

**Staff Senate Agenda**  
**Friday, January 8, 2016**  
**Mountain Con Room, Student Union Building**  
**9:00 – 10:00 a.m.**

- 1) Minutes of previous meeting
- 2) Introduction of new senator from crafts
- 3) Review of Moodle site
- 4) Proposed budget tracking form
- 5) Senate development plan
  - a) Progress reports
  - b) Prioritize activities to pursue
  - d) Assign responsibilities
- 6) Senate composition – need to review and amend bylaws
- 7) Review of Montana Tech Strategic Plan; Senate input
- 8) Round table

**Staff Senate Meeting Minutes**  
**January 8, 2016**  
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**9:00 – 10:00 am**

Members present: Peggy Delaney, Frances Holmes, Angela Stillwagon, Casey Vanatta, Joyce O'Neill, Theresa O'Leary, Larry Ruckdaschel, Scott Forthofer, Carmen Nelson, Kathy Stevens, and Melissa Kump Members absent: Marilyn Patrick, Faye Wilson, Annalee Werkmeister and Taryn Quayle

**Agenda items:**

- 1) Dec 18 meeting minutes were approved with clarification that Angela is classified staff and Angela had put forward the list of phone number previous to the Dec 18 meeting. Casey is helping.
- 2) Larry Ruchdaschel was introduced as the new member from crafts. Carmen Nelson was also new this meeting.
- 3) Review of Moodle site – Casey will send instructions on how to use Moodle and the senate business will be located on this system.
- 4) Senate approved the budget tracking format.
- 5) Senate Development plan:
  - David Nolt will train Kathy, Peggy and Angela on the Staff Senate website
  - Melissa has given Peggy D. the old Staff Senate binder so previous meeting minutes are now available.
  - Casey, Scott and Peggy will work on the How to become a Senator section
  - Peggy M. will work on Pat on the Back text for online form.
  - Newsletter – all info should be sent to Theresa by Jan 15. Amanda sent Peggy D an article and pictures on the Christmas wrapping project. Peggy D will work with Cathy Isakson to identify new employees to be listed in newsletter. Frances volunteered Connie Daugherty and Marcia Lubick to write an article on the grounds crew
  - Retired staff updates– Cathy Isakson had clarified that we are not able to share info unless the retired person agreed; possibly include in summer term newsletter.
  - Casey developed Ask the Senate form and will work on the Pat on the Back form. There needs to be a database and unlimited number and print the text not the originator's name. Peggy will draft text describing the Ask the Senate form.
  - Current issues - The MT University System Staff Senate Association (MUSSA) will have a meeting on Jan 19<sup>th</sup>. Peggy and Theresa plan to attend.
  - Events calendar – plan to accept feeds from the campus calendar that are pertinent to staff, e.g. union meeting, TGIF, etc.

- Welcome new staff – members voted for the starry night cup which will be filled with lists of important phone numbers and contacts, campus parking info, CYBER login, HPER info, and Charlie Oredigger legos. Members were asked to think of other items to include. Chocolate bars will be purchased on an “as need” basis.
- Senate scholarship for staff or dependent of staff: Discussion about reserving part of the budget as a scholarship to a staff member or the dependent of a staff member. Melissa indicated that the Senate has a scholarship fund established through the Foundation and will verify that information.
- Service activities discussed:
  - a. Coat exchange. Suggested that participants bring a can of food that can be donated to the food bank. Conduct in summer when students return. More details to follow.
  - b. Health- sponsor a noon walk club site and link to MUS Wellness site.

Respectfully submitted,

Joyce O’Neill