

Staff Senate Meeting Minutes
Tuesday, April 30, 2019
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

Present, Peggy McCoy, Kathy Stevens, Niki Wilcox, Frances Holmes, Debbie Luft, Casey Vanatta, and Marcia Lubick

Absent: Marilyn Patrick, Denise Herman, Scott Forthofer

Minutes: Minutes for the April 2, and April 16, 2019 meetings approved as written.

New Business:

Elections: (Marcia, Peggy M.) – Peggy email Staff Senate Election Nomination form out to all Staff on May 6th. Nominations will be due May 31st.

Subcommittee reports:

- **Ask the Senate** (Casey, Frances, Peggy M.) – No new questions.
- **Pat on the Back** (Frances, Casey, Marcia, Nick) – Victoria's Pat on the Back is not appearing. Peggy will enter it again. Marcia hopes to have articles written up for current Pat on the Back recipients by 1st week of May.
- **New Employee Packets** (Frances, Marcia, Peggy M., Nick) –Frances is going over the current list of new employees some have already left campus. Peggy will send list of staff who have passed the 6-month probationary period.
- **Luncheon Learn Update:** (Niki, Debbie) **Luncheon Learn – June – Advanced Directives – Power of Attorney - Wills** – Niki, Kathy and Debbie will meet to plan out the June Luncheon Learn. There is a lot of information to present this will be a two-part lunch & learn.
- **Scholarship:** (Casey, Marilyn, Peggy M.) Nothing new.
- **Financial Report:** (Peggy M., Marilyn) Peggy M. – Accounts unchanged. Staff Senate account balance is **\$897.80** 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. No decisions until Chancellor Cook is on campus.
- **Elections:** (Marcia, Peggy M.) – Peggy will send email to all staff May 6th and 20th. Nominations will be due May 31. Give Casey feedback on the nomination form and she will make updates before Peggy sends out her email on May 6.
- **By Laws Review:** (Frances, Peggy M., Marilyn) – By Laws review will be scheduled after Graduation.
- **MUSSA:** (Peggy M., Scott) –Satisfaction survey has gone out. Make sure your respond
- **Staff Recognition Committee – Sub-committee meeting:** (Peggy M., Casey, Kathy, Denise) Tabled until the new Chancellor begins.

- **Clean-up the M:** Nothing yet on Adopt-a-Lot in the Montana Standard.
- **Service Awards:** Need to get together with Victoria to reorder pins and pen sets before Chancellor Blackketter leaves campus.
- **Summer Newsletter** (Niki & Denise) – Articles due by June 7.
 - 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
 - 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:

May 14, 2019 at 9:00a.m., Regular Meeting - Mt Con Room of the Student Union Building

**Respectfully submitted,
Marcia Lubick
Secretary**