

**Staff Senate Meeting Minutes
Thursday, April 23, 2020
Zoom Meeting
10:00am-11:00am**

Present: Frances Holmes, Peggy McCoy, Denise Herman, Tristan Sewell, Debbie Luft, Casey Vanatta, Kinsley Rafish, Kathy Stevens, Angela Stillwagon and Marcia Lubick

Absent: Niki Wilcox

Minutes: Minutes of the February 25, and March 10, 2020 meetings and approved as written.

Subcommittee Reports

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

New Employee: (Tristan, Frances, Marcia, Kinsley) Tristan reported that due to the Covid-19 lockdown she has not been able to deliver any packets or mugs. Once the lockdown restrictions have been lifted she will get caught up again.

Pat on the Back: (Frances, Marcia, Casey, Kinsley) There are new nominations for Cal Snow, IT and Haylei Allen, Physical Facilities, Mark Taylor, Physical Facilities.

Lunch and Learn Update: (Kathy, Debbie, Denise, Niki) The April Lunch and Learn with Marsha Goetting was cancelled due to the Covid-19 lockdown.

Scholarship: (Casey, Angela, Kinsley) Nothing to report at this time.

Scholarship Fundraiser: No report

Funding for Staff Senate programs – No report

Budget Report: (Peggy, Marcia) No expenditures since the last report our balance is unchanged at \$603.07. Peggy will check with Meredith as to where the additional \$1000. Dr. Cook is giving Staff Senate has been deposited.

Beginning Balance:	\$1,100.00	7/31/2019
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
Remaining Balance:	\$603.07	1/21/2020

Before June 15 supplies need to be purchased, get shirts for new senators.

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

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

Team meeting with Dr. Cook – Frances reported that planning for Summer session and Graduation is underway. The Class of 2020 has been surveyed and they overwhelmingly wish to have a commencement ceremony over the Homecoming weekend.

Peggy reported that she is on the committee to plan Homecoming and the Commencement. They are meeting this afternoon. Arrangements need to be made to move guests and alumni functions to Homecoming.

Staff Recognition Committee: (Peggy, Casey, Kathy, Denise) 29 nominations were received for the Staff Recognition Above and Beyond Award. The recipient has been chosen by the Staff Senate sub-committee and the name of the awardee forwarded to Dr. Cook. Dr. Cook has requested that the name be kept completely confidential until he has completed his part of the process.

Next year two staff recognition awards will be presented, the Above and Beyond award nominated by staff peers and the Outstanding Staff Award nominated by the students. Staff Senate decided that because of the Covid-19 disruption we just did not have enough time to get the second award properly advertised to the students. Although Dr. Cook was disappointed in our decision he supported the decision. We look forward to FY2021 when both awards will be presented.

Elections (Marcia, Frances): Call for nominations for new Staff Senate members will go out in May.

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

MUSSA: (Frances, Peggy) Peggy reported that there is a meeting this afternoon. Nothing else to report.

Newsletter Committee: - (Niki, Denise, Peggy, Angela) Niki reported that the newsletter is put together and asked that last minute updates be submitted to her by email.

Round table updates

Retiring: Frances Holmes, Staff Senate President announced that she is retiring and this will be her last meeting. She will tie up any loose ends as Staff Senate President and resigns as of her last day of work, Friday, May 1, 2020. Niki Wilcox, Staff Senate Vice President will chair the next meeting.

Network Maintenance May 20: Casey reported that network services will be disrupted on May 20 for maintenance. Montana Tech and UM System are doing upgrades. Watch for additional information being sent out by email.

Meeting Adjourned.

Next Meetings:

Tuesday, May 5, 2020 at 9:00 a.m. This will be a Zoom meeting.

Respectfully submitted,

Marcia Lubick, Staff Senate Secretary