

# MONTANA

TECHNOLOGICAL UNIVERSITY

## STAFF SENATE

Meeting Held: November 1 2023/ 9:00 AM to 11:00 AM Mill Building, Chancellor's Room 201

Next Meeting: December 13, 2023/ 9:00 AM to 11:00 AM Mill Building, Chancellor's Room 201

HOLIDAY PARTY!!!

### Attendees

**President:** Jenna Snow ☒, **Vice President:** Ginnie LaMere ☒, **Treasurer:** Marcia Lubick ☒,

**Secretary:** EX-Casandra Welsh ☐

**Senators:** EX-Katie Bigbee ☐, UNEX Natasha Chadwell ☐, Kat Fitzgerald-McCormick ☒, Ryan Hessler ☒

EX-Debbie Luft ☐

### Agenda

#### New Business

1. **Vice President:**

- Ginnie LaMere accepted her nomination of Vice President

2. **Nominations for new senators:**

- Adel Bigart, Kyle Cravatis, Ice Demus, Mike Haldine, and Hannah Stewart were nominated to join the staff senate. Jenna made a motion and Ryan 2<sup>nd</sup> the motion, all were in favor, to add the new senators.
- Marcia will email the senators and ensure their supervisors have approved them to join.
- Jenna will reach out to the new senators regarding the Christmas Stroll, December's holiday party (see notes below), and regroup meeting in January.
- Ryan will reach out to Eddie Pantoja to update the staff senate website to add Ginnie as VP with headshot and BIO.
- Jenna will ask for headshots and BIOs for new members.

3. **Budget Report:** Marcia

- State Fund- \$862.25
- Chancellor's Fund- \$2300.00
- Staff Senate Fund/Foundation \$11,262.27- received \$335 from DayOne

4. **Communications/Marketing**

- Staff Senate website updates:

<https://www.mtech.edu/facultystaff/staffsenate/index.html>

Marcia will work on updating the "nomination form" to be more user friendly, make it for others to make a nomination instead of an employee nominating themselves. Keep the form open year-round.

Cassandra- please save the previous meeting minutes on the “staff senate” shared drive. If you do not have access to the drive, please let Jenna know. Ryan- reach out to Eddie to add previous meeting minutes to be posted online. New Staff Senate group photo to update previous on the website.

#### 5. Pam Hogart Memorial Fund:

- Thank You Cards

Jenna would like to send thank you cards to the donors

- Ginnie, Marcia, and Jenna will plan a meeting with Shannon Panisko to discuss the process for eligible employees to utilize the funds
- Ryan- will reach out to Eddie to update the information on the staff senate page. Name needs to be updated, with information from <https://impact.mtech.edu/project/37536> to include a link to apply for funds and a link to make a donation

#### 6. Events

- “Harvest Hurrah” was a success, thank you to all you participated
- Christmas Stroll

December 1<sup>st</sup>- 10am to 2 pm. Popcorn, holiday music and Ugly Sweater Contest. Will be located in the lobby of the SUB. Will get equipment from Nancye for the photos and a speaker to play holiday music. Meeting the day before to set up the equipment and popcorn machine.

Ugly Sweater Contest- will have sleigh set up with pictures to be emailed. Prize for Staff, Faculty, and Student of a campus store gift card \$60 each. Also prize for “too pretty to be ugly” with a campus store gift card for \$25. Marcia will purchase the gift cards.

Going to promote Staff Senate and the website when you visit



<https://www.mtech.edu/facultystaff/staffsenate/index.html> or

On the day of the Christmas Stroll, Staff can complete the “Qualtrics survey” (will ask for their name, department, phone number and email) to be entered into a drawing with 4 chances to win. Grand prize will be a “cozy” gift basket worth \$100, there will also be 3 \$50 gift cards to the campus store. Ryan and Ginnie will work to get the survey added to the SS webpage. Marcia will purchase the gift cards for the campus store and finish a flyer to promote the event. Jenna will purchase and prepare the gift basket.

Marcia- look into options for a popcorn machine

Jenna will send a sign-up page, please sign up for a least 30 minutes to ensure we have coverage during the entire event. **All hands-on deck**

- Mentor with a Senator  
4 new hires- Jenna will send out an invitation  
1 new- 6 month recognition- Marcia will send out
  - Pat on the Back  
5 new were submitted- Marcia will reach out for help to get them passed out
  - Plan a Lunch and Learn with a presentation from Deer Oaks EAP
  - Bowling for Kids Sake (Big Brothers and Sisters)  
November 11<sup>th</sup> @ 5 PM- Theme-Barbie- the "Staff Senate Skippers" include Jenna, Katie, Kinsley, Mike Haldane, and Mark Armstrong, stop by and visit us!
7. **Pat on the Back**
- 5 new were submitted- Marcia will reach out for help to get them passed out
8. **Senate Governance:**
- Bylaws  
Business for the Regroup Session
9. **Ask the Senate:** Nothing
10. **Staff Recognition:**
- Thanks Marcia for handing out the 6-month staff recognition gifts!!
- Printing will be setup in the Mail Center for our printing needs for our Staff Recognition items
11. **Report Outs:**
- Leadership Team  
Mantra presented, working on accreditation- creating home for all campus policies.
  - Professional Development- nothing
  - Faculty Senate Updates- nothing
  - ASMT Updates- need for a mental health counselor on campus
  - MUSSA Updates  
Debbie and Cassandra were absent- can present at the next SS meeting.

### **Round Table**

Discussion on how to get students more involved with the campus library. Library has been holding fun student events- BINGO, miniature golf, etc. to promote participation.

12. **Next Meeting:**
- The next meeting has been moved to Wednesday, December 13<sup>th</sup> from 9-11am. We will be having a potluck and white elephant gift exchange. If you would like to participate please bring a food/drink item and a gift valued no more than \$20. Jenna will invite the new SS members to participate. Gifts can be funny, sentimental, etc.
  - January's meeting will be a "Re-group" to welcome new senators, discuss and create an action plan to achieve goals for the remainder of the year. Will also take a new group photo.
    - Jenna reach out to new senators regarding SS shirts.

### Action Items

Updates to the SS website

Prepare for Holiday Stroll