

**Staff Senate Meeting Minutes**  
**Tuesday, March 10, 2020**  
**Mt. Con Room, Student Union Building**  
**9:00 a.m. – 10:00 a.m.**

**Present:** Frances Holmes, Peggy McCoy, Denise Herman, Tristan Sewell, Debbie Luft, Casey Vanatta and Marcia Lubick

**Absent:** Niki Wilcox, Angela Stillwagon, Kathy Stevens, Kinsley Rafish  
Frances requests that the record show that Niki has not been attending due to health issues, please keep her in your thoughts. Angela and Kathy had work schedule conflicts and Kinsley is traveling.

**Minutes:** Due to a lack of a quorum at the start of the meeting, minutes approval for February 25, 2020 meeting deferred to next meeting

**NEW BUSINESS:**

**MUSings Newsletter, March 9, 2020 – RE: COVID-19:** In the latest newsletter Clayton Christian, Commissioner of Higher Education, addresses the MUS response to COVID-19. Frances will send the link to the newsletter to everyone after the meeting. Please take time to read the information about COVID-19.

**Professional Development Planning Committee:** Dr. Cook requests a member of the Staff be included on this committee. Other members include Charie Faught, Scott/Hilary Riser, Janet Friesz, Brian Kukay, Colleen Fink. Peggy McCoy volunteered to be the staff representative on this committee. Frances will forward Peggy's name to Dr. Cook as our staff representative.

**Staff Recognition Awards**

Frances has an appointment scheduled with Chancellor Cook for later this week. He requests that she present Staff Senate's thoughts on the staff recognition awards at the meeting. After discussion we outlined the following:

**Outstanding Staff** – (nominated by students)

In addition to exceeding expectations in performing the duties of their position, this awardee:

- Consistently makes a difference in students' lives
- Contributed an innovative, original idea that was implemented and transformed an aspect of student experience
- Significantly increased student satisfaction in their area
- Significantly improved student services and/or student satisfaction

Nominations for this award will be made via a linked online form that will be sent by email to all students

**Above and Beyond** (peer selected) – Award for staff who consistently go above and beyond to serve individuals and the campus community. Reaching out – giving more than expected.

In addition to exceeding expectations in performing the duties of their position, this awardee:

- Consistently demonstrates the highest level of commitment, service, and/or significant contribution to the program, the campus community, and the students
- Excels in customer service/personal interaction
- Provides leadership, and/or promotes professional growth at Montana Tech
- Demonstrates a commitment to Montana Tech's mission and core values

Nominations for this award will be made via a linked online form that will be sent by email to all staff and also by paper forms that will be provided to departments with staff that do not routinely access their email (physical plant and food services)

**Innovative Programming** (Departments cannot self-nominate) –This award is designed to honor the staff of a department team/group for outstanding quality service and moving their area forward. The winners of this award have worked together to evolve practices, processes and/or programs to better meet the needs of our ever-changing community. They have developed or enhanced programs to better engage the community and have improved the campus experience or daily processes for the benefit of campus constituents.

- The team/group has promoted quality service through open communication, creativity, ethical behavior, integrity, caring and close individual attention
- The team/group has gone beyond their established duties to foster quality service affecting not only their department but also students, faculty, other departments on campus and/or the surrounding community
- The team/group has developed and implemented a cutting-edge program or encouraged others to think outside the box
- The team/group has enhanced Montana Tech's mission and core values in the process

Nominations for this award will be made via a linked online form that will be sent by email to all staff and also by paper forms that will be provided to departments with staff that do not routinely access their email (physical plant and food services)

### **Subcommittee Reports**

**Ask the Senate:** (Frances, Casey) No questions have been submitted

**New Employee:** (Tristan, Frances, Marcia, Kinsley) Tristan reported that the employees who received welcome packets or mugs after the meeting on February 25 were excited. Packets and mugs had to be left on the desks for several employees who were not available when the deliveries were made. Tristan is going to get the report pulled and start on the next round of packet and mug deliveries.

