

**Staff Senate Meeting Minutes**  
**Tuesday, March 19, 2019**  
**Mt. Con Room, Student Union Building**  
**9:00 a.m. – 10:00 a.m.**

**Present,** Peggy McCoy, Debbie Luft, Scott Forthofer, Niki Wilcox, Denise Herman and Marcia Lubick

**Absent:** Marilyn Patrick, Frances Holmes, Casey Vanatta, Kathy Stevens

**Minutes of the February 5<sup>th</sup> meeting tabled** – Minute approval tabled until the April 2<sup>nd</sup> meeting.

**New Business:**

**Chancellor Search** – The committee has narrowed the candidates down to the top 3 for campus interviews. Campus interviews are scheduled for the Week of March 25. Details on the interview schedule will be released to campus on Wednesday, March 20. The list of candidates and their vitae will be released on Friday afternoon. The Chancellor’s Search Committee will be providing the BOR with a list of Pros and Cons of each candidate and Commissioner Christian will make the final decision.

**Subcommittee reports:**

- **Ask the Senate** (Casey, Frances, Peggy M.) – No new questions.
- **Pat on the Back** (Frances, Casey, Marcia, Nick) – We now have five Pat on The Back nominations that need to be awarded. Frances has the certificates printed out and has been waiting for the coffee cards. Scott reported that getting the coffee cards is more complicated than we thought it would be. After a brief discussion it was decided that we will purchase \$5.00 Digger Cards and present them along with the certificate. The recipients of the cards will be able to use them in the bookstore or dining services. We will be able to purchase cards at the end of the Fiscal Year to use up any remaining budget. Going forward, we need to try to get the awards presented in a timely manner. Once the awards have been presented we will put out a special campus wide announcement/news brief highlighting the Pat on the Back awardees. Niki volunteered to help with the awards when she is on campus Wednesday.
- **New Employee Packets** (Frances, Marcia, Peggy M., Nick) – No new employees
- **Luncheon Learn Update:** (Niki, Debbie)
  - **March Luncheon Learn – March – Campus Safety** – 25 people attended Marissa Morgan’s presentation at the March Luncheon Learn. Peggy will look further into what we can do for the Advanced Directives presentation; she will speak with Kathy Stevens to figure out if this should be the Solid Finances Webinar or if there are people that we should ask to present.
- **Scholarship:** (Casey, Marilyn, Peggy M.) Nothing new.
- **Financial Report:** (Peggy M., Marilyn) Peggy M. – No change Staff Senate account balance is **\$922.50**. The balance remaining in the Chancellor’s contribution after paying \$150.00 for the sack lunches for the March Lunch and Learn is **\$392.50**.
- **Techxpo annual event:** Peggy talked to Susan Anderson and she needs volunteers to chaperone high school students from 11am – 3pm. This is a 4 hour commitment. Please contact Susan Anderson if you can help.

- **Shared Governance:** (Scott, Kathy, Peggy M., Debbie) – Faculty should have been notified of date that contracts will end. For most 2020 will be the end of the contract.
- **Elections:** (Marcia, Peggy M.) – Staff Senate will send out a call for applications beginning in April the new Senate members will begin in July.
- **By Laws Review:** (Frances, Peggy M., Marilyn) – By Laws need to be renewed and updated by Staff Senate. Frances is our By Laws Expert. We will review By Laws when she is at the meeting.
- **MUSSA:** (Peggy M.) –Peggy and Scott are our MUSSA Representatives. They will attend the MUSSA meeting held in conjunction with the BOR meeting May 22-23 in Great Falls. The Staff Senate voted to support their attendance of this meeting and pay travel, hotel and per diem costs. . January meeting had to be postponed and has not been rescheduled. Peggy sent out the Strategic Plan Fiscal Year 2019. Peggy and Scott will be working on a matrix that each unit has been asked to complete which defines what we are doing to promote staff professional development, training, onboarding, and wellness on our campus. Peggy will send out a copy of the matrix for comment.
- **Staff Recognition Committee – Sub-committee meeting:** (Peggy M., Casey, Kathy, Denise) Nothing new.
- **Summer Newsletter** (Niki & Denise) Newsletter will be published in March, articles for the newsletter are due to Niki by February 1st.
  - Department Highlights:
  - Pat on the Back –
  - Chancellor’s Report – tentative
  - Events Calendar in the Newsletter – Peggy will work with Niki to update the events calendar
  - Article on Food Services Buffett Policy – Peggy recently learned that if a person wishes to eat their lunch in the dining area of Marcus Deli, they must purchase the buffet. People purchasing only soup or a sandwich and a beverage must eat in the area outside Marcus Deli. The reason that this policy has been put into place is because people have abused the privilege and have gone through the buffet without paying. Peggy will write an article about this policy for the Summer newsletter.

**Next meetings:**

**April 2, 2019 at 9:00a.m., Regular Meeting - Mt Con Room of the Student Union Building**  
**Old Business:**

Respectfully submitted,  
 Marcia Lubick  
 Secretary