Staff Senate Meeting Minutes  
Tuesday, July 28th, 2020  
9am – 10:00am

Attendees:  
___Denise Herman  
_x__Marcia Lubick  
_x__Debbie Luft  
_x__Peggy McCoy  
_x__Kinsley Rafish  
_x__Sean Ryan  
_x__Tristan Sewell  
_x__Trisha Southergill  
_x__Kathy Stevens  
_x__Angela Stillwagon  
_x__Kramer Ungaretti  
_x__Casey Vanatta

Minutes Approval: July 14th, 2020 minutes - Approved

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

2. **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 – Angela has something drafted  
c. Staff Senate new logo was shared

3. **Events Committee:** Kinsley, Tristan, Kathy, Kramer  
a. New brand should be available 1st week of September  
b. Cornhole Tournament (Tabled)  
c. Color Run (Tabled until next meeting)  
   i. Waiting to hear back from Luke  
   ii. There will be a lot of paperwork to complete to operate this, including insurance  
   iii. Kinsley will work with Trisha on this  
d. Christmas party for the Senate  
e. Campus Events Committee – all campus events need to go through them first.

4. **MUSSA:** Casey, Peggy  
a. Next Meeting August 27th – Peggy will share the meeting with Casey

5. **New Employee:** Tristan, Debbie, Trisha  
a. Any new employees: Tabled until Tristan returns

6. **Newsletter Committee:** - Angela, Denise, Trisha  
a. Ask the Senate Questions Submitted- Advertise more – no questions  
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

7. **Senate Governance:** Marcia, Debbie, Peggy
a. Montana Tech Campus Pledge Flyer: Casey will check on the status of the Moodle course being created. Angela will check with Amanda Badovinac on what to put in the newsletter, if anything

b. Staff Senate shirts (Tabled until budget is available)
   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: 7 polo, 5 t-shirts

c. Shared Governance:
   i. Professional Development Committee: Wednesday, 7/29 **Location:** Virtual and Live in the Copper Lounge, SUB
   ii. VCAF Search Committee: No updates
   iii. Executive Leadership Committee: Casey will email Joe McClafferty for clarification on the Staff experience (only want positive experiences)

8. **Scholarship:** Kinsley, Casey, Angela
   a. 3 applicants: Casey email Shauna asking for information on who can get the scholarship

9. **Staff Development:** Trisha, Kathy, Denise
   a. Lunch & Learn Options: Right now Zoom is the best option
      i. Ideas: Excel, Word, Outlook, Teams. Stuff that will help us do our jobs better

10. **Staff Recognition:** Marcia, Kramer, Sean
    a. Pat on the Back: (Haylei Allen, Cal Snow, Dennis Lowney) – Need more $5 cards once the budget is available

**Round Table:**

**Next Meeting:** Tuesday, August 11th, 2020 at 9 a.m. Pintler room of the SUB – discussed moving this to the new building or outside somewhere if the weather is nice.