

Staff Senate Agenda
Friday, February 3, 2017
Pintlar Room, Student Union Building
8:00 a.m. – 10:00 a.m.

- 1) Minutes of previous meeting
- 2) MT Tech Strategic Plan Review – Comments to submit to Chancellor
- 3) Resignation of Dan Stirling; Addition of Niki Wilcox (Enrollment Services)
- 4) Review of Faculty/Staff Handbook Changes – Vanessa Van Dyk
- 5) Creation of Staff Senate Revenue Account
- 6) Next Luncheon Learning Date/Topic
 - a. Deferred compensation plan – February 14, 2017
 - b. MUS career ladder/promotions/role descriptions – Date?
- 7) Emergency Evacuation project - Update
- 8) New Employee packets-need to make up more
- 9) Subcommittee reports
- 10) Senate development plan – Progress Reports:
 - ✓ Scholarship Guidelines – on hold pending survey
 - ✓ Use of webpage by staff – ideas – when to implement?
- 11) Spring Newsletter
 - Campus Technical Services
 - HPER Remodel/Pool
- 12) Meeting dates: Changes?
- 13) Round table

Montana Tech Staff Senate Meeting

February 2, 2017

Pintler Room, SUB

8:00 am to 10:00 am

Members present: Peggy Delaney, Scott Forthofer, Taryn Quayle, Joyce O'Neill, and Amanda Shroyer and guest, Vanessa Van Dyk

Members absent: Kathy Stevens, Ronda Coguill, Angela Stillwagon, Casey Vanatta, Peggy McCoy, Casey Vanatta, and Frances Holmes

This was a two-hour meeting because Vanessa Van Dyk reviewed the Faculty/Staff Handbook with senators.

Minutes from the previous meeting were read and approved.

Creation of Staff Senate Revenue Account -The Business Office has informed Peggy that Staff Senate is not eligible for a revenue account. Peggy will be meeting with Maggie Peterson regarding SS budget and go year-to-date expenditures.

Peggy D reported that the Luncheon Learning dates and topics are good through March. The next one will be held on February 14th and topic is Deferred Compensation.

Emergency Evacuation Project – The subcommittee schedule the first focus group for Thursday, February 16 with Montana Tech students. Taryn reported that currently six students are willing to serve on the focus group, representing a wide range of students. Nick Hawthorne and Hank DeGroat selected using a drone to provide flyovers of Tech's existing evacuation areas as his internship. They will use a drone to get footage and Marilyn Cameron will create a script for the video voice over. Staff Senators will direct the focus group, take notes and compile student feedback on existing protocols and suggestions for improvement. Senators will also probe the relevance of the procedures and getting the information out more effectively to staff, faculty and students.

Proposed MUSSA Survey-Peggy D. put the draft survey on the SS webpage. Peggy asked senators to please go through it and make comments. MUSSA representatives plan to present survey findings to the Board of Regents in May 2017.

Spring newsletter: An employee submitted a question to Ask the Senate regarding the potential to offer retirement planning for graduating seniors and the subcommittee will address the question and post to the newsletter.

The next meeting will be held on February 17th in the Mountain Con, SUB.

Respectfully submitted,

Joyce O'Neill

Secretary