

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

Attendees:

<input type="checkbox"/> Denise Herman	<input checked="" type="checkbox"/> Kinsley Rafish	<input checked="" type="checkbox"/> Kathy Stevens
<input checked="" type="checkbox"/> Marcia Lubick	(7/14 start Sean Ryan)	<input checked="" type="checkbox"/> Angela Stillwagon
<input checked="" type="checkbox"/> Debbie Luft	<input checked="" type="checkbox"/> Tristan Sewell	(7/14 start Kramer Ungaretti)
<input checked="" type="checkbox"/> Peggy McCoy	(7/14 start Trisha Southergill)	<input checked="" type="checkbox"/> 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