

**Staff Senate Meeting Minutes**  
**Tuesday, May 14, 2019**  
**Mt. Con Room, Student Union Building**  
**9:00 a.m. – 10:00 a.m.**

**Present,** Peggy McCoy, Kathy Stevens, Frances Holmes, Debbie Luft, Denise Herman, Casey Vanetta, and Marcia Lubick

**Absent:** Marilyn Patrick, Scott Forthofer, Niki Wilcox

**Minutes:** Approval of April 30 minutes tabled until next meeting

**New Business:**

**Elections:** (Marcia, Peggy M.) – Email was sent out seeking nominations. Posters will also be posted in key areas around campus.

**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 still not appearing. Both Peggy and Frances checked. Casey will check into this further and figure out why Peggy and Frances can't view Victoria's Pat on the Back. o look. Marcia is working on Pat on the Back articles, still hasn't received additional information from Taryn Quayle to help write up her article.
- **New Employee Packets** (Frances, Marcia, Peggy M., Nick) – No new employees.
- **Luncheon Learn Update:** (Niki, Debbie) **Luncheon Learn – June – Advanced Directives – Power of Attorney - Wills** – Niki, Kathy and Debbie hope to meet this week. Will plan on Thursday presentations.
- **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 in July. Les Cook has been visiting campus regularly and has already been meeting with the Foundation and Alumni Engagement to plan fund raising strategies.
- **Elections:** (Marcia, Peggy M.) – Nominations due May 31.
- **By Laws Review:** (Frances, Peggy M., Marilyn) – Peggy and Frances will meet to review By Laws. Peggy will speak with Marilyn about her lack of participation and attendance at Staff Senate meetings.
- **MUSSA:** (Peggy M., Scott) –Satisfaction survey had good response. Report is 287 pages long. It will be posted on the shared drive so everyone on Staff Senate may review.

- **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.
- **Community Baby Shower:** Staff senate voted to participate in the community baby shower and support families in need with donations of diapers, diaper wipes, new baby blankets, sleepers etc. Peggy will send out a campus email.
- **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 – 70<sup>th</sup> anniversary of the 1<sup>st</sup> 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 28, 2019 at 9:00a.m., Regular Meeting - Mt Con Room of the Student Union Building**

Respectfully submitted,  
**Marcia Lubick**  
 Secretary