

Staff Senate Meeting

July 5th, 2022

Attendees

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Natasha Chadwell | <input type="checkbox"/> Tara Klocker ✓ | <input checked="" type="checkbox"/> Debbie Luft | <input checked="" type="checkbox"/> Jeremiah Strand |
| <input type="checkbox"/> Shauna Goodell | <input checked="" type="checkbox"/> Reanna Lange | <input checked="" type="checkbox"/> Kinsley Rafish | <input checked="" type="checkbox"/> Casey Vanatta |
| <input checked="" type="checkbox"/> Mike Haldane | <input type="checkbox"/> Marcia Lubick | <input checked="" type="checkbox"/> Jenna Snow | <input checked="" type="checkbox"/> Casandra Welsh |

Next meeting: Tuesday, July 19th, 2022 2:00 PM in the Kelly Stewart RM

Retreat Date: 9-3 PM, August 4th, 2022

1. Budget Report: - FY 2023 budgets have not been released. I will update the State Fund and Chancellor's Foundation Fund Reports as soon as I have confirmation that the funds are available ~ ML
 - A) State Fund: \$0.00
 - B) Chancellor Fund: \$0.00
 - C) Scholarship Fund: \$8,720.02
 - i. Few people have applied
 - ii. Advertise scholarship until July 22nd
 - D) Staff Senate Fund: \$360.50

 2. Senate Governance:
 - a. Satisfaction Survey Committee
 - i. Jenna reported that the Satisfaction Survey Committee reviewed the results and grouped comments into positive and negative feedback
 - ii. The results will be reported to Leadership to determine goals moving forward
 - b. Policy & Procedures Committee
 - i. Representation from each other on who creates the policies
 - ii. Accreditation-Policies are not in place and are out of date and need to be updated
 - iii. How to create policies, most recent example is the email policy on who is authorized to send emails to all campus etc.
 - c. Share Resolutions
 - i. 3 resolutions were determined and if approved will share with the Chancellor & **student body?** Attachment provided [Montana Tech Staff Senate Passed Resolutions](#)
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- d. Retreat Update
 - i. Retreat will be held Thursday, August 4th from 9 AM to 3 PM
 - ii. Location was discussed and was determined that a poll would be sent out to all Senators for a vote
 - iii. The poll will also include questions regarding lunch
 - iv. Calendar planning was mentioned for the retreat

3. New employee:
 - a. Lunch for Mentor with a Senator. Pick 2 days a month.
 - i. 2 days a month would provide new staff more flexibility and improve overall attendance
 - ii. Plan to discuss what days to pick for July and determine when the SUB is open for dine-in (Contact Heather with Sodexo)
 - iii. Pull database list of new staff and copy Reanna

4. ByLaws:
 - a. Purpose: The purpose of bylaws is to establish the management structure, procedures, and dispute resolution processes. This legally binding document serves as an operating manual and is developed by its Committee members. Bylaws are the rules and principles that define your governing structure. They serve as your architectural framework.
 - i. Most bylaws might cover such topics as the:
 - Purpose of the organization,
 - Size and function of your board,
 - Committee definition,
 - Election, terms and duties of directors and officers, and
 - Basic rules for voting, holding meetings, electing directors and appointing officers.
 - Procedures for resolving internal disputes, such as the removal and replacement of a board/committee member.

 - b.

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|---------------------------------|-------------------------------|
| 1. Name | 10. Constitution and Bylaws |
| 2. Purpose | 11. Provision for Dissolution |
| 3. Membership | |
| 4. Senators – Powers and Duties | |
| 5. Officer Duties | |
| 9. Meetings | |



5. MUSSA Update

- a. Debbie provided the MUSSA Agenda and added that there will be no meetings from July to August 23rd.

6. Lead Team Update as of 6/21/22

- a. Professional Development Day will be held on 8/16/22- Telling Our Story
i. We brainstormed some possibilities, including:

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|-------------------|--|
| Matt Haynes | Telling Your Story (If not in the morning) |
| Tara Kloker | Mental Health (if not in the morning) |
| Kat McCormick | TBD |
| Vanessa & Team | Onboarding and Hiring – New and Improved Processes! |
| Sarah North Wolfe | Navigate – What is it and how to use it! |
| Amanda Badovinac | Telling the Tech Story – How you can be a Brand Champion |
| Jennifer Simon | IT Tools – New App! |
| Craig Elliot | Communicating with A DEI Lens |
| EAB?? | Project Management |
| EAB | Shared Governance |