Staff Senate Meeting Minutes  
Tuesday, June 30th, 2020  
9:00am – 10:30am

Attendees:
___Denise Herman  
_x__Kinsley Rafish  
_x__Marcia Lubick  
(7/14 start Sean Ryan)  
_x__Debbie Luft  
_x__Tristan Sewell  
(7/14 start Kramer Ungaretti)  
_x__Peggy McCoy  
(7/14 start Trisha Southergill)  
_x__Kathy Stevens  
_x__Angela Stillwagon  
(7/14 start Kramer Ungaretti)  
_x__Casey Vanatta

Minutes Approval:  June 16, 2020 minutes

New Items:

1. Sub committees: Revised and emailed to the Senate for edits
2. Minutes/Agendas: Would like to do a different format and have everything saved to our share
3. Professional Development Committee: Fall 2019 (Resiliency, Ethic of Care, Effective Mgmt.)  
   Tristan & Peggy will serve on this committee and report back to staff senate.
4. Email etiquette
   Please make sure that we use our time appropriately during the meetings and do not continue conversations over email as it can be misinterpreted
5. Montana Tech Campus Pledge flyer
   Oredigger RX- pledging to protect yourself and others against viruses, COVID testing unit will be brought to campus and free testing will be offered for all staff, faculty, and students.
6. Secret Santa
   Would like to start doing secret Santa/holiday party with members of staff senate

Subcommittee Reports:

7. Ask the Senate: (Marcia, Casey).
   a. How do we get the word out about “ask the Senate”?
      i. Suggestions included:
         1. posting on bulletin boards and Staff Senate homepage: Angela
         2. given to new employees as part of new employee training? Tristan
   b. Wages/reclassification question.
8. Bylaws Review: (Marcia, Debbie, Angela) - Nothing new to report
9. Budget Report: (Peggy, Marcia)
   a. Dr. Cook will provide $1000 for our L&L for FY2021

10. Election Committee: (Marcia, Peggy, Tristan)
    a. We can have up to 15 senators, we are going with 12 for this year
    b. Shirts for new senators-either 3 polos, and/or we can get t-shirts to wear on Fridays
    c. New t-shirt idea. Who will lead this? Kinsley is working with UPTOP and the Book store on pricing
    d. Kinsley bringing welcome cards to sign
11. Events Committee: (Peggy, Kathy, Marcia, Kinsley)
    a. Create a Foundation Account. Marcia
i. Must have a paper trail for every transaction
b. New brand should be available 1st week of September
c. Color Run—how can we arrange online payments? Kinsley Update
   Working with Denise and Luke Buckley (wellness committee)

12. **Lunch and Learn Update**: (Kathy, Debbie, Denise)
   a. Nothing to report at this time

13. **MUSSA**: (Marcia, Peggy)
   a. Next meeting is Thursday, 6/18/2020

14. **New Employee**: (Tristan, Marcia, Kinsley)
   a. Status Update on packet distribution – Tristan asked for assistance with the distribution and handed out more packets
   b. Marcia delivered new items to Tristan

15. **Newsletter Committee**: - (Denise, Peggy, Angela)
   a. Pat on the Backs
   b. New Senators—**Kinsley** arrange for Tom to take photos 7/14)
   c. New Provost—**Tristan**
   d. New VC—**Tristan**
   e. Admissions/Enrollment—**Angela**
   f. New Library procedures—**Marcia**
   g. New policies b/c covid
   h. Photos of new staff/student interactions
   i. New policies, staff in Highlands

16. **Pat on the Back**: (Marcia, Casey, Kinsley)
   a. **Haylei Allen** – I asked Mary to tell me Haylei’s schedule.
   b. **Cal Snow** – IT
   c. **Pam Diedrich**

17. **Scholarship**: (Casey, Angela, Kinsley)
   a. Scholarship has been launched
   b. New Cornhole Tournament Updates

18. **Shared Governance**: (Kathy, Debbie, Tristan)
   a. Nothing to report

19. **Staff Recognition Committee**: (Peggy, Casey, Kathy, Denise)
   a. Nothing to report

Round table updates:

**Next Meeting**: Tuesday, July 14, 2020 at 8:30 a.m. Pintler room of the SUB