

Staff Senate Meeting Minutes
Tuesday, April 16, 2019
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

Present, Peggy McCoy, Kathy Stevens, Denise Herman, Frances Holmes, Casey Vanatta, Debbie Luft, Scott Forthofer and Marcia Lubick

Absent: Marilyn Patrick, Niki Wilcox,

Minutes: Minutes for the April 2, 2019 meeting will be voted on at the April 30th meeting.

New Business:

New Chancellor: Les Cook will be on campus the week of April 22 and again the Week of May 13th. He will take over as Chancellor on July 1, 2019.

Doug Abbott sent out an open letter to the campus community announcing that once Chancellor Cook has settled into his new position, Doug will be stepping down as Provost and returning as a Professor to the Business and Information Technology Department.

Chancellor Cook has the prerogative to choose his new Vice Chancellor.

Brandt Wright is no longer on campus.

Review Staff Senate Forms: Casey requests that everyone review the Staff Senate Pat on the Back and Ask the Senate forms for grammar updates, etc.

Subcommittee reports:

- **Ask the Senate** (Casey, Frances, Peggy M.) – No new questions.
- **Pat on the Back** (Frances, Casey, Marcia, Nick) – Frances and Marcia still need to deliver the certificate to Beth Gadaire. Marcia will try to have the write-ups for the Pat on the Back recipients completed by May 3rd so the campus announcement may be sent out.
- **New Employee Packets** (Frances, Marcia, Peggy M., Nick) – No new Employees. Frances has list to give out welcome packets and mugs.
- **Luncheon Learn Update:** (Niki, Debbie) **Luncheon Learn – June – Advanced Directives – Power of Attorney - Wills** – Niki and Kathy will meet to plan out the June Luncheon Learn. Ann Uland was suggested as a possible guest speaker.
- **Scholarship:** (Casey, Marilyn, Peggy M.) Nothing new.
- **Financial Report:** (Peggy M., Marilyn) Peggy M. –Staff Senate account balance is **\$897.80** after purchase of gift cards to go with Pat on the Back certificates. The balance remaining in the Chancellor's contribution is **\$392.50**.

Upcoming expenses:

Shirts for Staff Senate members – Denise Herman and Debbie Luft.

June Luncheon Learn

MUSSA meeting at the May BOR meeting - Staff Senate will pay mileage, per diem and hotel rooms for Scott and Peggy to represent our campus at the MUSSA meeting with the BOR in Great Falls May 22-23, 2019.

Supplies for New Employees and Pat on the Back –We should stock up on supplies for the Pat on the Back, Employee Welcome packets and Mugs

- **Shared Governance:** (Scott, Kathy, Peggy M., Debbie) – Nothing new.
- **Elections:** (Marcia, Peggy M.) – Peggy passed out a copy of the email that was sent out last year to solicit nominations. She will update the email and send it to all staff on May 6th and 20th. Nominations will be due May 31st. We didn't send out an application form last year. If we want an application form, Casey will add it to our other from on the Staff Senate Website.
- **Officers:** Peggy will be stepping down as Staff Senate President. Be thinking about who wants to take on the Staff Senate President responsibilities.
- **By Laws Review:** (Frances, Peggy M., Marilyn) – By Laws review will be scheduled after Graduation.
- **MUSSA:** (Peggy M., Scott) – A Satisfaction survey will be going out soon to all staff.
- **Staff Recognition Committee – Sub-committee meeting:** (Peggy M., Casey, Kathy, Denise) Tabled until the new Chancellor begins.
- **Events for Spring:** So far Peggy and Denise are the only Staff Senators who have signed up to help with Techxpo. Please let Susan Anderson know if you will be able to help out on Thursday, April 25.
- **Clean-up the M:** We need to decide the M Clean-up schedule.
- **Service Awards:** The Awards ceremony is April 17 from 5-7 in the HPER. 25 - 5 year, 14 - 10 year, 9 – 15 year, 5 – 20 year, 5 – 25 year, 3 – 30 year and 2- 35 year awards will be presented. Victoria has recommended that pins and pen sets be ordered before Chancellor Blacketter leaves campus.
- **Acknowledgement of Excellence Awards:** Residence Hall Association came up with these awards to celebrate outstanding students, staff and faculty. The Ceremony is April 16th at 5:30pm in the Library Auditorium. 200 nominations were received for 120 different Students, Faculty and Staff.
- **Summer Newsletter** (Niki & Denise)
 - Department Highlights: Summer Newsletter
 - Enrollment
 - Physical Plant
 - Petroleum Engineering – 70th anniversary of the 1st Graduating class.
 - Pat on the Back –
 - New Chancellor – introduction/welcome to campus
 - Highlands –
 - Acknowledgement of Excellence Awards –
 - Article on Food Services Policies – Peggy and Scott
 - Events Calendar in the Newsletter
- **Fall Newsletter**
 - Department Highlights – Fall Newsletter
 - Recruitment –
 - Student Success Center
 - Career Services
 - Article on Jocelyn Bjornstad, coordinator of Campus Life

Next meetings:

April 30, 2019 at 9:00a.m., Regular Meeting - Mt Con Room of the Student Union Building

**Respectfully submitted,
Marcia Lubick
Secretary**