

**Staff Senate Meeting Minutes**  
**Tuesday, December 10, 2019**  
**Mt. Con Room, Student Union Building**  
**9:00 a.m. – 10:00 a.m.**

**Present:** Frances Holmes, Niki Wilcox, Peggy McCoy, Denise Herman, Kinsley Rafish, Tristan Sewell, Angela Stillwagon, Casey Vanatta and Marcia Lubick

**Absent:** Debbie Luft, traveling; Kathy Stevens

**Minutes:** Minutes from the November 26th meeting approved as written.

**New Business:**

**Scholarship Fund Raiser:** (Casey, Angela, Kinsley) Pam Hogart Staff Senate Memorial Scholarship Cornhole Tournament:

**Date:** January 16, 2020

**Place:** Knights of Columbus (KC) Hall

**Time:** 6pm-10pm

**Entry Fee:** \$20.00 per two-person team with a limit of 20 teams.

**50/50:** Tickets 10 for \$5., 5 for \$3 and 1 for \$1 (proceeds to go to Staff Senate Foundation Account to fund future tournaments and Lunch and Learns)

**Estimated Attendance:** 50

**Cornhole boards** Tristan and Marcia have the corn hole boards.

Games take up to 20 minutes with some games taking less time due to the skills of the players.

**Brackets** The committee will check online for an APP to help with setting the brackets.

**Printing** Donna Conrad will be asked to print the brackets on the plotter.

**Pre-Registration** Teams will be allowed to pre-register. Casey will take care of the pre-registration and collect the fees.

**Food** Peggy will check with Liz at the Vu Villa and ask if she will be willing to donate pizza for the tournament. If there are more in attendance we may need to send out for \$5.00 Pizzas.

**Prize Baskets will be put together:**

**Tech gear** – committee will check with Bookstore for donation

**Adult Sippy cup** - Peggy has Montana Tech branded Adult sippy cup

**Denise** will check with local businesses for donations including Butte Copper Company, and Headframe Spirits. She will also donate homemade caramels for the baskets.

**Kinsley** will request a donation from the Montana Club. She will also and Jack Hogart Insurance, let them know that we are having the tournament and request a donation.

**Marcia** will check for donations

**Advertising** The committee will put together a flyer that will be posted around campus and town.

Kinsley will post to social media – Instagram.

Campus Wide email will be sent.

**Foundation Account** Peggy will meet with Deanna Johnson about setting up a Staff Senate Foundation Account where the funds from the 50/50 raffle will be deposited. That Way we will be able to do the fund raising necessary to support the tournaments and lunch and learns should we lose our campus budget in the upcoming fiscal year(s).

**Cash Box:** A cash box and petty cash will be requested for the tournament and raffle.

**Alcohol Concerns** The bar at the KC will be notified that the entire campus community is invited to this fundraiser and there will be under age attendees. It will be up to the KC Bar to card the bar patrons. We want to discourage buzzed and drunk driving so we will also ask about the bar providing cabs should anyone need a ride home.

### **Tips and Tricks on hosting a Corn Hole Tournament**

Casey will get some feedback from the group from Montana Tech that recently held a Corn Hole Tournament.

If anyone has time on Saturday, December 14<sup>th</sup>, please stop into the Butte Depot and observe the Corn Hole tournament that Chaos softball is hosting and see if you can get any ideas. Their Tournament begins at 11:00am.

If the Tournament is a success we will hold a summer tournament to help fund the Lunch and Learns.

Next meeting about the Corn Hole Tournament will be Friday, January 10, 2020.

**Ask the Senate:** (Frances, Casey) No report

**New Employee:** (Tristan, Frances, Marcia, Kinsley) Kinsley and Tristan have updated the labels for the Welcome packets and Congratulations Mug bags. The Library provided the labels and printing.

Kinsley presented her observations and suggested updates for the trifold pamphlet that is included in the welcome packets. The staff senate unanimously agreed to the suggestions and requested that Kinsley make the updates.

To make sure that we don't give double packets or mugs to any employees, Tristan will meet with Frances to double check the list of employees in need of welcome packets. Packets will be ready to go out as soon as we receive more candy for the packets.

**Supplies needed:** candy

**Moving supplies:** Tristan will work with Peggy to get the supplies moved from the URC to the SSC.

**Pat on the Back:** (Frances, Marcia, Casey, Kinsley) No report

**Lunch and Learn Update:** (Kathy, Debbie, Denise, Niki)

Marsha Goetting's 90 minute Estate Planning presentation is scheduled for Wednesday, April 22, 2020 in the SUB Copper Lounge. Cost will be somewhere in the neighborhood of \$385.00.

**Budget Report:** (Peggy, Marcia) Peggy reported the PO# that she received from Kramer last spring for the shirt order was cancelled and although Accounts Payable finally conceded that the Staff Senate shirts are our official uniforms, the invoice must be paid from our FY2020 budget.

<b>Beginning Balance:</b>	<b>\$1,100.00</b>	<b>7/31/2019</b>
Dinning Services	(\$337.50)	Sept. 17 Lunch and Learn
MSU Extension	(\$47.43)	Sept. 17 L&L Speakers Mileage
Universal Athletics	(\$112.00)	Staff Senate Shirts for new Senators
<b>Remaining Balance:</b>	<b>\$603.07</b>	<b>12/6/2019</b>

**Scholarship:** (Casey, Angela, Kinsley) Corn Hole Tournament plan is in motion for January 16, 2020.

**Events Committee:** (Peggy, Kathy, Marcia, Niki, Frances Kinsley)

**Gift Wrapping** – The Circle K club’s Holiday Care service project gave gifts to 11 families. Students helped wrap early. Frances and Marcia from Staff Senate helped RuthAnne finish up the wrapping. Pictures were taken. RuthAnne Shope will be missed.

**LEAD Team – Book Club meeting December 13, 3:30-4:30 p.m.** – The book being read right now is Radical Candor—Be a Kick-Ass Boss Without Losing Your Humanity, by Kim Scott, If you don’t have the book check out the podcast: <https://www.radicalcandor.com/candor-podcast/> . Recap will be made of the first meeting, don’t worry about getting all the reading done you will be able to follow along.

**Shared Governance:** (Frances, Kathy, Debbie)

**Funding Proposal** - Angela is working on a proposal to Chancellor Cook to request that he contribute additional funds to support the Lunch and Learn presentations. After the Chancellor has had time to receive and review the proposal Frances and Angela will schedule a meeting with Chancellor Cook to make the request in person and answer questions about the Lunch and Learns.

**Provost Search** – the names of the finalists for the Provost position Have been released and campus interviews take place 12/10, 12/12 and 12/15:

Steven D. Gammon	12/10/19	Open forum 1:30 – 2:45 in the Copper Lounge
Lee B. Kats	12/12/19	Open forum 1:30 – 2:45 in the Copper Lounge
Lou Reinisch	12/15/19	Open forum 1:30 – 2:45 in the Copper Lounge

More information about the candidates can be found at: <https://www.mtech.edu/provost-search/index.html>

**Staff Recognition Committee** - (Peggy, Casey, Kathy, Denise) Frances will discuss with the Chancellor.

**Newsletter Committee** - (Niki, Denise, Peggy, Angela) Photos will be taken at the Corn Hole Tournament.

**Old Business:**

**Meeting Adjourned.**

**Next Meetings:**

**Friday, January 10, 2020** at 9:00 a.m., Mt Con Room of the Student Union Building.

**Tuesday, January 14, 2020** at 9:00 a.m., Mt Con Room of the Student Union Building.

Respectfully submitted,  
**Marcia Lubick, Staff Senate Secretary**