

Staff Senate Agenda
Friday, April 28, 2017
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

- 1) Minutes of previous meeting
- 2) Emergency Evacuation project – Update (Taryn, Amanda, Peggy D.)
 - Faculty focus group – date?
 - Evacuation fly over – need to develop voice over script – volunteers?
- 3) Elections – supposed to hold first meeting in May; need to fill two slots (Dan Stirling, Amanda Shroyer, Carmen Nelson);
 - Committee update
- 4) Subcommittee reports:
 - Staff Development: Luncheon Learning – List of possible topics
 - Ask the Senate (Peggy D., Carmen, Casey, Frances)
 - Pat on the Back (Frances, Angela)
 - Shared Governance
 - ✓ WIRE Advisory Board Update – Peggy D.
 - ✓ Accreditor meeting/report
 - Newsletter: (Amanda, Angela, Ronda, Taryn, Peggy D.)
Summer Newsletter
 - ✓ TRiO department
 - ✓ Tree planting at Highlands College
 - ✓ WIRE committee
 - ✓ Ask the Senate
 - ✓ Pat on the Back – Frances (Niki and Carmen Nelson)
 - ✓ New Employee (Carmen, Ronda) – updated list
 - ✓ Share congratulations note (completion of 6-mo probation period) to go with mugs
 - Website: Annual review and update; Use of webpage by staff – ideas – when to implement? Angela, Casey, Peggy M.
 - Update senator list and biographies
 - Check to make sure all minutes and newsletters are posted
 - Review Useful Information to make sure links work and info has not changed
 - Activity Review: Decide what to do again
 - Bylaws review – mandatory
 - Webpage update
 - Newsletter
 - Luncheon Learning Series \$\$

- New Employee packets \$\$
- 6-month Employee mugs \$\$
- Pat on the Back
- Ask the Senate
- Christmas wrapping – 12/18
- Science Fair judging
- Kids' College volunteering – 6/13-6/17
- December and May graduation ceremony assistance
- Adopt a Street (Big M) – Jun-Oct
- Mobile Veterans Van visit – coordinate; held on 08/23 last year
- Mt Tech move in day – 08/17
- Wellness fair \$\$ - 9/14
- Homecoming parade \$\$ - 10/18
- Emergency procedures update – continue?
- Online Christmas activities list

Decide on new activities:

- Wearing Staff Senate T-shirts one time per month
- Contest for finding information on our webpage
- Bookstore annual run
- Others?

- 5) MUSSA Survey - Update (Peggy D.)
- 6) Senate development plan – Progress Reports:
 - Scholarship Guidelines – on hold pending survey
 - Moodle policy and procedures update
- 7) Meeting dates: Any schedule changes?
- 8) Round table

Staff Senate Meeting Minutes
April 28, 2017
Mt Con room, SUB
9:00 to 10:00 am

Present: Peggy Delaney, Angela Stillwagon, Amanda Shroyer, Frances Holmes, Taryn Quayle, Ronda Coguill and Kathy Stevens

Absent: Carmen Nelson, Scott Forthofer, Peggy McCoy, Joyce O'Neill, and Marilyn Patrick

The minutes from the previous meeting were read and approved as corrected.

Emergency Evacuation project – The committee cancelled the focus group meeting scheduled for April 20, as only three faculty members were available for it. Scott Risser, Faculty Senate President, asked for faculty volunteers at the last Faculty Senate meeting. Interested faculty will contact Taryn Quayle. The three that volunteered previously confirmed their ongoing willingness to participate. Kathy Stevens will follow up with Highlands College faculty to see if they are interested.

Taryn will work with Marilyn Cameron on the drone fly over voice scripts. SS suggested that flyovers from each building to their respective evacuation locations and any evacuation videos be posted on Moodle and that all students be required to view them (as they do for lab safety training videos). Another suggestion was to convert the videos into mobile phone applications so that all campus students and personnel could easily retrieve them. Another suggestion was to post building specific evacuation procedures in each classroom and office.

Luncheon Learning:

- ✓ Lisa Sullivan presents on May 2· Rita Spear will talk about Electronic file management in late May or early June.
- ✓ Peggy D. spoke with Maggie Peterson about presenting information on career ladders at Montana Tech. Such ladders are not available at Tech but she offered to talk about the position description re-evaluation process. The process sometimes leads to higher salaries.
- ✓ Rocky Mountain Credit Union can collaborate with SS and make 2-3 presentations each year.
- ✓ SS will also look into hosting a Luncheon Learning presentation at Highlands College.
- ✓ Tristan Sewell and Angela Stillwagon will present information on Student Employment in July.
- ✓ Suggestion that one session be devoted to reviewing all Montana Tech departments: what they are and what they do or can do. A follow up suggestion was to host a scavenger hunt on a TGIF so that staff would go to each department and get a token after they review the department's functions.
- ✓ STEM Academy/Outreach/Science Fair – volunteer, mentor and judge training

Peggy D. will follow up with Carmen Nelson about future Luncheon Learning funding through the Chancellor.

Ask the Senate nor Pat on the Back: No new items have been submitted. Peggy D. will follow up with Joyce on a Pat on the Back for Marilyn Cameron.

Newsletters: Peggy D. suggested that a regular article about Highland College be included. Kathy suggested the column or feature be title Highland College Corner. Start with Spring newsletter; Tree planting article. Marilyn Patrick took pictures and will write short article about how the tradition got started.t

Spring newsletter – items due by end of June; publish in July:

- ✓ TRIO department featured

- ✓ Tree planting-Highlands College
- ✓ WIRE Committee update
- ✓ Ask the Senate – need question
- ✓ Pat on the Back – Marilyn Cameron
- ✓ 6-month employee recognitions

Fall newsletter ideas:

- ✓ Highlands College – Lineman rodeo; trick or treating at HC
- ✓ Feature article about Marilyn Cameron and the Safety Program

Website review: Angela will get all agendas and meeting minutes posted. Need to update senator biographies and check Useful Information links to make sure they work.

SS Activity review: Senate will continue to do the following activities as funding allows:

- ✓ Constitution and bylaws review – mandatory
- ✓ Webpage update - annually
- ✓ Newsletter
- ✓ Luncheon Learning Series – if Chancellor will continue to sponsor
- ✓ New Employee packets
- ✓ 6-month Employee mugs – have enough for awhile
- ✓ Pat on the Back
- ✓ Ask the Senate
- ✓ Christmas wrapping – 12/18
- ✓ Science Fair judging
- ✓ Kids' College volunteering – 6/19-6/23; 07/17-07/21; 08/7-08/11
- ✓ December and May graduation ceremony assistance – Peggy D. will contact Leslie Dickerson to see if assistance is needed; SS availability will be determined.
- ✓ Adopt a Street (Big M) – Jun-Oct
- ✓ Mobile Veterans Van visit – coordinate; increase publicity and marketing – help Joyce
- ~~✓ Mt Tech move in day – 08/17~~
- ~~✓ Wellness fair \$\$ – 9/14~~
- ~~✓ Homecoming parade \$\$ – 10/18~~
- ✓ Emergency procedures update – continue?
- ✓ Online Christmas activities list

New activities suggested:

- ✓ Senators will wear their shirts on the days we meet
- ✓ Contest for finding information on our webpage
- ✓ Organize a toiletries and supply drive for the homeless; drop off at mission store

MUSSA Survey: Peggy D. will forward emails from MUSSA president and staff summarizing MUS system-wide results. Peggy D. is compiling Montana Tech-specific report and will route to SS for review and comment.

SS Policies and Procedures: Peggy D. is updating as time allows. Others were invited to join in.

Respectfully submitted,
Joyce O'Neill
Secretary