

**Staff Senate Meeting Minutes**  
**March 1, 2022**  
**9am – 10am (Pintler)**

Attendees:

Mike Haldane(excused)     Kinsley Rafish     Cassandra Welsh  
 Marcia Lubick     Jeremiah Strand     Casey Vanatta  
 Debbie Luft     Jenna Snow     Sarie Nicholls  
 Nathan McQuinn

Meeting opened at 9:04am by Kinsley.

**Staff Senate Meeting 2/15/22 Follow-up:**

- Meeting with Facilities
  - o Debbie reported the meeting went well and that some staff had never heard of staff senate
  - o Decided to continue with focusing on departments not familiar with staff senate such as ACE and athletics
- Kathy resigned as secretary and from staff senate. Kinsley made a motion for Jenna Snow to be Secretary, Casey seconded the motion, everyone in attendance voted in favor

**New Business:**

Events Committee Met 2/22/22:

- Lunch and Learn (Monday March 21<sup>st</sup>)
    - o Welcome
    - o Introductions + (a positive)
    - o Who we are
    - o What we've done
    - o Next Steps
    - o Best ways to communicate
    - o Join the Staff Senate (nominations are due 3/27/22)
    - o Q&A Round Table
    - o Use state funds to purchase lunch vouchers
- Follow-up:
1. Nathan- talk to Nathan from Sodexo about a discount to purchase meal vouchers for the lunch and learn- promote dining on campus.
  2. Kinsley- send a calendar invitation from the staff senate email, RSVP for Lunch and Learn
  3. Sarie- reserve the Copper Lounge for 3/4/22 at 12:00pm

4. Plan to have the lunch and learn begin at 12:00pm, run about 45 minutes, attendees receive lunch voucher at the conclusion of the lunch and learn- offer to sit together in dining services
  5. Marica- purchase 25 lunch vouchers
  6. Meeting scheduled in SSC, in front of the fireplace on 3/4/22 at 12:00pm to create the power point presentation, all are welcome to attend
- St. Patrick's Day parade: wear Montana Tech shirts. Parade begins at 12:00pm on 3/17/22. More information to follow.
  - Staff Appreciation May 12<sup>th</sup> and 13<sup>th</sup>:
    - o Courtyard BBQ May 12th (Name Tags with colors to coordinate with Leadership Staff Survey) - Jenna and Casey
      - Use state funds to purchase food
 Follow-Up:
      1. Kinsley- lock in dates for staff appreciation with Les (ensure it is not during the next forum)
      2. Kinsley-discuss budget with Les during the next meeting with him on 3/16/22. Help with food costs for the BBQ? 1<sup>st</sup> right of refusal?
      3. Casandra-short presentation from LEAD
    - o Tailgate to Summer Friday May 13th
      - SSC Parking Lot
      - \$10 Buy In - Register Online - Casey or \$15 registration at the event. Encourage pre-registration with discount for early buy-in. Money raised to go into the staff senate foundation fund.
      - Food trucks (1st Right of refusal Speak with Les) Dish-a-bility, Sprinkles
      - Advertise Family Event
      - 50/50 Tickets
      - Prizes for 1st and 2nd Place:
        - 1st Place 2 (\$50) Gift Cards to Campus bookstore
        - 2nd Place 2 (\$25) Gift Cards to Campus bookstore
      - Follow-up:
        1. Jenna-create a write up for the staff appreciation event
  - Empty Bowls April 5th from 5-8 at the Civic Center – need help with picking up items from local restaurants and delivering to the Civic Center. Jeremiah offered to help. Email Kinsley if you are interested in helping.

#### Budget Report: Marcia reported budget updates

- State Fund: \$749.73
- Chancellor Fund: \$286.74
- Scholarship Fund: \$8,584.47
- Staff Senate Fund: \$360.50
- Follow-up:
  - o Marica-create a write up to present to Les for funds increase request

#### Communications/Marketing:

- MTech Weekly Update: Add welcome for new staff senate members.
- Campus Calendar: add events to calendar as needed.
- "Staff Only" Moodle page
  - o Check it out <https://moodlemtech.mrooms3.net/course/view.php?id=29180>
  - o Add to the page, replace the website information with a link to the Moodle page

#### Events:

- Chancellor Meeting every other Wednesday at 11:00am in the Chancellor's office
  - o Agenda: Kinsley-ask Les to attend a staff senate meeting in April
  - o Need for increase in funds for staff senate budget
  - o Bring the campus store coupon with gift card to show Les the new gifts we are giving to staff completing their 6-month probation
  - o Schedule:
    - 3/16/22: Debbie, Casandra
    - 4/20/22: Sarie, Casey
    - 5/25/22: Marcia
    - 6/29/22: Mike
- Schedule new staff senate photo with new team members sometime in June/July
- Montana Tech cleanup day: 4/22/22 (same day as Earth Day)
  - o Supplies will be provided
  - o Casandra will help lead with Melissa Wanamaker

#### Senate Governance:

- Bylaws: Marica emailed draft updates again on 3/1/22, please review and provide feedback by 3/4/22.

#### Ask the Senate:

- No new updates

#### Scholarship:

- Meeting with Helena College scheduled for 3/3/22 at 11:00am

#### Report Outs:

- Leadership Team: no updates
- LEAD: Cassandra reported they held a going away party for Tristan and Janet.
- Faculty senate: no updates. Working on developing a satisfaction survey to send to faculty and staff
- ASMT Updates: No updates.
- MUSSA Updates: Zoom link was previous link and did not work for Debbie, has the updated/current link to attend future meetings
- Great Place to Work Survey: Casey and Jenna reported what the onboarding team has been working on.

- Awards: working on staff awards in the spring. Discussion of Cooper and Green award. Draw 3 names from previous Pat on the Back winners. Will provide an update at the next staff senate meeting.
- Mentor with a Senator:
  - o Jenna and Sarie took Erica Rude, accounts payable, Cynthia Bigbee, athletics to mentor with a senator. Positive lunch conversation, did tour of the mailroom, campus store, mill, payroll, IT help desk, library. Discussion when a concern arises during mentor with a senator, ask the mentee if they are comfortable with the mentor addressing it, bring discussion back to staff senate meeting to discuss further and problem-solve. Casandra offered to reach out to new staff member, Kim Bolhuis as previous attempts to schedule mentor with a senator have been unsuccessful

#### Staff Recognition:

- Awards Update: New Pat on the Back winner: Leslie Dickerson
- 6-month probation- use up the mugs we have. Start new gift (gift certificate to the book store beginning 7/1/22). Use mugs-put gift card for cornhole winners inside mugs as part of the prizes.

#### Action Items:

- Kinsley- look into pricing for a zip-up for staff senate.
- Kinsley-talk to Laurie with the campus store about adding the staff senate logo to the book store coupon.
- Create thank-yous with staff senate picture and logo to send out to those that donated to the Pam Hogart scholarship and order extra to hand out as thank-yous.
- Sarie- names of the Pam Hogart scholarship donors from the cornhole event
- Staff Appreciation Week
- Lunch and Learn
- Marcia- send out information regarding the Above and Beyond awards

#### Round Table:

- Due to being respectful of everyone's time, save for next meeting

The meeting adjourned at 10:15am

Next meeting scheduled for Tuesday March 15, 2022 at 9:00am