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

Present: Niki Wilcox, Peggy Delaney, Casey Vanatta, Frances Holmes, Marilyn Patrick, Scott Forthofer, Jason Parish, Debbie Luft and Marcia Lubick  
Absent: Peggy McCoy, Nick Bowsher, Ronda Coguill, Kathy Stevens

- Minutes of June 26, 2018 meeting were approved.  
- Senate Updates - Welcome to Debbie Luft from the Recruitment Office and Jason Parish from the Bookstore on attending their first Staff Senate meeting.  
- M Clean up scheduled for Friday, July 20 at 9-10:00 a.m. Meet in the NRB parking lot.  
- Subcommittee reports:  
  □ Ask the Senate (Casey, Frances) - no new questions  
  □ Pat on the Back (Frances, Angela) – Mary Lou Jones. – email Scott F. with names of those receiving Pat on the Back to be added to the Reader Board.  
  □ Luncheon Learning Update – Ideas for presentations for the Fall 2018 Lunch and Learning:  
    o Marissa Morgan, Campus Montana Environmental Policy ACT (MPEA) Officer – to go over Emergency Procedures, Ideas and goals to take campus forward etc.  
    o New Assistant Dean for Highlands College  
    o IT Department – Presentation from Network Services on department reorganization and tips and trick to streamline daily work.  
    o Cricket Pietsch – Presentation on suicide prevention.  
    o Scott Forthofer – Presentation on Students and Residence Life what he does what staff can do to support students.  
    o John Metesh - Presentation on the MBMG services.  
    o Skill Sets improvements – Presentation on communications.  
    o Record Retention – What is Montana State Policy – could we get someone form Secretary of State’s Office to present?  
    o Campus Security  
  □ New Employee (Frances, Ronda) – Frances has list of packets to deliver.  
    Future Packets: Should we include in packets helpful tips – how to get parking pass, links to travel forms, campus security and personal security tips?  
  □ Scholarship Committee – No report  
  □ Financial Report – No report

- Newsletter: Chancellor Blackketter sent Peggy McCoy and Peggy Delaney an email complementing Staff Senate on the Newsletter.  
- Fall Newsletter Deadline: Articles should be sent to Nikki and Ronda by October 5, 2018. Newsletter should be ready October 19, 2018.  
  □ Articles in the works:  
    • IT Department Structure  
    • Physical Plant Structure
• Student Services Restructuring – Scott Forthofer
• New employees and department heads – Welcome and bullet list
• Ask the Senate: Travel Policies how reimbursement works, how to report mileage etc.
• New Assistant Dean at Highlands College
• Every Newsletter needs an update on the BOR and OCHE.
• Thank You for your Service list of names of Staff Retiring in FY2018.
• Peggy D. WIRE update for Newsletter
• Community of Volunteers - List of Names of staff observed volunteering around town – i.e. “Kudos to Betty Doe and Pete Deer who were seen volunteering at the Folk Festival – were you volunteering too? Let us know.”

Reports:
• **MUSSA Report** – Peggy Delaney has started forwarding the Staff Senate Newsletters to Commissioner Clayton Christian.
• **Budget and Program Prioritization meeting** – No report.
• **WIRE Update** – The Wire Committee continues to meet with and receiving feedback from the stakeholders at Highlands College as they decide how Highlands fits with the Montana Tech Special Focus.
• **Next meeting** will be July 24, 2018.

Respectfully submitted,
Marcia Lubick
Secretary