

Staff Senate Agenda
Friday, February 24, 2017
Mt. Con Room, Student Union Building
9:00 a.m. – 10:00 a.m.

- 1) Minutes of previous meeting
- 2) Subcommittee reports:
 - Staff Development: Luncheon Learning- Next Date/Topic? (Carmen, Peggy D., Marilyn)
 - Ask the Senate (Peggy D., Carmen, Casey, Frances)
 - Pat on the Back (Frances, Angela)
 - Shared Governance (Peggy D.)
 - ✓ Service animal policy review
 - ✓ Montana Tech Advisory Committee: formation documents
 - ✓ Website: Annual review and update; Use of webpage by staff – ideas – when to implement? F/U with David Nolt (Angela, Casey, Peggy M.)
 - Events: Adopt a Street – do again? (Kathy, Scott, Marilyn, Frances)
 - Newsletter: (Amanda, Angela, Ronda, Taryn, Peggy D.)
Spring Newsletter
 - ✓ Campus Technical Services
 - ✓ HPER Remodel/Pool
 - ✓ Ask the Senate: Retirement Planning for Students
 - ✓ Pat on the Back
 - ✓ Deferred Compensation Benefit – short description
 - New Employee (Carmen, Ronda) – updated list; more packets needed
- 3) Emergency Evacuation project – Update (Taryn, Amanda, Peggy D.)
- 4) MUSSA Survey (Peggy D.)
- 5) Senate development plan – Progress Reports:
 - ✓ Scholarship Guidelines – on hold pending survey
- 6) Meeting dates: Any schedule changes?
- 7) Round table

**Staff Senate Meeting
February 24, 2017
Mountain Con, Student Union Building
9:00 to 10:00 am**

Present: Peggy Delaney, Peggy McCoy, Taryn Quayle, Ronda Coguill, Frances Holmes, Joyce O'Neill, Kathy Stevens, Angela Stillwagon

Absent: Scott Forthofer, Casey Vanatta, Carmen Nelson, Amanda Shroyer and Marilyn Patrick

The minutes of the 2/3/2017 meeting were read and approved with the correction of the presence of Angela Stillwagon at the meeting.

Peggy reported that the next Luncheon Learn will be a tour of the HPER, including the new swimming pool on March 14th.

MUSSA Survey – Peggy has written an Introduction to the survey and informed senators about the survey. The survey opened on February 24 and closes on March 15 across all MT campuses. Results will be tabulated by Staff Senate, forwarded to MUSSA, and presented at the May Board of Regents meeting.

David Nolt accepted a new position in Bozeman, MT and will be leaving Montana Tech in March. Staff Senate will present David with a SS mug and a note of thanks for his tremendous assistance over the past year.

Peggy D handed out the answer to a question sent to Ask the Senate regarding helping graduating seniors with future retirement plans.

A Pat on the Back award was given to Mark Armstrong who was nominated by Jackie Amaya. Frances presented the award and will write an article for the newsletter.

Advisory Board for Special Focus College designation – Staff Senate suggested that three Staff Senators should be added to the Advisory Board ensure adequate staff representation and to solicit adequate staff input. The request was also made that the Chancellor should approve release time for staff commensurate with faculty release time for the project.

The proposed policy for Service Animals was reviewed as requested by Vanessa Van Dyk. Suggestion to add definitions of Service animal and Emotional Support Animals and to clarify where service animals are not allowed on campus.

Report of Student Focus Group feedback on Emergency Procedures –The students said that the existing procedures are long, boring, and not read by most students. They suggested simplifying the campus emergency program to a 3-word tagline, for example, Communicate, Personal Safety and Team Safety. Another suggestion was the need for an emergency awareness promotion campaign that might include a prize giveaway/raffle to students who successfully review the emergency procedures, have an emergency evacuation Awareness Week, or provide the U of M preparation course for one credit.

Webpage items – SS needs to review and update SS Webpage information, including the index, helpful links, Pat on the Back and Ask the Senate information.

Respectfully Submitted,

Joyce O'Neill

Secretary