

Staff Senate Agenda
Friday, April 14, 2017
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

- 1) Minutes of previous meeting
- 2) Emergency Evacuation project – Update (Taryn, Amanda, Peggy D.)
 - Next focus group – Faculty focus group – date?
 - Evacuation area – drone fly over – need to develop voice over script – volunteers?
- 3) Elections – supposed to hold first meeting in May; need to fill two slots (Dan Stirling and Amanda Shroyer);
 - Email How to Become a Senator
 - Solicit candidates
 - Online voting?
- 4) Subcommittee reports:
 - Staff Development: Luncheon Learning – Lisa Sullivan
 - Ask the Senate (Peggy D., Carmen, Casey, Frances)
 - Pat on the Back (Frances, Angela)
 - Shared Governance
 - ✓ WIRE Advisory Board Update – Peggy D.
 - Newsletter: (Amanda, Angela, Ronda, Taryn, Peggy D.)
Summer Newsletter
 - ✓ MBMG – department highlight
 - ✓ WIRE committee
 - ✓ Ask the Senate
 - ✓ Pat on the Back - Frances
 - ✓ New Employee (Carmen, Ronda) – updated list
Share congratulations note (completion of 6-mo probation period) to go with mugs
 - Website: Annual review and update; Use of webpage by staff – ideas – when to implement? Angela, Casey, Peggy M.
 - Update senator list and biographies
 - Check to make sure all minutes and newsletters are posted
 - Review Useful Information to make sure links work and info has not changed
 - Activity Review: Decide what to do again
 - Bylaws review - mandatory
 - Newsletter
 - Luncheon Learning Series \$\$
 - New Employee packets \$\$

- 6-month Employee mugs \$\$
- Pat on the Back
- Ask the Senate
- Christmas wrapping – 12/18
- Science Fair judging
- Kids' College volunteering – 6/13-6/17
- December and May graduation ceremony assistance
- Adopt a Street (Big M) – Jun-Oct
- Mobile Veterans Van visit – coordinate; held on 08/23 last year
- Mt Tech move in day – 08/17
- Wellness fair \$\$ - 9/14
- Homecoming parade \$\$ - 10/18
- Emergency procedures update – continue?
- Online Christmas activities list

Decide on new activities:

- Contest for finding information on our webpage
 - Bookstore annual run
 - Others?
- 5) MUSSA Survey - Update (Peggy D.)
 - 6) Senate development plan – Progress Reports:
 - Scholarship Guidelines – on hold pending survey
 - Moodle policy and procedures update
 - 7) Meeting dates: Any schedule changes?
 - 8) Round table

Staff Senate Meeting Minutes
April 14, 2017
Mountain Con, SUB
9:00 to 10:00 am

Present: Peggy Delaney, Peggy McCoy, Angela Stillwagon, Casey Vanatta, Frances Holmes, Joyce O’Neill, Kathy Stevens, Taryn Quayle and Amanda Shroyer,

Absent: Scott Forthofer, Carmen Nelson, Ronda Coguill and Marilyn Patrick

The minutes of the previous meeting were read and approved.

Emergency Evacuation project update – Taryn reported that the faculty focus group will have a lunch meeting on April 20 and SS members suggested names for potential faculty attendees. SS will present the full report to the Safety Committee and Chancellor Blackketter. Peggy reported that Marilyn Cameron notified her that the I’m Safe app will allow multiple people to check in on a single smart phone “I’m Safe” message during an emergency. The voice-overs for the drone footage will need to be scripted and recorded. Taryn will work with Marilyn Cameron on the scripts.

Elections -There will be three slots to be filled on the Staff Senate and Peggy will send an email to all staff to solicit candidates to fill the slots. Submission deadline is 5/19 in order to have the new people on board by July 1. Nominees need to submit why they are interested, how long they have been employed at MT Tech and address their commitment to attend the meetings.

Subcommittee Reports

Luncheon Learn - Lisa Sullivan will present at the next Luncheon Learn on Graphic Design Tips and Ideas. The following suggestions were made for upcoming programs; Career Ladder by Maggie Peterson, Meaningful Student Employment, Excel Tips, and How to get a good night sleep.

Summer Newsletter - Pat on the Back articles will be written for Carmen Nelson by Amanda and for Marilyn Cameron by Joyce and both are due by the end of June. There have not been any questions for Ask the Senate.

A Staff Senate mug filled with flowers will be presented to Carmen who is leaving MT Tech.

Website - Angela Stillwagon is reviewing and updating the SS website.

Peggy D. would like SS to review last year’s activities and decide which ones would be useful to do again. Peggy D. reported that SS is increasing visibility and meaning among Montana Tech staff. The goal of shared governance is progressing with SS review of policies, representation on the WIRE committee and MUSSA, and participation with the accreditation surveyors..

MUSSA survey results are in and Peggy is cross tabulating them. She reported 89 MT Tech employees responded to the survey and campus morale is higher than at other campuses.

Respectfully submitted,
Joyce O’Neill

Secretary