Staff Senate Meeting Agenda  
Tuesday, July 14th, 2020  
8:30am – 10:00am

Attendees:
_X_Denise Herman   _X_Kinsley Rafish   _X_Kathy Stevens  
_X_Marcia Lubick   _X_Sean Ryan   _X_Angela Stillwagon  
_X_Debbie Luft   _X_Tristan Sewell   _X_Kramer Ungaretti  
___Peggy McCoy   _X_Trisha Southergill  _X_Casey Vanatta

Minutes Approval:  June 30, 2020 minutes

1. Welcome New Senators
   a. Access to the share--new senators are following up gaining access
   b. Introductions

2. Sub-Committee Assignment of Senators

3. Senator photos taken
   a. Group photos with and without mask

4. Budget Report:  Peggy, Marcia
   a. New budget not available yet
   b. Supplies will be ordered when budget received (cardstock, sticky notes, candy, labels)

5. Communications/Marketing:  Angela, Sean
   a. Angela will update the web page with senator bios and photos
   b. Send campus wide email about the donation button
   c. Angela is inquiring about a new Staff Senate Logo

6. Events Committee:  Kinsley, Tristan, Kathy, Kramer
   a. New brand should be available 1st week of September
   b. Cornhole Tournament
      i. Sean has 6 sets for when we are able to do again
   c. Color Run
      i. Waiting to hear back from Luke
      ii. There will be a lot of paperwork to complete to operate this, including insurance

7. MUSSA:  Casey, Peggy
   a. They request an official representative
   b. We need the date for the next meeting

8. New Employee:  Tristan, Debbie, Trisha
   a. Hope to run report every two weeks
   b. Packets are up to date
9. **Newsletter Committee**: - Angela, Denise, Trisha
   
   a. Ask the Senate Questions Submitted- Advertise more *(Casey will check for these)*
   b. Pat on the Backs: **Marcia**
   c. New Senators photo/bios **Kinsley**
   
   d. New Provost- **Tristan**
   e. New Library procedures-- **Marcia**
   f. New policies b/c covid (masks and pledge): **Angela**
   g. New policies, staff in Highlands: **Casey**

10. **Senate Governance**: **Marcia**, Debbie, Peggy
   
   a. Montana Tech Campus Pledge Flyer
   b. New branding available 9/1
   c. Staff Senate shirts
      i. Through bookstore $17-$24
      ii. Hope is to have each person order preferred shirt style, but not sure if possible. **Angela will inquire**
      iii. Marcia will poll group to determine preferred style of shirt for new logo
   d. The Leadership Experience and Development (LEAD) team sponsoring 2 hr. training on Wednesday, 7/29
      i. Mindfulness- Amy Lorang will lead us in a mindfulness session. Learn mindfulness meditation basics and wellness benefits.
      ii. How to run an effective meeting- Sarah Raymond will provide resources that can help be more efficient in participating and conducting meetings.
      iii. The Ethic of Care- Four panel members from our community will discuss what they do to promote an ethic of care for customers and employees during difficult times.
      **Location**: Virtual and Live in the Copper Lounge, SUB
   e. Shared Governance:
      i. Professional Development Committee, VCAF Search Committee & Executive Leadership Committee

11. **Scholarship**: **Kinsley**, Casey, Angela
   
   a. Two applications received so far.
   b. Closing day is 7/15. If no additional are submitted, two applicants will be recipients

12. **Staff Development**: **Trisha**, Kathy, Denise
   
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      i. Mindfulness- Amy Lorang will lead us in a mindfulness session. Learn mindfulness meditation basics and wellness benefits.
      ii. How to run an effective meeting- Sarah Raymond will provide resources that can help be more efficient in participating and conducting meetings.
      iii. The Ethic of Care- Four panel members from our community will discuss what they do to promote an ethic of care for customers and employees during difficult times.
      **Location**: Virtual and Live in the Copper Lounge, SUB
b. Lunch & Learn Options
   i. Zoom:
      1. Marsha Goetting can do Zoom Presentations
      2. Most people on campus will have access
      3. Can participate on phones
   ii. In Person:
      1. Marsha might be able to come after Covid limits are over
      2. State of MT limits to 50. Tech limits?
      3. Limit to 25 (RSVP) and space chairs for social distancing
      4. Perhaps 2 sessions if Marsha able to do so

13. **Staff Recognition:** Marcia, Kramer, Sean
    a. New committee members:
    b. Pat on the Back:
       i. Haylei Allen
       ii. Cal Snow
       iii. Dennis Lowney

**Next Meeting:** Tuesday, July 28th, 2020 at 9 a.m. Pintler room of the SUB