

**Staff Senate Agenda**  
**Friday, October 14, 2016**  
**Mountain Con Room, Student Union Building**  
**9:00 a.m. – 10:00 a.m.**

- 1) Minutes of previous meeting
- 2) Senate Fund Balance
- 3) Homecoming parade
- 4) Next Luncheon Learning Date/Topic
  - a. Solid Finances seminars – Kathy Stevens –deferred to November? MUS wellness conflict
  - b. Deferred compensation plan
  - c. MUS career ladder/promotions/role descriptions – Maggie Petersen
- 5) Emergency Evacuation video production – Meeting date?
- 6) Staff Senate brochure – distribution update
- 7) Senate development plan – Progress Reports:
  - ✓ Scholarship Guidelines
  - ✓ Ask the Senate – motor pool, staff tuition support; parking fees
  - ✓ Use of webpage by staff – ideas
- 8) Staff Survey Questions - Moodle
- 9) Fall Edition Newsletter Ideas – Publication Date?
  - Enrollment Services article – Dan Stirling
  - Luncheon Learning Series – Carmen
  - Kids’ College wrap up – Amanda and Taryn
  - Mobile Vet Van visit - Joyce
  - Move in Day –Scott
  - Wellness Day – Amanda and Taryn
  - New employee list –with Senate Welcome-Peggy D.
  - MUSSA meeting – Minutes and summary
- 10) Winter Edition Newsletter Ideas – Submission Date
  - Ask the Senate; Pat on the Back – Peggy D. and Frances  
Parking fee article
  - HPER remodel article?
  - Introduce staff survey idea
  - Homecoming Parade
  - Purse Strings event
- 11) Next meeting date
- 12) Round table

**Staff Senate Meeting Minutes**  
**Friday, October 14, 2016**  
**Mountain Con Room, Student Union Building**  
**9:00 a.m. – 10:00 a.m.**

Present: Peggy Delaney, Angela Stillwagon, Carmen Nelson, Taryn Quayle, Amanda Shroyer, Casey Vanatta, Joyce O’Neill, Kathy Stevens, Frances Holmes,

Absent: Scott Forthofer, Dan Stirling, Ronda Coguill, Marilyn Patrick, Peggy McCoy

Agenda items:

- 13) Minutes of previous meeting were read and approved.
- 14) Senate Fund Balance is \$585 after expenditures for brochures, shirts, Health Fair items.
- 15) The SS Homecoming parade participation was successful.
- 16) Next Luncheon Learning is November 15<sup>th</sup> and Ron White will present on How to Chair a Meeting. Carmen and Peggy will create a tentative schedule from there and the below topics will be presented at a later date.
  - a. Solid Finances seminars –
  - b. Deferred compensation plan – possibly in December; Carmen to follow up with HR about possible speaker
  - c. MUS career ladder/promotions/role descriptions – Maggie Petersen
- 17) Emergency Evacuation video production – Marilyn Cameron will meet with SS members, Casey, Kathy, Peggy, Taryn, Amanda and Alan Christensen on Oct. 25 to discuss possible solutions including creating a video from PTC and use of a cell phone application for tracking location.
- 18) Staff Senate brochure – distribution update; more ideas wanted
- 19) Senate development plan – Progress Reports:
  - ✓ Scholarship Guidelines- this will be explored after the SS Survey results are received.
  - ✓ Ask the Senate – motor pool and parking fee questions will be addressed by Mary Durkin.
  - ✓ Use of webpage by staff – Peggy suggested having a forum to create ideas about how to increase usage
- 20) Staff Survey Questions – Peggy has created a tab on Moodle; surveys from other MUS campuses will be posted to the tab; SS to create a survey and conduct in January
- 21) Fall Edition Newsletter Ideas - Amanda has it put together and Enrollment Services is highlighted.
  - Enrollment Services article – Dan Stirling
  - Luncheon Learning Series –
  - Kids’ College wrap up – Amanda and Taryn
  - Mobile Vet Van visit - Joyce

- Move in Day –Scott
  - Wellness Day – Amanda and Taryn
  - New employee list –with Senate Welcome- Carmen will get from Bernie and give to Peggy; permanent employees need to be flagged.
  - MUSSA meeting – Minutes and summary
- 22) Winter Edition Newsletter Ideas –Career Services will be highlighted and the submission date has not been decided
- Ask the Senate; Pat on the Back – Peggy D. and Frances will work on Parking fee article Peggy D and Mary Durkin will do
  - HPER remodel article will need to be pushed back until after the remodel is completed
  - Introduce staff survey idea
  - Homecoming Parade; Amanda will write
  - Purse Strings event
- 23) Next meeting date has been changed to 10/26/16 at 9:00 am.
- 24) Round table - Spring newsletter will highlight the 3 departments in Campus Technology Services. There are many volunteer opportunities and events that SS can be part of, including, wrapping for Circle K, Food Bank donation, 12/2/16 Food Drive and graduation reception. Kathy will get a list of December community events and ask David Nolt to activate it on the calendar. The next two meeting dates fall on holidays and may need to be rescheduled.

Respectfully submitted,  
Joyce O’Neill  
Secretary