

Staff Senate Meeting Minutes
Tuesday, February 23rd, 2021
9am – 10:00am (Pintler)

Attendees:

<input type="checkbox"/> Denise Herman	<input checked="" type="checkbox"/> Sean Ryan	<input checked="" type="checkbox"/> Angela Stillwagon
<input checked="" type="checkbox"/> Marcia Lubick	<input checked="" type="checkbox"/> Tristan Sewell	<input checked="" type="checkbox"/> Kramer Ungaretti
<input type="checkbox"/> Debbie Luft	<input checked="" type="checkbox"/> Trisha Southergill	<input checked="" type="checkbox"/> Casey Vanatta
<input checked="" type="checkbox"/> Kinsley Rafish	<input type="checkbox"/> Kathy Stevens	

Minutes Approval: February 9th, 2021 minutes Approved

Next meeting: **Tuesday, March 9th, 2021**

1. Committees

- a. Reviewed Descriptions and made changes
- b. New Document: Officer Position Description – Reviewed and made changes
- c. Will post in the staff senate share

2. Budget Report: [Kramer, Marcia](#)

- a. Treasurer position
 - i. Marcia will act as Treasurer until next officer elections - Approved
- b. Looking for appropriate ways to spend our funds before end of FY2021
 - a. Kramer will look into purchasing lunch tickets for those who attend the next Lunch & Learn. This will not be advertised. But you will get the lunch ticket after the event.
 - b. Kinsley will look into pull over sweatshirts or ¼ zip for purchase as a uniform for Staff Senate
- c. No money updates

3. Communications/Marketing: [Angela, Sean](#)

- a. Group Photo Will be taken on: (Tabled until March) no update

4. Events Committee: [Kinsley, Tristan, Kathy, Kramer](#)

- a. Updates: None at this time
 - i. Kinsley shared that Montana College Attainment Network has an event on March 8th & 9th. She will email the group about this.
 1. Casey will email All Staff about this
 - ii. Singo - tabled
 - iii. Discuss at next meeting (Tabled until March)
 1. Staff Meet and Greet

5. MUSSA: [Casey](#)

- a. Next Meeting Date: 2/25/2021
 - i. Anything we have to add to this? Campus updates, hires, buildings: New heating system, new door locks and Failed search for Vice Chancellor for Research & Dean of Graduate School position

6. New Employee: [Tristan, Debbie, Trisha](#)

- a. Updates: 4 have reached the 6 months
- b. Tristan will buy new gift bags and tissue. She'll give her receipt to Marcia for reimbursement

7. Newsletter Committee: - [Angela, Denise, Trisha](#)

- a. Article Ideas:

- i. Update wording for Ask the Senate—Denise
 - 1. Will add wording to newsletter in Ask the Senate section to let people know that if they want to receive a direct response AND want to maintain confidentiality, they can include their name with that notation
- ii. Resources available to staff at library—Marica
- iii. Sutherland Foundation donation to Nursing Department—Peggy originally volunteered. Angela will reach out to Peggy and/or nursing program to complete this article
 - 1. \$700,000
 - 2. Construction simulation center
- iv. Pat on the back--Marcia
 - a. Ceasing individual articles
 - b. Will write article use wording from nominations
 - c. Matt Stepan is new
- v. Athletic dept updates – Sean
- vi. April Lunch & Learn advertisement - Trisha
- vii. Deadlines
 - 1. Articles due: March 15
 - 2. Plan to publish end of March

8. Senate Governance: Marcia, Debbie, Peggy

- a. Officer Voting and Continued service to Staff Senate will come in one email.
- b. Updates on Staff Satisfaction Survey 2021
 - i. Great Places to work survey – meeting with the sub committee to come up with a plan. Discussing with the Chancellor what questions should be asked to provide good input. Scheduling a Demo w/GPTW that will be shared with everyone.
 - ii. Pay via State Funds
- c. Shared Governance:
 - i. Professional Development Committee Updates: Strengths Assessment, not everyone saw the email. Suggested to have better wording. Those who took part enjoyed it. Would like to know the cost for individual departments to do.
 - ii. Executive Leadership Committee Update:
 - 1. All podiums have the help desk phone number on them in the form of a sticker
 - 2. New group on campus, Turning Point USA. Everyone should become familiar with this group and the laws pertaining to it. We can discuss how Staff Senate will help with this if we feel there is a need.
 - 3. NAC will be on campus to do a Campus Space Analysis. Determine how we can best use our space.
 - 4. All software needs to go to the UofM Accessibility group for approval.
 - 5. New building door locks should be completed within 5-6 months
 - 6. Go to MyMtech and the Strategic Plan moodle course to review the new mission, vision, value and goals
 - iii. Strategic planning committee: Working on Goals

9. Scholarship: Kinsley, Casey, Angela

- a. Unsure if candidate accepted award
- b. Update application for Fall 2021
 - i. Tabled until April. Check with Shauna on Fall 2021 deadline

10. Staff Development: Trisha, Kathy, Denise

- a. Seeking suggestions for topics/presenters
- b. Lunch & Learns:

Date	Presenter	Topic	Attendees	Additional links sent
4/13/21	Marsha Goetting	Estate Planning		
		Tough conversations		
		Ergonomics		

11. Ask the Senate:

- a. No new
- b. Question about procedures for Director performance reviews – possibly address in the satisfaction survey
 - a. Similar concerns about supervisor performance reviews
 - b. Drafting letter to send to HR and VC Gammons

12. Staff Recognition: [Marcia](#), [Kramer](#), [Sean](#)

- a. No updates