

Staff Senate Meeting Minutes
Tuesday, September 22nd, 2020
9am – 10:00am

Attendees:

__Denise Herman
_x_Marcia Lubick
_x_Debbie Luft
_x_Peggy McCoy

_x_Kinsley Rafish
__Sean Ryan
_x_Tristan Sewell
_x_Trisha Southergill

_x_Kathy Stevens
_x_Angela Stillwagon
_x_Kramer Ungaretti
_x_Casey Vanatta

Minutes Approval: September 10th, 2020 minutes - Approved

Next meeting: Tuesday, October 6th, 2020. Pintler Room

Having non-members attend the meetings is allowed. They get introduced as guests. They may add to the conversation but cannot vote. Anyone can attend.

1. **Budget Report:** [Peggy, Marcia](#)
 - a. Any Updates: No Changes
 - b. Chancellor funds \$950
 - c. Regular account \$1001

2. **Communications/Marketing:** [Angela, Sean](#)
 - a. The website is missing only group photo
 - i. Date will be decided when shirts have arrived
 - b. An email has been sent to Diane, the webmaster, with updates to the website. There were several that may take some time to get completed.

3. **Events Committee:** [Kinsley, Tristan, Kathy, Kramer](#)
 - a. Updates (Singo, Raffle):
 - i. Singo:
 1. Everyone has been asked to get 1 donated item for this event. Item must be turned in to Kinsley by October 14th
 2. Kinsley will create an advertisement flyer and give it to Angela to market.
 3. This event will happen on October 22nd at the KC. The KC should be responsible for Covid planning/events. Kinsley will verify.
 4. Kinsley will look into markers to purchase for this event.
 5. 3 hours. Each hour is a different genre.
 6. Donations – Tech Tax ID#
 7. Kinsley will check with Scott F on using the sound system
 8. Anyone with music on a CD please send to Kinsley
 9. Everyone raised their hand to attend this event and help with everything. A couple commented that they may have a conflict.
 - ii. Spirit Week 10/4: Virtual parade with a toy car or shoe box.
 1. Marcia will lead this. She will bring a toy car from home. Everyone will meet next Tuesday, September 29th from 9-10am to help decorate the car.

- iii. Raffle: 200 tickets @ \$20 each. Those who donate get advertised on the ticket. Still need 1 big item.
 - 1. Sell tickets during Spirit Week 10/4/20 and Singo.
 - 2. Drawing date October 26th
 - 3. Donations – Scholarship Tax ID#
 - 4. Raffle tickets need to be made and received by October 4th
 - 5. Everyone has been asked to get 1 donated item for this event. This item can go into the beach Yeti bag. Item must be turned in to Kinsley by this Friday, September 25th.
 - iv. Angela will add the Tax ID# to the Thank you letter
 - v. Coordinate where you go with Kinsley. She will track that we are not going to the same locations. Please check with her first on where you plan to go
 - 1. Peggy – RDs party shop
 - 2. Debbie – Ace & Meat Block
 - 3. Peggy will send a list of current donors in Butte
4. **MUSSA:** Casey, Peggy
- a. Next Meeting Date: TBA
5. **New Employee:** Tristan, Debbie, Trisha
- a. Any new employees: 3 mugs will be handed out
6. **Newsletter Committee:** - Angela, Denise, Trisha
- a. Fall Date drafts are due: October 30th
 - b. Release Date of November 6th
 - c. Ask the Senate:
 - d. Article ideas:
 - a. Facilities – Trisha
 - b. New Pat on the Backs – Marcia
 - c. Update on the Scholarship Fall recipient and Day One event – Casey & Kinsley
 - i. \$755 from 12 gifts on Day One
 - ii. Fall 2020 Recipient:
 - d. Discuss Spirit Week and our involvement - Peggy
 - e. Wellness section – Debbie
 - f. Singo - Angela
7. **Senate Governance:** Marcia, Debbie, Peggy
- a. Campus survey breakdown is in the works. Spending time categorizing the comments.
 - i. Start thinking about April 2021 new survey – questions and changes.
 - b. Staff Senate shirts
 - i. Polo order: waiting to receive them
 - c. Shared Governance:
 - i. Professional Development Committee Updates: Book “Option B” by Sheryl Sandberg & Adam Grant
 - ii. VCAF Search Committee Updates: On campus interviews happening now
 - d. Email Policy Protocol
 - i. Use the Campus Calendar to post events happening on campus

- ii. Using Bcc
- iii. Committee is suggesting that only Tech related emails get sent out.
- iv. Use the Announcements button on the new app
- v. Speak with those who violate
- vi. Send out helpful guidelines and protocols that should be followed. Including how to setup inbox rules.

8. Scholarship: Kinsley, Casey, Angela

- a. Scholarship application will go live 10/26-12/15 for a Spring applicant (make sure students can register before making live 10/26).

9. Staff Development: Trisha, Kathy, Denise

- a. Lunch & Learn Plan: Trisha sent out campus wide email regarding this. Any help needed?
 - i. 9/22/20 – Kathy Stevens – Zoom Updates
 - ii. 10/13/20 – Sarah Raymond – Resume building
 - iii. 11/10/20 – John Metesh – All about the Bureau (working title)
- b. Requested to give out a gift to presenters. The committee agreed to a Staff Senate mug in the nice gift bag with a small Thank you note. Trisha will work with Tristan on this.

10. Staff Recognition: Marcia, Kramer, Sean

- a. Pat on the Back certificates given for Haylee and Dennis, but they did not get Digger cards. Marcia will give them cards now.
 - i. New: Sean Lawrence
 - ii. Completed: Tom, Marcia and Layne

Round Table:

Next Meeting: Tuesday, October 6th, 2020 at 9 a.m.