

**Staff Senate Meeting Minutes**  
**Tuesday, August 20, 2019**  
**Mt. Con Room, Student Union Building**  
**9:00 a.m. – 10:00 a.m.**

**Present:** Frances Holmes, Peggy McCoy, Denise Herman, Kathy Stevens, Casey Vanetta, Debbie Luft, Marcia Lubick

**Absent:** Marilyn Patrick, Niki Wilcox, Kinsley Rafish, Tristan Sewell, Angela Stillwagon,

**Minutes:** Acceptance of Minutes of August 6, 2019 deferred to September 2<sup>nd</sup> meeting.

**New Business:**

**Meeting with Dr. Cook:** Staff Senate will meet with Chancellor Cook on Thursday, September 19 from 9am-10am. We will not meet on our regularly scheduled meeting date of September 17.

**Faculty Senate:** Charie Faught, Faculty Senate President is interested in collaborating with Staff Senate on Lunch & Learn. Charie will check into the Faculty Senate helping out with the associated costs. Faculty Senate is interested in collaborating with Staff Senate.

**Staff Senate Profile Photos:** Individual photos and a Group Photo will be taken at the next Staff Senate meeting September 3. Pictures will be used to update the Staff Senate Webpage. Please wear your shirts for the photo.

**Leadership Team/Cabinet:** Chancellor Cook has re-organized the Cabinet as the **Leadership Team/Cabinet** and has included the Staff Senate President on the committee. Peggy is also on the committee for Alumni Association and will be happy to represent Staff Senate when requested. The Leadership Team/Cabinet will assist with establishing the broader vision, goals, and strategies to position the university for the future.

**Staff Senate Committees:** We'll go over the Staff Senate Committee roster at our next meeting. Be thinking about what sub-committees you want to work with.

**Subcommittee reports:**

- **Ask the Senate** (Casey, Frances, Peggy) – No new questions
- **Pat on the Back** (Frances, Casey, Marcia, Nick) – Donna Conrad Pat on the Back delivered.

**Staff Development:**

- **Tour for staff of the Student Success Center** –Scott and Jocelyn gave about 20 staff and faculty a tour of the SSC/LLC it was very nice.
- **Luncheon Learning Update:** (Debbie, Niki, Kathy)
  - **Fall 2019 –Presentation: Advanced Directives – Power of Attorney - Wills** – September 17, 2019. Marsha Goetting from the MSU Extension Economics will be giving a one session workshop in the Copper Lounge Noon -1pm. All Staff and Faculty are invited Our lunch will be the sandwich bar. We are planning for about 40. Please encourage your co-workers to attend.
  - **Frances will send out the campus invitation**
- **Scholarship:** (Casey, Marilyn, Peggy M.) Nothing new.

- **New Employees:** (Frances, Marcia, Peggy, Nick) Frances and Casey have been working on the list and packets should be ready for delivery after we get fresh candy. Peggy volunteered to pickup the candy to replace the batch that has gone stale.
- **Financial Report:** (Peggy, Marilyn) Peggy M.
  - We received our regular budget of \$1,100. No word yet if we will receive additional funds from Chancellor Cook to help with the Luncheon Learns.
- **Events Committee:** (Kathy, Peggy M. Marilyn, Marcia, Niki, Frances)
  - **Dorm Check-in:** Jocelyn wants RAs on the floors during student check-in on August 21st. She is requesting volunteers to help email her with your questions or just show up and offer to help. Volunteers need to check-in at Prospector Hall from 8:30 a.m. – Noon and will be assigned to areas where help is needed.
  - **Homecoming – Clothing drive – October 12** – Boxes will be placed across campus and posters will be printed. We will try to better advertise the event and get more participation.
- **Shared Governance:** (Scott, Kathy, Peggy, Debbie) –No update
- **By Laws Review:** (Frances, Peggy, Marilyn) By Laws were accepted as written at the August 20, 2019 meeting.
- **MUSSA:** (Peggy, Frances) – The new MUSSA Chair and Co-Chair are from UM. Approval has been received to share the results of the survey. Peggy will get details.
- **Staff Recognition Committee:** (Peggy, Casey, Kathy, Denise) Tabled until Frances is able to meet with Chancellor Cook.
- **New Law on Service Animals** – Frances will send staff Senate a copy of House Bill 439 adopted by the 66<sup>th</sup> Montana State Legislature and signed into law on May 7, 2019. It changes the law and defines Service Animals and Emotional Support Animals.
- **Fall Newsletter – Deadline Sept 20**
  - **Various ways Staff help Students**
    - Department Highlights – Fall Newsletter
      - Career Services – Angela will write - once staff have been hired.
      - Enrollment – Kinsley will write.
      - Physical Plant – Denise will write – after new Assist. Director hired.
      - Recruitment – Debbie will write.
      - Student Success Center – Denise will take picture at the tour.
    - Article on Jocelyn Bjornstad, Coordinator of Campus Life. This will be a larger article and focus on her work at the Living Learning Center (she has a Pat on the Back in Summer newsletter).
    - Article on Food Services Policies – Peggy has put this on hold. Policies will be reviewed once Cook is on campus.
    - Email policy on campus – Casey will write
    - Disability Services and new policy on Service and Emotional Support Animals – Kathy has spoken with Amy and Cricket and they wish to write the article.
    - Pat on the Back – Victoria and Donna – Marcia will write

**Next meetings:**

**September 3, 2019 at 9:00 a.m., Mt Con Room of the Student Union Building**

**Respectfully submitted,  
Marcia Lubick**