

**Staff Senate Agenda**  
**Friday, September 2, 2016**  
**Mountain Con Room, Student Union Building**  
**9:00 a.m. – 10:00 a.m.**

- 1) Minutes of previous meeting
- 2) New meeting time - discuss
- 3) Next and last Adopt a Street clean-up day and time
- 4) Wellness Fair (09/16/16; 10 a.m.-2 p.m.; Copper Lounge)
- 5) Homecoming participation
- 6) Senate development plan – Progress Reports:
  - ✓ Scholarship Guidelines
  - ✓ How to Become a Senator language
  - ✓ Pats on the Back – posting process
  - ✓ Ask the Senate - make up question - staff tuition support; parking fees
  - ✓ Subcommittee list
  - ✓ Use of webpage by staff – ideas
  - ✓ Newsletter publication process – Amanda to assemble
- 7) Staff Survey Questions
- 8) Fall Edition Newsletter Ideas – Submission Date
  - Purse Strings event
  - Enrollment Services article – Dan Stirling
  - Luncheon Learning Series – Peggy D.
  - Kids’ College wrap up – Amanda and Taryn
  - Mobile Vet Van visit - Joyce
  - Move in Day –Scott
  - Wellness Day – Amanda and Taryn
  - Ask the Senate; Pat on the Back – Peggy D. and Frances
  - New employee list with welcome-Carmen is working on list
  - MUSSA meeting
- 9) Round table

**Montana Tech Staff Senate Meeting**  
**September 2, 2016**  
**Mt. Con Room, Student Union Building**  
**9am to 10:00am**

**Present:** Scott Forthofer, Peggy Delaney, Joyce O'Neill Ronda Coguill, Amanda Shroyer, Kathy Stevens

**Absent:** Taryn Quayle, Angela Stillwagon, Carmen Nelson, Casey Vanatta, Frances Holmes, Peggy McCoy, Dan Stirling

**Agenda:**

- 1) Minutes of the August 19 meeting were read and approved.
- 2) A new meeting time was discussed but attendees agreed that every other Friday at 9:00 worked well for them.
- 3) The last Adopt A Street will be held on Thursday, September 15<sup>th</sup>, and cars will be available to take people to the upper parking area on the Tech Hill.
- 4) Angela, Taryn, Amanda and Peggy D. made up 50 bags, with items for a healthy school year, to be distributed for the Wellness Fair.
- 5) Homecoming participation: SS has been asked to help with the Bookstore Fun Run on October 8<sup>th</sup>.

6 Senate Development Plan:

Scholarship guidelines - discussion regarding making SS scholarship available primarily for staff returning to school. A suggestion was made that this could be added to the Staff Survey Questions. We will be firming up plans for fundraising efforts.

How to become a Senator -Peggy D. asked senators to look at draft document on the Moodle SS page and review as needed.

Pat on the Back: Peggy D. asked for ideas on how to communicate Pats on the Back. Amanda noted that first Pat on the Back is in the Summer newsletter. Suggested to continue using the newsletter and make a tab on SS webpage for past ones

Ask the Senate -Suggestions were made about possible questions, including visitor parking, the parking fee increase, and tuition reimbursement

Subcommittee list – Peggy D. will post the subcommittee list on SS web page. It is posted on Moodle already

Use of webpage by staff-ideas needed on how to generate user interest in our webpage

Newsletter publication process -Amanda will assemble the newsletter and the articles will need to be sent to her by Sept 16<sup>th</sup>.

7) Staff Survey Questions – Senators were asked to come up with ideas for a staff survey; goal is to identify issues important to staff

8) Fall Edition Newsletter Ideas:

- Purse Strings Event
- Enrollment Services article – Dan
- Luncheon Learning Series – Peggy D
- Kids College wrap up- Amanda and Taryn
- Mobile Vet Van Visit – Joyce
- Move –in Day – Scott
- Wellness Day – Amanda and Taryn
- Ask the Senate; Pat on the Back – Peggy D and Frances
- New employee list with welcome – Carmen will get it to Peggy D. to put in an access database

9) MUSSA meeting; Peggy D. reported that MUSSA wants to know our SS goals

10) Round Table – There was a suggestion not to use the group photo for our Moodle page because of the rotating membership of SS and the difficulty in staying current. The SS brochure is near completion with the addition of new action verbs. The Bookstore reported that our SS shirts are expected to arrive soon.

Respectfully submitted

Joyce O’Neill

Secretary