

**Staff Senate Agenda**  
**Friday, December 18, 2015**  
**Mountain Con Room, Student Union Building**  
**9:00 – 10:00 a.m.**

- 1) Minutes of previous meeting
- 2) Senate development plan
  - a) Progress report
  - b) Add new information
  - c) Prioritize activities to pursue
  - d) Assign responsibilities
- 3) Possible new senator – need to update senate membership criteria
- 4) Review of Montana Tech Strategic Plan; Senate input
- 5) Round table

# Staff Senate Meeting Minutes

December 18, 2015

Members present; Peggy Delaney, Frances Holmes, Peggy McCoy, Annalee Werkmeister, Amanda Shroyer, Joyce O'Neill. Members absent; Theresa O'Leary, Casey Vanatta, Faye Wilson, Melissa Kump, Marilyn Patrick, Scott Forthofer, Taryn Quayle.

Meeting Agenda Items:

1) Staff senate meeting minutes from 12/4/2015 were read and approved.

2) Work on the Staff Senate webpage is progressing and David Nolt is ready to populate the webpage. David will teach Angela and Peggy D how to populate the webpage, also. The vision for the webpage is to be a working document and used to track changes, comments, etc. It will be a secure, private space used for constructive discussion. Peggy D will follow-up with Maggie about the Ask the Senate form.

Peggy D hopes to have the first newsletter out by the end of January. Ideas for the newsletter are:

- Introduce the Staff Senate members
- Events calendar, maybe a link to web calendar
- New employee and promotions spotlight
- Spotlight a department, e.g. the grounds crew work clearing ice and snow during the winter
- Anniversary start dates
- Volunteer efforts of the staff

In regards to welcoming new employees - Peggy M will research coffee mugs for the new employees. Frances will look at pens. Angela will put together a hotlist of important phone numbers and links. Gifting with a Digger card was also mentioned.

3) There was discussion about adding new members to the Senate and the need to represent both classified and professional employees based on ratios. Currently there are 7 professional members; Peggy D, Scott, Angela, Peggy M, Joyce, and Taryn. In addition there are 7 classified members; Annalee, Amanda, Frances, Teresa, Casey, Faye and Marilyn. The Senate needs to have a quorum vote (8) when spending money out of the budget and approving the meeting minutes. Carmen Nelson has asked to join and this was approved at the meeting. A future plan to write out how to structure the Senate membership and then settle on the final number was discussed.

Peggy D asked those members doing research to send the info to all members so that all are updated. The next meeting will be 9:00 on January 8, 2016 in the Mountain Con room.

Respectfully submitted,

Joyce O'Neill