

Staff Senate Meeting Minutes
Tuesday, May 19, 2020
Zoom Meeting
9:00am – 10:00am

Present: Casey Vanatta, Kathy Stevens, Debbie Luft, Kinsley Rafish, and Marcia Lubick Interim President/Secretary.

Absent: Peggy McCoy, Denise Herman, Tristan Sewell, Angela Stillwagon

Minutes: May 5, 2020 minutes were approved as corrected.

New Business:

Faculty/Staff Senate Survey:

Chancellor Cook responded to our request for a directive for the Staff Survey saying “Ideally, I think these types of surveys can be helpful in gauging the climate of campus, whether people feel supported and if we are moving in the right direction. I know they have been doing a faculty senate survey for years but my sense is that staff haven’t had an opportunity to do similarly. This feels unequal to me as our staff should also have a voice in the happenings of Montana Tech. This is why I suggested you all develop a parallel survey that could be shared with our staff.

It is up to Staff Senate to decide what questions we wish to include in the survey.

The Staff Survey Sub-Committee will take the feedback regarding the survey and change wording/update questions and delete questions accordingly.

We want the survey to go out on June 1st.

Subcommittee Reports

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

New Employee: (Tristan, Frances, Marcia, Kinsley) Tristan will put together the list of supplies needed for the next year so we can get them approved and ordered before June 15th.

Pat on the Back: (Frances, Marcia, Casey, Kinsley) Mark Taylor’s last day at Montana Tech is Wednesday, May 3rd. We will make sure he is awarded his Pat on the Back certificate before he leaves.

Lunch and Learn Update: (Kathy, Debbie, Denise, Niki) It was suggested that for Fall perhaps the IT Ticket system could be a topic. Casey pointed out that there are help videos already located on the webpage.

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

Scholarship Fundraiser: The Covid-19 restrictions have stopped any planning. We may be able to plan something late Summer or early Fall.

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 checked and the additional \$1000.00 was not put into the regular account.

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 – Digger cards, mugs, tissue etc.

Tristan will get a shopping list of supplies to Marcia.

Peggy will find vendor information for mugs order.

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

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

Vice Chancellor of Admin and Finance Search: Casey reported that the search committee is being reconvened and at the upcoming Zoom meeting a decision will be made on the candidate that will invited for a campus interview.

Staff Recognition Committee: (Peggy, Casey, Kathy, Denise) no report

Elections (Marcia, Frances): Peggy will send out the email requesting nominations for new Staff Senate members.

Bylaws Review: (Frances, Debbie, Angela) – It was recommended that wording to Article III -1 Eligibility to serve on Staff Senate be updated from requiring a staff member to have been employed for one year before being nominated to serve on Staff Senate to allow staff who have passed their probationary period to be nominated and elected to serve on Staff Senate. After a brief discussion it was moved and seconded that the Bylaws be updated to read:

ARTICLE III. ELECTION OF SENATORS AND OFFICERS

1. Eligibility: Benefited staff employees working at least 20 hours per week, have been employed for **six months** prior to nomination, and who are not on probation are eligible for elected membership to the Staff Senate.

The change to the Bylaws passed by a unanimous vote of the quorum present.

MUSSA: (Frances, Peggy) no report

Newsletter Committee: - (Niki, Denise, Peggy, Angela) no report

Round table updates

Faculty Layoffs: it was reported that some Petroleum Department faculty have been given Layoff notices for FY2022.

Meeting Adjourned.

Next Meetings:

Tuesday, June 2, 2020 at 9:00 a.m. This will be a Zoom meeting.

**Respectfully submitted,
Marcia Lubick, Staff Senate Secretary/Interim President**