**Pat on the Back:** (Frances, Marcia, Casey, Kinsley) Marissa Bentley and Carleen Cassidy were nominated by a staff member who came to Frances' office and requested the nominations. Frances will submit the nominations of Marissa, Carleen, Bob and Mary online so they will all be on the list for the 20/21 Regents' Award for Excellence in University System Citizenship to recognize staff across the MUS. Both Marissa and Carleen were touched by the nomination. We have 4 Digger cards left to be awarded with the Pat on the Back certificates.

**Lunch and Learn Update:** (Kathy, Debbie, Denise, Niki) The next Lunch and Learn with Marsha Goetting is scheduled for Tuesday, April 28, 11:45am – 1:15pm. The Copper Lounge is reserved from 11:30 to 2:00 to allow Marsha set up and take down time.

Denise handed out a spreadsheet with lunch options and costs from the Jimmy Johns, Quiznos, Pita Pit/Taco del Sol and Subway. She will check additional restaurants before the next meeting. We will make our final decision about the food at the March 24<sup>th</sup> meeting. Staff senate will purchase cases of water for the lunch.

Frances sent the letter that she, Angela and Marcia wrote to Chancellor Cook requesting additional financial support for future Lunch and Learn presentations. Frances will discuss this with Chancellor Cook at this week's meeting.

**Scholarship:** (Casey, Angela, Kinsley) Casey reported that there are still some criteria that needs to be narrowed down and finalized before the details for the scholarship will be published. The committee met with Shannon Panisko and Shauna Savage and it was decided that staff applying for the scholarship will need to apply for fall and spring semesters separately. Dependent students will only need to apply for the fall semester and their award will be good for full academic year. Suggested application deadlines will be July 15 and November 15. Applicants will be asked about financial need. Staff may apply for the scholarship to help with continuing education classes but not something such as Yoga. More details will follow.

**Scholarship Fundraiser:** The KC Fundraiser that the Hogart family had planned for March has been postponed.

**Funding for Staff Senate programs** – We may consider a Cornhole tournament to support our Staff Senate programs. We will discuss this more after Frances meets with Dr. Cook.

**Budget Report:** (Peggy, Marcia) No expenditures since the last report our balance is unchanged at \$603.07.

<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>1/21/2020</b>

**Events Committee:** (Peggy, Kathy, Marcia, Niki, Frances, Kinsley) No events planned.

**Shared Governance:** (Kathy, Frances, Debbie, Tristan) Nothing reported

**Staff Recognition Committee:** (Peggy, Casey, Kathy, Denise) See New Business

**Elections (Marcia, Frances):** No report

**Bylaws Review:** (Frances, Debbie, Angela) - No report

**MUSSA:** (Frances, Peggy) Peggy submitted our nominations for the OCHE and BOR Regents' Award for Excellence in University System Citizenship to recognize outstanding staff across the MUS. The two names submitted from our Pat on the Back nominations are Pam Diedrich and Casandra Welsh. Neither Peggy nor Frances were able to attend last Thursday's MUSSA meeting.

**Newsletter Committee:** - (Niki, Denise, Peggy, Angela) Articles are Due. Denise will start pulling the newsletter together. We'll try to publish the week of March 23<sup>rd</sup>.

**Newsletter articles for Spring newsletter – March**

- **Cornhole Tournament** – Kinsley
- **Pat on the Backs** – Marcia
- **Advertisement for the Lunch and Learn with Marsha** - Kinsley
- **Scholarship Article** – Angela

**Round table updates**

**VC of Finance** – Casey reported that the committee will begin reviewing applications this week.

**Recruitment Office** – A new Recruiter has been hired. She will be moving here from New Hampshire. The second search failed.

**Library** – The Library has filled the Library Technician position we hope that the new person will be cleared to begin next week. The Electronic Resources Librarian position is advertised and closes soon.

**Meeting Adjourned.**

**Next Meetings:**

**Tuesday, March 24, 2020** at 9:00 a.m., Mt Con Room of the Student Union Building.

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