Staff Senate Meeting Minutes Tuesday, July 09, 2019 Mt. Con Room, Student Union Building 9:00 a.m. – 10:00 a.m.

- **Present**: Peggy McCoy, Kathy Stevens, Frances Holmes, Denise Herman, Casey Vanetta, Angela Stillwagon, Kinsley Rafish, and Tristan Sewell
- Absent:Marilyn Patrick, Niki Wilcox, Marcia Lubick, Debbie LuftScott Forthofer has stepped down from Staff Senate
- Minutes: Minutes of June 25, 2019 approved with email submitted corrections.

New Business:

- o Welcomed new Senators and made introductions
- o Casey will give them access to the shared drive
- Staff Senate Moodle will be deleted because it is generally unused.
- o Marilyn Patrick wishes to continue as a Staff Senator
- Casey asked about spreadsheet tracking meeting attendees

Subcommittee reports:

- <u>Ask the Senate</u> (Casey, Frances, Peggy) No new questions--perhaps needs more advertisement
 - We discussed a question Casey brought informally to the last meeting about staff bringing children to campus during work hours. Montana Tech has no formal policy, but at least two MUS campuses do have such policies. Angela suggested that emailing information Peggy might get from Vanessa might encourage others to bring them. There might be liability issues with property damage or injury.
 - During the last meeting, we discussed another informal question about campus recycling. Angela reported that Doug Evans supports recycling and was receptive to ensuring custodial staff did not combine recycling items with garbage. He hoped this would happen by this month, but it is not the top priority for him.
 - Casey reminded us that there is a policy prohibiting children under 18 years old from using campus computers because they are not restricted. (What about our students that are under 18?)
 - We discussed Tech's policy requiring service animals be leashed, in their service vest, and under owner's control. Montana state law is trying to combat the increasing abuse of service animal designations. We cannot legally ask about the person's disability, but we can now ask about the animal's training.
- □ **Pat on the Back** (Frances, Casey, Marcia, Nick) No new nominations.
 - Victoria was delighted to receive her award. Frances will ask Marcia to forward the information and photo to include in this Newsletter.
 - Denise completed a mock-up to include with each award inviting the recipient to nominate others.

□ <u>Staff Development:</u>

- Luncheon Learning Update: (Debbie, Niki, Kathy)
 - July or August Tour for staff of the Student Success Center can we get this setup before Students begin to move in? There will be a community tour in conjunction with Homecoming.

- Fall 2019 Presentation: Advanced Directives Power of Attorney Wills Target Date: September 26, 2019. Niki, Kathy and Debbie are working on this presentation. They will decide if it will be a two-part Luncheon Learn. If it is given in two parts, it will be advertised as such. This important subject affects everyone at one time or another so we will try to make sure to advertise and encourage the entire campus community to attend. Kathy is checking on getting handouts to go with the presentation to help support attendees in being proactive with what they learn. Handouts may be available from the Belmont Center, Montana Tech Foundation and funeral homes. In the past when Rocky Mountain Credit Union presented, they paid for the lunch; depending on who our guest speaker is, we may ask the guest to help with the luncheon costs.
- **Scholarship:** (Casey, Marilyn, Peggy M.) Nothing new.
- □ <u>New Employees:</u> (Frances, Marcia, Peggy, Nick)
 - One new employee on the latest list.
- □ **<u>Financial Report</u>**: (Peggy, Marilyn) Peggy M.
 - No budget has been released yet.
 - Peggy will contact Carleen Cassidy to ascertain if it will be the same as last year.
 - She will also contact the new Chancellor to discover if he will commit \$1000 for Luncheon Learning sessions.
 - Upcoming expenses: No planned expenditures until we receive our budget
- □ **Events Committee**(Kathy, Peggy M. Marilyn, Marcia, Niki, Frances)
 - **Clothing Drive:** Homecoming is 10/12. As a group, we should decide where we want to offer our help. Do we want to do clothing drive?
 - Clean up the M: Nothing yet on Adopt-a-Lot in the Montana Standard.
 - **Dorm Check-in:** Jocelyn wants RAs on the floors during student check-in on August 21st. She will be requesting volunteers to help downstairs with the check-in.
- □ Shared Governance: (Scott, Kathy, Peggy, Debbie) –No update
- □ **Elections:** (Marcia, Peggy)– Completed
- By Laws Review: (Frances, Peggy, Marilyn)
 - New Senators will get a chance to review the Bylaws
 - Senate will discuss and ratify at the July 23rd meeting.
- □ **MUSSA:** (Peggy, Frances) No new updates
- Staff Recognition Committee: (Peggy, Casey, Kathy, Denise) Tabled until the new Chancellor begins.
- □ Summer Newsletter: (Niki & Denise) -
 - Denise will email newsletter draft to Senators for review before sending out to campus
- Fall Newsletter
 - Department Highlights Fall Newsletter
 - o Career Services
 - o Enrollment
 - o Physical Plant
 - o Recruitment
 - Student Success Center
 - Article on Jocelyn Bjornstad, coordinator of Campus Life this will be a larger article and focus her work at the Student Success Center (she has 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) – What can be sent out to everyone on campus? Questions have come up because of people advertising rentals and Go Fund Me pages.

Next meetings:

July 23, 2019 at 9:00a.m., Regular Meeting - Mt Con Room of the Student Union Building

Respectfully submitted, Denise Herman