

**Staff Senate Agenda**  
**Wednesday, June 9, 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 (Taryn, Amanda, Peggy D.)
- 3) Elections
- 4) Committee sign-up sheet
- 5) Subcommittee reports:
  - Bylaws Review (Peggy D. Amanda, Frances)
  - Ask the Senate (Peggy D., Casey, Frances)
  - Pat on the Back (Frances, Angela)
  - Luncheon Learning (Peggy D.)
  - Shared Governance
    - ✓ WIRE Advisory Board Update – Peggy D.
    - ✓ List of committees that staff serve on-post to web; do an article about staff involvement on campus?

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
  - ✓ Newly elected senators- 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
- 6) Supply drive for the homeless - Schedule
- 7) MUSSA Survey - Update (Peggy D.)
- 8) Senate development plan – Progress Reports:
  - Scholarship Guidelines – on hold pending survey

- Moodle policy and procedures update
- 9) Meeting dates: Any schedule changes?
  - 10) Round table

**Staff Senate Meeting Minutes**  
**June 9, 2017**  
**Mountain Con, SUB**  
**9:00 to 10:00 am**

**Present:** Kathy Stevens, Frances Holmes, Peggy Delaney, Amanda Shroyer, Taryn Quayle

**Absent:** Peggy McCoy, Ronda Coguill, Casey Vanatta, Scott Forthofer, Angela Stillwagon, and Marilyn Patrick, Joyce O'Neill

Minutes of the previous meeting were read and approved as corrected.

Emergency Evacuation (EE) project update –Taryn will work with Casey Vanatta to set up a Doodle poll with faculty to set a date for their focus group. Preference is to hold the meeting in June or early July and findings from all focus groups summarized in a report for the Safety Committee and Dr. Blackketter this summer.

Elections – Due to lack of a quorum, the Senate postponed elections to the next meeting.

Committee sign-up sheet - Peggy D asked that members review and clarify their committee appointments. The current committee list is posted on the Staff Senate Moodle site. SS will finalize Committee assignments in July to give new Senators the opportunity to sign up for those committees in which they are interested.

Subcommittee report –

Bylaws – The committee met and revised the bylaws. Senate suggested adding wording to address mid-term senate and officer vacancies. Peggy D. will incorporate suggested wording into new draft and post to SS Moodle site.

Ask the Senate – A questions asking for information about OCHE and the Board of Regents will be submitted. Peggy D. to write draft response for SS review and editing. SS to post response in the Fall newsletter.

Pay on the Back – Frances will write one for Jackie Amaya. Amanda and Taryn will write one for Tara Sweet.

New employees – Peggy D. resolved the issue of some new employees not appearing on the New Employee report. She will send an updated list to Frances. New Employee packets will be distributed to those who have not yet received them. A list of new employees will be put in the Fall newsletter.

Luncheon Learning – Dr. Blackketter authorized \$1,000 for Luncheon Learning. With the reduced budget, SS recommended only inviting staff (not faculty) to the sessions to reduce catering costs and holding fewer presentations. Peggy D. will coordinate with Rita Spear for the June session.

Staff Committee List – Peggy D. suggested a Fall Term newsletter article listing all staff who serve on Montana Tech committees, either as members or as support personnel. The article would focus on the strong level of staff involvement and support of campus infrastructure and functions.

Newsletter – Most summer volume articles submitted; article on newly elected senators will be deferred to fall newsletter. Peggy D. will write MUSSA survey results report after she reviews the results with Dr. Blackketter.

SS webpage update – deferred to next meeting.

Supply drive for the Homeless – deferred to next meeting MUSSA Survey update – Peggy D asked members to look at the report and give feedback.

Adopt the Street – Peggy D. has bags and will schedule first clean-up day for June.

Respectfully submitted,  
Peggy Delaney, President