

Staff Senate Meeting Minutes
Tuesday, October 2, 2018
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

Present: Niki Wilcox, Peggy McCoy, Kathy Stevens, Debbie Luft, Pam Diedrich, Peggy Delaney, Casey Vanetta, Frances Holmes and Marcia Lubick

Guest: Denise Herman for the Butte Rescue Mission Homeless Mission
Chance Maes, ASMT President

Absent: Marilyn Patrick, Nick Bowsher, Jason Parish, Scott Forthofer

- Minutes of Sept 18, 2018 meeting were read and approved as amended.
 - Peggy D. reminded us that Diane Warthen needs a copy of the approved/corrected Staff Senate Minutes in .pdf format so they can be posted to the website. Peggy M. will forward the minutes to Diane.
 - **Old Business:** Peggy M has not received the list of retirees. Peggy D. will talk to Cathy Isakson about the list latter this afternoon.
 - **New Business:** Glen Southergill asked to meet with the Staff Senate to speak about Project Safe Schools and the 6-Mill. The Staff Senate will welcome a visit from Glen to speak about Project Safe Schools but declined the request regarding the 6-Mill.
 - **Subcommittee reports:**
 - **Ask the Senate** (Casey, Frances, Peggy M.) – No report
 - **Pat on the Back** (Frances, Casey, Marcia, Nick) – Frances will send Jason Koplin’s certificate to Niki at Highlands College and she will make the presentation.
 - **New Employee Packets** (Frances, Marcia, Peggy M., Nick) –Frances has packets ready to deliver this week.
 - **Luncheon Learning Update** – (Niki, Debbie, Peggy D.):
 - **Suicide Prevention – Sept. 26** - Karl Rosston’s presentation was very informative. Pizza was served and we ended up with quite a bit left. At \$12.00 per pizza we may want to order fewer pies for the next Lunch and Learn.
- Upcoming Luncheon Learns:**
- **Student Services – November 14** - Scott Forthofer and Brian Moyer – Presentation on Students and Residence Life, what staff can do to support students, Brian will present on the 25Live room scheduling software.
 - **Campus Safety - January 2019** - Marissa Morgan, Director of Environmental Health & Safety and Tom from Campus Security can be combine – to go over Emergency Procedures, Ideas and goals to take campus forward etc.
- Ideas for Spring Luncheon Learns:**
- **Software, Time Management Tips:** - Excel, Photoshop, other applications, Time Management.
 - **Social Media** – Making it work for you – Networking with Linked-in. Include Social Media Safety – gear session toward students and staff.
 - **Financial Report** – Chancellor Blackketter is contributing \$1000.00 toward Luncheon and Learning. Our budget now stands at \$2100.00 total.

- **Fall Newsletter Deadline:** Articles should be sent to Niki and Ronda by October 5, 2018. Newsletter should be ready October 19, 2018.
 - **Articles in the works:**
 - Union Merger article – Pam Diedrich
 - Peggy will look at getting a list employee who have retired since July 1, 2018.
 - Pat on the Back – Pictures of Vonnie May and Mary Lou Jones awarded Pat-on-the-Back's just prior to their retirements. Putting together a little blurb for Bernie Tregidga and Pam Diedrich.

Reports:

- **Budget Program Prioritization** – Peggy M. – no meeting last week.
- **WIRE Update** – Finalizing their report. Peggy M. will ask Dr. Blacketter to make sure that the completed report goes to ASMT as well as the other stakeholders.
- **Volunteer Service Award** – Peggy M. will call a meeting of the sub-committee to put together a plan.

Fall Activities:

Denise Herman addressed the Staff Senate about the new shelter which has been approved for 1 group with 5 pods and 1 group with 6 pods. The shelter needs sheets and blankets and money. Denise handed out a list of suggested donations that she received from the Butte Rescue Mission.

- **Clothing Drive** -Dates moved back to October 8 – 19. Lisa Sullivan will update the graphic for the boxes and signs and Marilyn Patrick will print them. Events Committee will collect clothing, blankets and toiletries. Boxes with wrap signs will be placed in the SUB, NRB, Library, MG, HSB, Mill and at Highlands. Janice
- **Adopt a Student** – Angel Tree for on-campus needy. Chase Maes also told the committee that ASMT students have a giving tree in the NRB and Circle-K also collects for Montana Tech Families. Staff Senate needs to discuss further as we need to try not to duplicate our efforts.

ASMT: Chance Maes, ASMT President addressed the Staff Senate.

Moving ASMT Offices: about moving the offices to 2nd floor of the Mill building.

Homecoming: Homecoming is the week of Oct. 8-13. Festivities include Mural Painting, Bowling Cub Competition, Race to the M, Butte Trivia, Pep Rally and Bed Races. No parade this year, it may resume next year.

Communicating with Students: Notices that we want to send out to all students can be sent to asmt.vicepresident@mtech.edu and the vice president will send them out.

Campus Committees: ASMT would like to see all campus committees have student representation. For example, the WIRE committee held an information gathering meeting with the students but did not have a student representative on the committee. Program Prioritization Committee doesn't have student representation. The Library Committee does have a student representative. Having more representation by students would help with student buy-in and loyalty to the institution. Sometimes committees have a hard time getting student representatives because of scheduling conflicts.

New Business:

Campus Grievance Committee - Vanessa Van Dyk is looking for staff representation for the Campus Grievance Committee. Denise Herman and Casey Vanetta both volunteer.

Campus Strategic Planning Committee - is beginning work again. Peggy D. will ask Colleen Fink to make sure the committee has student representation.

MUSSA Strategic Planning Committee Meeting – The Committee received feedback on the draft that they submitted. One section is being removed because it is covered by the collective bargaining agreement. The draft will be reworked and re-submitted.

Staff Senate Bylaws Committee – Peggy D. will call a subcommittee meeting to review the bylaws.

- **Next meeting** October 16.

Respectfully submitted,
Marcia Lubick
Secretary