

Staff Senate Meeting Minutes
March 29, 2022
9am – 10am (Chancellor’s Lounge)

Attendees:

<input checked="" type="checkbox"/> Mike Haldane	<input checked="" type="checkbox"/> Kinsley Rafish	<input checked="" type="checkbox"/> Cassandra Welsh
<input checked="" type="checkbox"/> Marcia Lubick	<input checked="" type="checkbox"/> Jeremiah Strand	<input checked="" type="checkbox"/> Casey Vanatta
<input checked="" type="checkbox"/> Debbie Luft	<input checked="" type="checkbox"/> Jenna Snow	<input checked="" type="checkbox"/> Nathan McQuinn

New Business:

Sarie accepted a new position not a Montana Tech, removed from the Staff Senate

Budget Report: Marcia reported budget updates

- State Fund: \$498.33
 - o Mentor with a Senator \$100 authorized on 11/23/21
 - o Lunch and Learn \$200 on 3/21/22 (25 \$8 lunch tickets purchased, 11 tickets remaining)
- Chancellor Fund: \$246.74
 - o 9 \$5 cards remaining for Pat on the Back
- Scholarship Fund: \$8,720.02
- Staff Senate Fund: \$360.50

Communications/Marketing:

- MTech Weekly Update: Add scholarship information, deadline to apply in July.
- 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
 - Add people awarded “Pat on the Back”- get to know them
 - Add “Get to know your senators”
 - o Share ideas, feedback to Casey or update yourself
 - o Plan to release on 8/1/22

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

- Bring the campus store coupon with gift card to show Les the new gifts we are giving to staff completing their 6-month probation
- Discussion of the “staff appreciation” day- BBQ with cornhole during the day in the courtyard. Would Les be willing to sanction the day and promote on campus.
- Schedule:
 - 3/30/22: 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
-
- St. Patrick’s Day parade- good turnout, fun event
- Future planning: lunch and learns, plan for the middle of the week, send reminder email the day before the 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. Email Mike if you are interested in helping.
- Montana Tech cleanup day: more to come during the next staff senate meeting
 - Supplies will be provided
 - Casandra will help lead with Melissa Wanamaker

Senate Governance:

- Bylaws:
 - Motion to approve: Casey
 - Kinsley- 2nd
 - Updated Bylaws approved

Ask the Senate:

- No new updates

Scholarship:

- No updates. Add to the weekly update. Keep an eye out from Shauna Savage. Spring winners did not accept.

Report Outs:

- Leadership Team: no updates
- LEAD: Cassandra reported they are no longer going to do the strengths assessment. Cassandra ask during the next meeting; do they want to participate in the staff appreciation day?
- Faculty Senate Updates: satisfaction survey- staff/faculty satisfaction survey Jenna stressed the staff senate feels that if we send out another survey, will be perceived negatively as there have not been many updates/communication shared with the great places to work survey. We are requesting the chancellor send communication to the staff an update. Casey requested we send out an email to directors and supervisors with positives and negatives of each department given the survey results. Give suggestions on how can you do better. Meeting every Friday. Start a webpage with progress of the satisfaction survey.

- ASMT Updates: No updates.
- MUSSA Updates: no updates
- Great Place to Work Survey: Casey and Jenna reported what the onboarding team has been working on.
- Awards: staff awards scheduled for 4/19/22
- Mentor with a Senator- no updates

Staff Recognition:

- Awards Update: New Pat on the Back winner: Jenna Snow
 - o Pat on the back nominations close on 4/1/22. Staff senate nominate someone that has not received. Think of who you would like to nominate. Create the list and will do a final vote on how to proceed with this idea during the next staff senate meeting.
 - o Awards Update- extended the outstanding staff award- only 1 nomination. Ask students to nominate. In the future, need to review the questions asked. Marcia keeping list of the suggestions (redundant questions).
- 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. Remove the word "probation" as it does not pertain to all staff members

Action Items:

Continued:

- Kinsley- look into pricing for a zip-up for staff senate.
- 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.
- Staff Appreciation Day- schedule subcommittee to work on the details on this event
- Casey to send out survey for feedback regarding staff senate, please complete

Round Table:

- Discussion regarding the staff senate nominating a Pat on the Back from a list of staff who of not yet received the award. Will vote on how to move forward during the next meeting.

Next meeting scheduled for Tuesday April 12, 2022 at 9:00am in the Chancellors Lounge in the Mill Building