

Staff Senate

23 November 2021 / 9:00 AM / ROOM Pintler

ATTENDEES

<input type="checkbox"/> _X Casandra Welsh	<input type="checkbox"/> _X Jeremiah Strand	<input checked="" type="checkbox"/> X Mike Haldane
<input type="checkbox"/> _X Casey Vanatta	<input type="checkbox"/> _X Kathy Stevens	<input type="checkbox"/> -X Nathan McQuinn
<input type="checkbox"/> _X Debbie Luft	<input type="checkbox"/> -X Kinsley Rafish	<input type="checkbox"/> -X Sarie Nicholls
<input type="checkbox"/> _X Jenna Snow	<input checked="" type="checkbox"/> X Marcia Lubick	

Minutes from last meeting approved.

Volunteer Opportunities:

- Upcoming Events?

New Business

Budget Report: Marcia/ Sarie

- Updates: - Budget Balances:

Business Account State Funds - \$959.78

Chancellor's Fund Foundation - \$485.74

Staff Senate Fund 23090 - \$142.50

Staff Senate - Foundation Acct – Pam Hogart Memorial Scholarship – reported 11.8.2021 - \$7,446.75

Marcia reported that there is a Foundation Gift Assessment Fee for their handling the accounts.

Communications/Marketing: Jeremiah and Mike, & Jenna

- Facebook
 - Please send Kinsley anything you would like shared on Facebook
- Weekly Updates
 - Jeremiah will send info in but everything should be approved by Jenna prior to being sent in
 - Please make sure the Christmas Stroll Flyer goes in

Christmas Stroll and Ugly Sweater announcements have been in the weekly update. Flyers will be distributed by Staff Senate members.

Events: Kinsley, Sarie, Casandra, and Debbie

- Do you want a committee or do we want to form committees specific to each event?
- To make events successful though it takes participation from everyone

Discussion was given as to whether or not we should have sub-committees for each event or still have everyone involved. It was decided that one of the Events Committee Members, Kinsley, Sarie, Casandra, and Debbie, can be the lead on each event with the rest of the Staff Senate Committee volunteering to help as needed and able to. Someone should be in charge of keeping track of dates, progress, etc.

Christmas Stroll:

- December 3rd from 10-2
- Sign up for a time: need at least two Senators there at all times
- Big Butte Room needs to be decorated
- Handing out Coco packets to the first 200 Faculty or Staff
- Jenna will make tags
- Assemble bags Tuesday November 30th 9-10 in Library Conference Room

Sign up sheet was passed around for shifts to work for the stroll for the cocoa packets table and photo booth. Casey will bring tree. Money (\$50) was approved from the budget to purchase our own Christmas decorations.

On boarding: Casey and Debbie (create outline of what could be done)

Mentor with a Senator

- Starts after the first of the year
 - Lunches must be requested from Sodexo by Marica, Sarie or Kinsley
 - Marcia will create a spreadsheet to keep track of vouchers
 - Nathan mentioned he would be willing to donate extra meals

Discussion about the following:

Shauna Goodell offered to be guinea pig for this program. She is new and would have liked to had this opportunity. Using the argument that she could be a resource for students with disability for the onboarding experience would eliminate the need to go backwards for employees coming on when she did, instead of waiting for the new year for her.

Start date is still after the new year.

Time limit will be 30-40 minutes depending on the needs and interest of new employees. Some might want the whole tour or some might want just certain parts. Weather could also be a factor. Could ask the person what they need.

We discussed about going on the same tour offered by Debbie's department, but decided a different tour would probably be needed for a future student versus a new employee. Debbie reported that their tours last at least an hour. The library will take about 10 minutes. Talked about a Train the Trainer for the tours. Should have a test run before the new year.

Money (\$100) was approved from the budget to pay for onboarding supplies.

Kathy will bring folders left over from xli 2014 to see if they might work.

The main focus should be on building relationships between the new employee and the mentor.

Make sure the new employee has the mentor's phone number.

Assignment – everyone should think about important things in each building or their area and email to Casey.

Senate Governance:

- Bylaws: Marcia /Debbie/Casey
- Staff Development:

The question was asked if there could be changes to the bylaws to allow people interested in serving as an officer but who doesn't have enough time vested in serving on the Staff Senate. This would be especially relevant in cases where there is a resignation, and when the vested senators would rather not serve in that position.

Having mid-term elections was suggested as maybe a change to the bylaws.

Ask the Senate: Marcia / Kinsley/Casey

- Nothing new

Scholarship: Casey / Kinsley

- January Corn Hole Tournament
 - Thursday January 13th, 2022
 - Location - previously held at the KC
 - Kinsley will reach out the KC and make sure the date is available

Kinsley has confirmed our reservation for the KC for this event.

Casey, Jenna, Casandra, and Jeremiah have offered to be on sub-committee.

Decisions on these items need to be made: raffle, 50 50 tickets, where to get boards, the cost, and food.

Report Outs:

- Leadership Team Updates: Kinsley
- Professional Development (LEAD) Updates: Cassandra /Debbie
 - Last meeting was canceled so nothing to report
- Faculty Senate Updates: Kinsley has been in contact with Charie Faught looking for a date to hold a joint meeting potentially after the first of the year.
- ASMT Updates: No Update
- MUSSA Updates: Debbie -

Debbie reported she attended the meeting on 11.17.2021 via WebEx which mainly discussed the current strategic plan and next steps. Laramie Smovir from MSU-Great Falls is the new MUSSA Chair. A sub-committee will review the current plan. Focus will be on the basic foundation of one goal with a list kept of ideas for future goals. The current strategic plan encompasses a lot and maybe not all achievable. The committee would like to collect a copy of all Staff Senate Bylaws. Debbie noted Western does not have a Staff Senate. All participants voted to keep the Breakfast Meeting with the Board

of Regents, May 19-20, 2022. Debbie might not be able to attend.

- Great Place to Work Updates: Casey

Kinsley will try to convey to the powers to be that there is great interest in a discussion of the results of this survey.

Staff Recognition: Marcia

- Pat on the Back- nothing new

Marcia announced that there were 5 new Pat on the Back Awards. She would like help getting them delivered – several people volunteered. They include:

Shelby Baker, Admissions

Annie Telling, Residence Hall

Sierra Hancock, URC

Coby Lean, Physical Facilities

Joshua Kovnesky, Physical Facilities

- Awards Update

Round Table

Theresa Rader visited the meeting with information concerning a Request for discussion and approval of Montana Tech's Land Acknowledgement Statement. The AI Committee is requesting the following of the Staff Senate

1. Understand land acknowledgements, our process, and upcoming steps.
2. Provide any suggestions surrounding implementation or requests for instructional level support on equity/inclusion of Native American Students
3. Explicitly and formally support the language as written, or offer suggestions the committee can discuss and bring back to Staff Senate prior to the formal statement being released.

Everyone received a copy of her handout.

NEXT Meeting

December 7th @ 9:00 Staff Senate mini Christmas Party

- Email Casey if you plan to participate in the White Elephant exchange