

Staff Senate Agenda
Friday, August 25, 2017
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.
WEAR YOUR SHIRTS!!

- 1) Minutes of previous meeting
- 2) Emergency Evacuation project – Update since 7/28/17
- 3) Committees- (roles and responsibilities)
- 4) Subcommittee reports:
 - Ask the Senate (Casey, Frances)
 - Pat on the Back (Frances, Angela)
 - Luncheon Learning Update
 - Shared Governance
 - ✓ WIRE Advisory Board Update – Angela S.
 - Meeting with Chancellor, Provost, & VC for Admin & Finance
 - Onboarding, Employee recognition, Luncheon Learning, Newsletter: (Angela, Ronda, Taryn, Peggy D.)
- 5) Staff Senate Server “NEW”
- 6) Wellness Fair, Joyce O.
- 7) Supply drive for the homeless – Schedule for fall-Denise Herman will present plan of action (meeting next week)
- 8) Meeting dates: schedule change
 - No meeting September 15th
 - November 10th is a holiday – reschedule to 17th?
- 9) Round table/Updates

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As Corrected

Present; Taryn Quayle, Peggy Delaney, Casey Vanatta, Niki Wilcox, Peggy McCoy, Angela Stillwagon, Kathy Stevens, Francis Holmes, Marcia Lubick, Ronda Coguill, Joyce O'Neill and Scott Forthofer
Absent: Nick Bowsher, Marilyn Patrick

1) Minutes of the July 28 meeting were read and approved.

2) Emergency Evacuation Project update – all footage is done except the HPER and the voice overs are being completed. The drone activity at Highlands College was affected because of the nearby Butte Airport. The group discussed ideas about where to feature the EE footage which included in a brochure and on the Campus Safety webpage. This can be an easy and quick way for instructors to access the info to present it to their classes. It can also be featured during Safety week in October and the SS Fall newsletter will have an announcement about it. Student Health 101, the student online magazine can also feature an ad.

3) Angela reported that the committees are all filled and Angela's name will replace Peggy D's as president.

4) Subcommittees - a discussion regarding what activities we are doing and what we will continue to do because senators have busy schedules. For example, the Big Butte cleanup has become an NRB project. Consensus was that as events gets close the interest level will be monitored for follow through. The group decided that the focus should be good moral in the staff and raising scholarship money and awarding scholarships work to that end.

- Peggy M reported that there is \$152.00 in the scholarship budget and suggested that we give \$100 as a first scholarship as a start. Discussion if SS scholarship could be part of the DAY ONE fundraising taking place on Sept 11th.
 - Peggy M, Francis, Angela, and Shauna Savage will work to change the criteria and to broaden the guidelines to staff instead of just staff children and to graduate students and continuing education classes. They will send an email to senators with updates about the work.
 - Discussion that freshmen as a group have the greatest need for scholarships Casey said that she will set up access to staff of criteria and procedures. This could be a feature in fall newsletter.
- No new questions to Ask the Senate
- Pat on the Back and a coffee card were given to Peggy Delaney for her outstanding leadership of SS.
- Vanessa Van Dyk was given the award and will be featured in the fall newsletter. There were no other Pat on the Backs nominations.
- Luncheon Learning update – We now have \$1000 for the year of LL and discussion about how to handle this financial shortfall. Ideas discussed fewer lunches (two per semester) and/or invite only staff or ask Faculty Senate to contribute and be stricter with RSVPs. Dr. Berkowitz will present on September 27 and the RPE grant will pick up part of the food bill. The plan is to have Rita Spear for October LL and Career Services present in November.

- Welcome new employees –Discussion around onboarding to welcome new employees and off boarding to say kindly goodbyes. A suggestion was made to have a Welcome dinner and work with Human Resources on this. Peggy D commented that many ex-employees are in the community and have good contributions to offer MT Tech if we keep a connection with them.
- Angela will be meeting with Chancellor Blacketter about MUSSA and will give us an update at our next meeting. A suggestion to have the Chancellors Office give employee recognitions at 5 years and 10 years.
- WIRE committee will have campus wide meetings and then present their suggestions to the Board of Regents.
- SS share Eric Luther will need access and will set up a SS server for our newsletter, budget etc.
- SS will not participate in the Wellness Fair.
- Supply Drive - Peggy M., Denise Herman, Nick Bowsher and Angela will meet next week and have an update on this project.
- SS will not hold a meeting on Sept. 15 and the next meeting will be September 29th.

Respectfully submitted,
Joyce O'Neill
secretary