

**Staff Senate Meeting Minutes
Tuesday, January 26th, 2021
9am – 10:00am (Zoom)**

Attendees:

_X_Denise Herman
_X_Marcia Lubick
_X_Debbie Luft
_Peggy McCoy

_X_Kinsley Rafish
_Sean Ryan
_X_Tristan Sewell
_Trisha Southergill

_X_Kathy Stevens
_Angela Stillwagon
_Kramer Ungaretti
_X_Casey Vanatta

Minutes Approval: January 12th, 2021 minutes corrected and approved
 Next meeting: **Tuesday, February 9th, 2021**

1. Budget Report: **Peggy, Marcia**
 a. Updates

Date	Staff Senate Budget Report	Business Account State Funds	Chancellor's Fund Foundation	Staff Senate - Foundation Fund - Pam Hogart Memorial Scholarship	Transaction Notes
Aug-20	Beginning Balance:	\$1,100.00	\$1,000.00	unknown?	
8/19/2020	10 - \$5 Digger Cards for Pats on the Back	0.00	50.00	0.00	Pat on the Back gift cards
8/19/2020	Staples - Supplies	98.43	0.00		Office Supplies
9/11/2020	Tristan Sewell - mints new employee/6-mo mug	0.00	17.96	0.00	Supplies for new employee packets/mugs
10/5/2020	5518 Design	110.00	0.00	0.00	Staff Senate Shirts
10/5/2020	Insty-Prints	0.00	60.50	0.00	Ticket Printing - Scholarship Raffle
10/29/2020	Kinsley Rafish - Yeti Cooler for raffle.	0.00	349.99	0.00	Kinsley Rafish purchased YETI Tundra 65 Hard Cooler for the Pam Hogart Memorial Scholarship Raffle (11/17/2020) - Note add wording "Proceeds go to Pam Hogart...SS" next year to make it easier to pay raffle related expenses from Scholarship fund.
11/20/2020	Chancellor's Foundation Account	0.00	(349.99)	349.99	Reimburse Chancellor's account - prize for Scholarship Raffle paid from ticket sales with proceeds going toward the scholarship.
	Sub-Total	891.57	871.54	unknown?	
	Encumbered				
	FYE Total	891.57	871.54	unknown?	

Tristan and Marcia are going to update unknown amount in scholarship fund

2. Communications/Marketing: **Angela, Sean**

a. Group Photo Will be taken on: (Tabled until March)

3. Events Committee: **Kinsley, Tristan, Kathy, Kramer**

- a. Updates:
 - i. Succulents
 - 1. About 45 left
 - 2. Advertise by word of mouth to distribute
 - ii. Singo
 - 1. Kinsely participated in a virtual Singo, and it worked well
 - 2. Would need to email digital cards
 - 3. Has more music if we want to add those to our event
 - iii. Discuss at next meeting
 - 1. Staff Meet and Greet
 - 2. March event

4. **MUSSA:** Casey, Peggy

- a. Next Meeting Date: 1/28/2021
 - i. Casey is unavailable at the time these meetings are held
 - ii. Kinsley might attend

5. **New Employee:** Tristan, Debbie, Trisha

- a. 2 new employees at HPER
- b. One 6-month employee
- c. Tristan will prioritize delivering packets

6. **Newsletter Committee:** - Angela, Denise, Trisha

- a. Article Ideas:
 - i. Update working for Ask the Senate--Denise
 - ii. Resources available to staff at library—Marica
 - iii. Sutherland Foundation donation to Nursing Department—Peggy?
 - 1. \$700,000
 - 2. Construction simulation center
 - iv. Pat on the back--Marcia
 - a. Ceasing individual articles
 - b. Will write article use wording from nominations
 - v. Athletic dept/Covid work—Sean
 - a. administering rapid testing
 - b. Football coaches for contract tracing
 - c. Calling to put in quarantine
 - d. Sanitizing in preparation for continuing athletic events
 - e. Hours put in?
 - vi. Deadlines
 - 1. Articles due: March 15
 - 2. Plan to publish end of March

7. **Senate Governance:** Marcia, Debbie, Peggy

- a. Motion regarding the President Role
 - i. Motions made:
 - 1. President serve a 2-year term
 - 2. President does not serve on the Board after term served to allow others to fill roles—
 - 3. VP or President elect shadow President for 1 year before stepping into that role
 - 4. Marcia will write-up and email the changes that she is proposing to the ByLaws.
 - 5. Will discuss and vote at next meeting
- b. Updates on Staff Satisfaction Survey 2021:
- c. Shared Governance:

- i. Professional Development Committee Updates:
 - 1. Clifton Strengths Assessment
 - a. New date for group session
 - b. Assessment only takes 30 minutes
- ii. Executive Leadership Committee Update: survey
 - 1. Campus Survey
 - a. Discussing whether campus should use something already available to measure employee satisfaction or create our own
 - 2. Begin automated timekeeping in next couple of months
 - 3. Bringing E-sports to campus
 - a. Scholarships available
 - b. Other MUS campuses offer this
 - 4. Covid related updates:
 - a. Spring travel still must be pre-approved
 - b. Spring commencement will be virtual
 - c. Hired 2 FTE
 - i. Contact tracer
 - ii. Covid tester
 - 5. Advancing Montana Technological University forum
 - a. 2/4/2021 at 4:00 PM
 - b. Topics include:
 - i. New strategic plan
 - ii. New campus app
 - 6. State Government updates:
 - a. Marijuana remains prohibited on campus
 - b. Legislature is considering broader carry gun laws-campus will have to determine how to respond
 - c. Educator immunization has been delayed

8. Scholarship: Kinsley, Casey, Angela

- a. Make updates for the Fall 2021 application by July 1st (Tabled until June)

9. Staff Development: Trisha, Kathy, Denise

- a. Angela will create advertisement
- b. Casey prefer this committee review before it is sent out.

Date	Presenter	Topic	Attendees	Additional links sent
2/2	Tara Klocker	Burn Out		
		Tough conversations		
		Ergonomics		

10. Ask the Senate:

- a. Question about procedures for Director performance reviews
 - a. Similar concerns about supervisor performance reviews
 - i. How can we change/improve how things are being done?
 - ii. Want those that directly report to someone to give feedback for their evaluation
 - iii. Repercussions for those who don't perform evaluations?
 - b. Suggested to send message to HR and VC Gammons
 - c. If we want more discussion, Casey can bring subject up to the Leadership Team
- b. Second question is sensitive and is being discussed exclusively in committee. Want to let people know to take issues up the chain as appropriate.
- c. Will add wording to newsletter in Ask the Senate section to let people know that if they want to receive a direct response AND want to maintain confidentiality, they can include their name with that notation

11. Staff Recognition: [Marcia](#), [Kramer](#), [Sean](#)

- a. No new Pat on the Backs
- b. Previous Pat on the Backs:
 - i. Nicholas Smith's delivered

Round Table: