

**Staff Senate Agenda**  
**Friday, September 29, 2017**  
**Mt. Con Room, Student Union Building**  
**9:00 a.m. – 10:00 a.m.**

1. WIRE - feedback on the vision of “special focus”
2. Minutes of previous meeting
3. Meeting schedule change: November 10<sup>th</sup> is a holiday – reschedule to 17<sup>th</sup>?
4. Subcommittee reports:
  - Emergency Evacuation project (Taryn)
  - Ask the Senate (Casey, Frances)
  - Pat on the Back (Frances, Angela)
  - Luncheon Learning Update
5. Supply Drive for the Homeless
6. Staff Senate Scholarship
7. Meeting with Chancellor, Provost, & VC for Admin & Finance
  - Onboarding, Offboarding, Employee recognition, Luncheon Learning,
8. Newsletter: (Angela, Ronda, Taryn, Peggy D., Niki Wilcox)  
**Fall Newsletter**
  - Ask the Senate – New question needed – Tuition fee waivers?
  - Pat on the Back for Jackie Amaya and Vanessa VanDyk
  - New Employee (Frances, Ronda) – updated list
  - Share congratulations note (completion of 6-mo probation period) to go with mugs
  - WIRE Committee article (Peggy)
  - MUSSA survey results (Peggy)
  - Staff participation on campus committees
  - Supply drive for the homeless
9. Round table/Updates

**Staff Senate Meeting**  
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**9:00 a.m. – 10:00 a.m.**

Present: Frances Holmes, Peggy McCoy, Marcia Lubick, Kathy Stevens, Taryn Quayle, Scott Forthofer, Casey Vanatta, Niki Wilcox, Marilyn Patrick, Angela Stillwagon

Absent: Joyce O'Neill, Peggy Delaney, Ronda Coguill, Nick Bowsher

1. **WIRE with Professor's Hilary and Scott Risser:** Hilary referenced the handout she provided in the past, "WIRE meetings with departments," and specifically requested feedback regarding the 7 bullet points and anything else the Senate had to add. Several great suggestions and comments were offered. *[To encourage candid feedback, comments and suggestions were recorded by Professors Hilary and Scott Risser as anonymous.]* Dr. Risser encouraged the Senate to send any additional comments or suggestions via email to any of the WIRE members or [WIRE@mtech.edu](mailto:WIRE@mtech.edu).

The WIRE discussion ended just after 9:50 AM, so little time remained for the additional agenda items.

2. **Minutes of previous meeting** – minutes are typically read; in the interest of time, Angela offered to email minutes for review and official approval will take place at the October 13<sup>th</sup> meeting.
3. **Meeting Schedule change** – Angela asked if the Senate would like to meet twice in October as scheduled, October 13<sup>th</sup> and 27<sup>th</sup> the attending senators agreed. The previously scheduled November 10<sup>th</sup> meeting is on Veterans day; Angela proposed moving to the 17<sup>th</sup>; attendees agreed.
4. **Subcommittee reports:** moved to next meeting
5. **Supply Drive for Homeless:** Peggy McCoy gave a brief update on the dates of the drive, which will be the week of October 23-28, since 3 athletic events will occur: Women's basketball on the 26<sup>th</sup>, Men's Basketball on the 27<sup>th</sup>, and Football on the 28<sup>th</sup>. Peggy will check in with Nick Bowsher regarding collections at this event. Collections bins/boxes will be placed in various locations on campus throughout the week. Budget was brought up, since printing flyer and brochure (drafted by Denise Herman) would be expensive. Taryn mentioned that Lisa Sullivan could make a duplexed card (4/page), which would be less expensive. Then Taryn suggested marketing strictly via Social Media to save and Scott & Marilyn offered to print a few large posters for each collection bin/box. Thus, eliminating printing costs entirely. Taryn also mentioned a staff senate social media page, but it would take time to manage. Casey suggested asking Montana Tech Orediggers to post information on Facebook and Niki offered to share it via Enrollment Services' Facebook as well.
6. **Staff Senate Scholarship** – moved to next meeting, Angela will email a summary before the next meeting for Senator review
7. **Meeting with Administration regarding MUSSA survey results** – moved to next meeting, Angela will email a summary before the next meeting for Senator review
8. **Newsletter** – moved to next meeting – Angela will email updates since submissions due by October 31.

Respectfully submitted,  
Angela Stillwagon, President