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

Attendees:
_X_Denise Herman  
_X_Marcia Lubick  
_X_Debbie Luft  
__Peggy McCoy  
__Kinsley Rafish  
__Sean Ryan  
__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

<table>
<thead>
<tr>
<th>Date</th>
<th>Staff Senate Budget Report</th>
<th>Business Account State Funds</th>
<th>Chancellor's Fund Foundation</th>
<th>Staff Senate - Foundation Fund - Pam Hogart Memorial Scholarship</th>
<th>Transaction Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug-20</td>
<td>Beginning Balance:</td>
<td>$1,100.00</td>
<td>$1,000.00</td>
<td>unknown?</td>
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</tr>
<tr>
<td>8/19/2020</td>
<td>10 - $5 Digger Cards for Pats on the Back</td>
<td>0.00</td>
<td>50.00</td>
<td>0.00 Pat on the Back gift cards</td>
<td></td>
</tr>
<tr>
<td>8/19/2020</td>
<td>Staples - Supplies</td>
<td>98.43</td>
<td>0.00</td>
<td>Office Supplies</td>
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<tr>
<td>9/11/2020</td>
<td>Tristan Sewell - mints new employee/6-mo mug</td>
<td>0.00</td>
<td>17.96</td>
<td>Supplies for new employee packets/mugs</td>
<td></td>
</tr>
<tr>
<td>10/5/2020</td>
<td>5518 Design</td>
<td>110.00</td>
<td>0.00</td>
<td>0.00 Staff Senate Shirts</td>
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</tr>
<tr>
<td>10/5/2020</td>
<td>Insty-Prints</td>
<td>0.00</td>
<td>60.50</td>
<td>0.00 Ticket Printing - Scholarship Raffle</td>
<td></td>
</tr>
<tr>
<td>10/29/2020</td>
<td>Kinsley Rafish - Yeti Cooler for raffle.</td>
<td>0.00</td>
<td>349.99</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>11/20/2020</td>
<td>Chancellor's Foundation Account</td>
<td>0.00</td>
<td>(349.99)</td>
<td>349.99 Reimburse Chancellor’s account - prize for Scholarship Raffle paid from ticket sales with proceeds going toward the scholarship.</td>
<td></td>
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<tr>
<td>Sub-Total</td>
<td>891.57</td>
<td>871.54</td>
<td>unknown?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encumbered</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>FYE Total</td>
<td>891.57</td>
<td>871.54</td>
<td>unknown?</td>
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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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Presenter</th>
<th>Topic</th>
<th>Attendees</th>
<th>Additional links sent</th>
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</thead>
<tbody>
<tr>
<td>2/2</td>
<td>Tara Klocker</td>
<td>Burn Out</td>
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<td></td>
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<td>Tough conversations</td>
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<td>Ergonomics</td>
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10. **Ask the Senate:**
   a. Question about procedures for Director performance reviews
      i. Similar concerns about supervisor performance reviews
      ii. How can we change/improve how things are being done?
      iii. Want those that directly report to someone to give feedback for their evaluation
      iv. 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: