McCoy, Angela Stillwagon, Casey Vanatta, Taryn Quayle, Amanda Shroyer, Marilyn Patrick, Dan Stirling, Frances Holmes, Joyce O'Neill

Minutes: Peggy read the minutes from the October 26, 2016 meeting. They were approved as read.

Senate Development Plan – Progress Reports:

Luncheon Learning: The next seminar will be held on Tuesday, November 15, 2016. R.J. White, CAMP professor, will present Chairing a Committee to Get Results. It will be held at noon in the URC Poore Room. The December seminar will be held on the 13th 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 is working on a deferred compensation presentation for January, 2017. Peggy D. received a request from a staff member about having a presentation on file management strategies and techniques.

Emergency Evacuation Procedures: Peggy D. gave a summary on the November 4, 2016 Emergency Evacuation procedures ad hoc committee meeting. Nick Hawthorne introduced Hank DeGroat, a PTC senior who is willing to do an internship and help produced a video on identified procedures. The committee proposed conducting three focus groups, one each for Staff, Faculty, and Students. A summary of the ideas and plans will be written and shared with Dr. Blacketter in hopes that he will sponsor the focus groups. The ad hoc committee will meet after Dr. Blacketter responds to the written proposal.

December Graduation: The December Graduation was discussed. It is scheduled for 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. Peggy D. will confirm the date with Carmen Nelson and find out the date for the Chancellor's Christmas Open House.

Subcommittee List: The subcommittee list was distributed. Senators who did not make choices were assigned to committees. Peggy D. will email the list to all senators and post to Moodle.

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.

Winter Newsletter: Not discussed

Spring Newsletter: Not discussed

Christmas Activities: Kathy Stevens will send an email requesting planned Christmas activities, events and volunteer opportunities. She will separate the list into on campus activities and off campus opportunities. Scott Forthofer will inform Staff Senate how many students will be 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: the Thompson Distribution Food Drive, helping with the Dorm's Late Night Breakfast (to be held on December 7th from 10-midnight, Christmas gift wrapping.

Other ideas proposed for Staff Senate-sponsored activities included 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.

The next Staff Senate meeting will be held on Friday, December 2, 2016 at 9 a.m. in the Mountain Con room in the SUB.

Respectfully submitted,
Peggy Delaney
Secretary