

**Staff Senate Agenda**  
**Friday, January 20, 2017**  
**Mountain Con Room, Student Union Building**  
**9:00 a.m. – 10:00 a.m.**

- 1) Minutes of previous meeting
- 2) Resignation of Dan Stirling; Addition of Niki Wilcox (Enrollment Services)
- 3) Review of Faculty/Staff Handbook Changes – Vanessa Van Dyk
- 4) MT Tech Strategic Plan Review – Submitted comments
- 5) Creation of Staff Senate Revenue Account
- 6) Next Luncheon Learning Date/Topic
  - a. January -Solid Finances seminars – 01/18/2016
  - b. Deferred compensation plan – February 14, 2017
  - c. MUS career ladder/promotions/role descriptions – Date?
- 7) Emergency Evacuation project - Update
- 8) New Employee packets-need to make up more
- 9) Subcommittee reports
- 10) Senate development plan – Progress Reports:
  - ✓ Scholarship Guidelines – on hold pending survey
  - ✓ Use of webpage by staff – ideas – when to implement?
- 11) MUSSA December meeting and proposed survey-Moodle
- 12) Montana Tech Staff Survey Questions-surveys from other MUS campuses on Moodle
- 13) Winter Edition Newsletter Ideas – Completed?
  - Ask the Senate; Pat on the Back
  - Parking fee article
  - New Employees
  - Career Services
  - Introduce staff survey idea?
  - Homecoming Parade-Senate entry
  - Purse Strings event
  - December volunteering
- 14) Spring Newsletter
  - Campus Technical Services
  - HPER Remodel/Pool
- 15) Meeting dates: Changes?
- 16) Round table

**Montana Tech Staff Senate Meeting**  
**Friday, January 20, 2017**  
**Mountain Con Room, Student Union Building**  
**9:00 am to 10:00 am**

**Members present** Peggy Delaney, Peggy McCoy, Taryn Quayle, Amanda Shroyer, Casey Vanatta, Joyce O'Neill, Rhonda Coguill, Frances Holmes, Angela Stillwagon, Kathy Stevens and guest, Marilyn Cameron

**Members absent;** Marilyn Patrick, Scott Forthofer

**Excused:** Carmen Nelson

**Minutes:** Minutes of the previous meeting were read and approved.

**Items:**

Senator resignation - Dan Stirling resigned and Nicki Wilcox is willing to take his place in Staff Senate. The Staff Senate bylaws state that the Senate will notify Montana Tech staff in May of vacancies. Interested staff can notify the Senate Nominating Committee who then proceeds per to the Staff Senate Bylaws.

Faculty/Staff Handbook review – Vanessa Van Dyk, Human Resources Director, asked that Staff review suggested changes and updates to the staff handbook. Peggy distributed a summary of the proposed changes on Vanessa's behalf to the Senate. Contract changes mandated many of the proposed handbook changes. Senators felt the summary was too vague and requested to see all proposed wording changes. Peggy D will ask Vanessa to supply the old and revised documents for senate review and comment

Revenue Account: Staff Senate submitted a request to the Business Office to create a Senate revenue account. The Staff Senate fund is a General Fund account and, as such, does not have a revenue line item. The Senate does have a Scholarship account through the Foundation and can generate revenue through that account. Revenue generated funds only the Staff Senate Scholarship.

**Senate Development Plan – Progress Reports:**

**Luncheon Learning:** Carmen has an updated list of presentations scheduled through March 2017. The next presentation is in for February and will address the MUS Deferred Compensation Plan.

**Emergency Evacuation Procedures:** Marilyn Cameron explained the project. Nick Hawthorne, Department Head, PTC approved an internship for Hank DeGroat, a PTC student to create the first emergency procedure video. Senators compiled a list of desired goals and outcomes produced by the internship. Taryn Quayle will share the list with Nick and Hank. Peggy D. asked permission to use Senate funds to provide lunch for the first focus group (10 students), one of the first project objectives. A motion was made, seconded, and approved for the funds to be spent. Senators will send the names of possible student focus group participants to Taryn Quayle. Peggy D. will contact ASMT and Marilyn Patrick (Highlands campus) for names of students. It was suggested that the first focus group be held in February. Marilyn Cameron will

share the proposal with the Safety committee at its next meeting and request their endorsement for the plan's implementation.

**MT Tech Strategic Plan:** Senators expressed concern that the updated plan does not reflect the strong role that staff provides with the success and future of Montana Tech. Senators will meet at the February 3, 2017 for two hours to give ample time to review the plan and write comments.

**Staff Senate Progress Report:** Peggy D. will draft a report of Staff Senate accomplishments for 2016 and to Dr. Blacketter and the Executive Board. The draft will be sent to Senators for review and comment prior to the January meeting.

**Winter Newsletter:** Amanda reported that the newsletter is formatted and ready for publication. Articles include:

- Homecoming Parade
- December Senate volunteer activities
- Feature article on Career Services
- Pat on the Back
- Purse Strings Event

**Spring Newsletter:** Submission deadline was set for April 3, 2017. Articles tentatively planned include:

- Parking article
- Ask the Senate
- Pat on the Back
- New Employees
- Campus Technical Services
- HPER Remodel/Pool

Peggy D. suggested an article featuring the Montana Bureau of Mines and Geology (MBMG) for a future newsletter.

**New Employee Packets:** It has been difficult to get a current list of newly hired staff. Senators suggested that Peggy D. contact Maggie Peterson for suggestions. Ronda Coguill reported she had spoken to a new employee who "was thrilled with the packet". Senate needs to assemble additional new employee packets. Peggy M. will inventory existing supplies.

**MUSSA:** Peggy D. reported on the December teleconference held. MUSSA developed a survey of staff on all campuses. The survey must proceed through each campus' Institutional Review Board approval process before the survey is given. U of M senators will facilitate the survey's review and approval.

Respectfully submitted,  
Joyce O'Neill  
Secretary