

**Staff Senate Agenda**  
**Wednesday, July 14, 2017**  
**Mt. Con Room, Student Union Building**  
**9:00 a.m. – 10:00 a.m.**  
**WEAR YOUR SHIRTS!!**

- 1) Minutes of previous meeting
- 2) Emergency Evacuation project – Update (Peggy D. for Taryn)
- 3) Officer elections-defer to first meeting in July so new senators can vote
- 4) Proposed bylaws amendment – mid-year vacancies wording (on Moodle site)
- 5) Committee sign-up sheet – finalize first meeting in July
- 6) Subcommittee reports:
  - Ask the Senate (Peggy D., Casey, Frances)
  - Pat on the Back (Frances, Angela) – Kathy Stevens for summer; IT Services for Sep.
  - Luncheon Learning (Peggy D.) – Rita Spear postponed to fall term
  - Shared Governance
    - ✓ WIRE Advisory Board Update – Peggy D.
    - ✓ List of committees that staff serve on-post to web; do an article about staff involvement on campus?
  - Newsletter: (Angela, Ronda, Taryn, Peggy D.)
    - **Fall Newsletter**
      - ✓ I'm Safe Application – Alan Christensen wrote article
      - ✓ Ask the Senate – New question needed – Tuition fee waivers?
      - ✓ Pat on the Back for Jackie Amaya and Vanessa VanDyk
      - ✓ New Employee (Frances, Ronda) – updated list
      - ✓ Share congratulations note (completion of 6-mo probation period) to go with mugs
      - ✓ WIRE Committee article (Peggy)
      - ✓ MUSSA survey results (Peggy)?
      - ✓ Staff participation on campus committees
      - ✓ Supply drive for the homeless
    - 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
      - Run utilization statistics
- 7) Wellness Fair (9/30/17) - Joyce
- 8) Kids' College –volunteers needed?
- 9) Adopt a Street clean up session – July 25<sup>th</sup>?
- 10) Mobile Vet Van visit-Update (Joyce)

- 11) Supply drive for the homeless – Schedule for fall-Denise Herman will present plan of action
- 12) MUSSA Survey - Update (Peggy D.) – Read Dr. Blacketter email
- 13) Meeting dates: Any schedule changes?
- 14) Round table

**Staff Senate Meeting Minutes**  
**Wednesday, July 14, 2017**  
**Pintlar Room, SUB**  
**9:00 -10:00 am**

**Present:** Peggy Delaney, Peggy McCoy, Angela Stillwagon, Marilyn Patrick, Niki Wilcox, Kathy Stevens, Scott Forthofer, Nick Bowsher and Ronda Cogull

**Absent:** Joyce O’Neill, Taryn Quayle, Casey Vanatta, Frances Holmes, Marcia Lubick

Reading and approval of the minutes of the previous meeting deferred to the next meeting.

**Emergency Evacuation project update** – No report

**Elections:** Staff Senate elected the following officers for the 2017-18 term: Angela Stillwagon, President; Peggy McCoy, Vice-President; Joyce O’Neill, Secretary-Treasurer. Terms of office are one year.

**Proposed bylaws amendment:** A proposed amendment addressing mid-term senator vacancies was read and approved. The final, updated bylaws are posted on the SS Moodle page.

**Committee Sign-Up Sheet:** An updated list was distributed. Committee roles and responsibilities were reviewed. Peggy McCoy was added to the Scholarship committee.

**Subcommittee reports:**

- Ask the Senate – No new questions submitted. A short article on Staff Tuition waivers was suggested as the next question for insertion into the Fall newsletter.
- Pat on the Back – Niki Wilcox and Carmen Nelson were featured in the summer newsletter; Kathy Stevens from Campus Technology and Jackie Amaya from Copy Center were awarded Pats; write article on them for fall newsletter
- Luncheon Learning – Peggy D. will finalize September Luncheon Learning date with Rita Spear; topic is Effective Electronic File Management. SS decided to continue to invite Faculty to the sessions; with the reduced money available from Dr. Blackketter, SS reduced the number of planned sessions. October presenter is Dr. Alan Berkowitz and Career Services will present Effective Student Employment Experiences before spring semester.
- Shared Governance:
  - WIRE meeting – WIRE Committee will compile the answers to the question list discussed by staff and faculty in meetings across campus regarding new changes in focus of MT Tech. WIRE will share the report with all Tech staff.
  - List of campus committees on which staff serve: Obtain updated list from Chancellor’s office and write a short article in Fall newsletter highlighting staff committee service. The Faculty/Staff handbook (pg. 13) addresses committee memberships.
- Newsletter
  - Fall term topics: Ask the Senate
    - Tuition waivers (Peggy D.)
    - Pat on the Back for Jackie Amaya and Vanessa Van Dyk – reporters to be determined
    - New Employees – Peggy D. to resend updated list to Frances and Ronda and confirm that new employee packets and 6-month mugs were distributed. Peggy D. to post list in newsletter.
    - Staff participation on campus committees

- WIRE report (Peggy D.)
- MUSSA survey results (Peggy D.)
- Featured department: TRIO (Taryn)
- Adopt a Street wrap up (Peggy D.)
- Mobile Vet Van (Joyce)
- Highlands College article (Marilyn and Niki)
- Luncheon Learning presenters: Rita Spear, Dr. Alan Berkowitz
- Holiday volunteering opportunity calendar (Kathy S.)

The Senate created a newsletter calendar that includes article submission deadlines and newsletter publication dates:

<b>Edition</b>	<b>Article submission deadline</b>	<b>Newsletter publication date</b>
Fall	Last Friday in October	Second Monday in November
Spring	Last Friday in March	Second Monday in April
Summer	Last Friday in June	Second Monday in July

- Adopt a Street – July clean up went well. Ten staff and student employees participated. Peggy D. sent an email thanking participants. Next clean-up day is scheduled for August 8 2017 at 10:00 a.m.
- Website broken links – Angela fixed all broken links.
- Supply Drive for the Homeless – Peggy D. distributed an updated list of supplies needed by the homeless. Discussion was held about the many groups on campus that hold similar drives. It was suggested that these groups be contacted and a list/calendar of the drives created and sent to the entire campus via email. SS created a subcommittee to organize the supply drive and create the calendar. Committee members are Angela Stillwagon, Peggy McCoy, Scott Forthofer, Niki Wilcox, Marilyn Patrick, Nick Bowsher, Kathy Stevens, and Denise Herman (MBMG Archives staff). Peggy McCoy will set up a meeting.
- Wellness Fair-deferred discussion to next meeting.

The next regularly schedule Staff Senate meeting is July 28, 2017.

Respectfully Submitted,  
 Peggy Delaney  
 Acting Secretary