

Staff Senate Meeting Minutes
Tuesday, May 5, 2020
Zoom Meeting
9:00am – 10:00am

Present: Casey Vanatta, Peggy McCoy, Tristan Sewell, Debbie Luft, Kinsley Rafish, Angela Stillwagon and Marcia Lubick

Absent: Kathy Stevens, Denise Herman

Guest: Charie Faught, Faculty Senate President

Minutes: Approval of April 23, 2020 minutes deferred until the May 19th meeting.

New Business:

Faculty/Staff Senate Survey:

Charie Faught was invited to speak about a special request made by Chancellor Cook to have a combined Faculty Senate/Staff Senate survey. The Faculty Senate conducts an annual faculty survey at the end of each fiscal year before faculty contracts end on May 15. The survey results are compiled over the summer and results shared with the Chancellor in early Fall.

Staff Senate appreciates the opportunity to provide staff feedback to the Chancellor. Faculty survey has already been distributed as their contracts end on May 15. A copy of the survey questions used by the Faculty Senate has been shared with Staff Senate so we may include overlapping questions. A Staff Senate Sub-committee consisting of Marcia Lubick, Debbie Luft and Peggy McCoy will review the questions from the Faculty Senate Survey and the last MUSSA survey and put together a staff survey. The survey will be shared with the Staff Senate members for additional input before it is finalized and distributed.

Casey will help with getting the survey setup with Qualtrics for distribution. Staff survey should be completed by June 30 to allow time for analysis by Charie Faught. The results of the two surveys will be combined and shared with Chancellor Cook early in the Fall.

Staff Senate Leadership: As Frances Holmes retired on May 1, 2020 and Niki Wilcox has resigned from Staff Senate due to continuing health issues, senators voted to have Marcia Lubick serve as interim Staff Senate President until the June Elections.

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 nothing has been done. She will pull a report and email congratulations to new employees and 6-month employees. Where possible packets and mugs will be delivered.

Pat on the Back: (Frances, Marcia, Casey, Kinsley) There are new nominations for Cal Snow, IT; Haylei Allen, Physical Facilities and Mark Taylor, Physical Facilities. Certificates and coffee cards will go out when the campus re-opens.

Lunch and Learn Update: (Kathy, Debbie, Denise, Niki) nothing to report.

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)

Homecoming/Parents' Day and Graduation: Peggy reported that she is on the Homecoming and Parents' Day planning committee. Homecoming is scheduled for October 3, 2020. It will be a physical celebration and include a celebration of the graduates with an entire week of activities. The commencement ceremony will be in December.

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) - No report

MUSSA: (Frances, Peggy) Peggy attended the April 23, meeting. Waiting to learn how the May BOR meeting will be conducted. The meeting at the end of May is when MUSSA Representatives campus have breakfast with the BOR and present a report of accomplishments and plans for the upcoming year. This may be a Zoom meeting which will change the dynamic.

Photos of all of the nominees for the Regent's Award for Excellence in University System Citizenship will be included in a display and the two winners will be announced at this meeting. Peggy has submitted the photos of Montana Tech's nominees Pam Diedrich and Casandra Welsh.

Newsletter Committee: - (Niki, Denise, Peggy, Angela) Angela will check with Niki on the status of the Spring newsletter and add Eric Luther as the winner of the 1st Annual Staff Senate Above and Beyond award.

Round table updates

Network Maintenance May 20-25: Network services will be disrupted on May 20-25 for maintenance. Montana Tech and UM System are doing upgrades.

Meeting Adjourned.

Next Meetings:

Tuesday, May 19, 2020 at 9:00 a.m. This will be a Zoom meeting.

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