

# MontanaTech

## STAFF SENATE NEWSLETTER

Fall 2016  
Volume 3

### Staff Senators

2015-2016

Peggy Delaney, President  
Joyce O'Neill, Secretary/ Treasurer  
Ronda Coguill  
Scott Forthofer  
Frances Holmes  
Peggy McCoy  
Carmen Nelson  
Marilyn Patrick  
Taryn Quayle  
Amanda Shroyer  
Kathy Stevens  
Dan Stirling  
Angela Stillwagon  
Casey Vanatta

*The Montana Tech Staff Senate is composed of representatives for classified staff, the crafts, professional, and union-exempt staff. The purpose of the Staff Senate is to "promote continued improvement of higher education at Montana Tech and in the state of Montana; promote stability and professional growth of the Montana Tech staff; and promote service to students by improving morale and working conditions of the Montana Tech staff."*

## Enrollment Service the Heartbeat of Campus

BY DAN STIRLING



The Enrollment Services Office is the heartbeat of the campus. The staff assists students from application to graduation and everything in between. Enrollment services probably has the most direct student contact of any staff office on campus. It is often nicknamed the "one-stop shop" for student questions. Among many other items, ES staff processes applications, accepts students into Tech, adds and drops courses, awards degrees and prints diplomas and plaques.

The Enrollment Services office itself consists of 8 full-time employees: 7 at the main campus and 1 at Highlands College. Leslie Dickerson is the Registrar and Director of Enrollment Management. Her likes include hiking, trivia, music concerts and quizzing her employees on the seldom used codes in the Banner system. Janet Friesz is the Supervisor of Enrollment Services and is a Master Gardner and aspiring chef. People call her the Martha Stewart of our generation minus the jail time. Jamie Housman is the graduation check-out specialist, fearlessly guiding students through the red tape of completing an undergraduate degree. These skills stem from her multiple wins in Montana Orienteering competitions as a high school student. Kellene Carpenter is in charge of room scheduling and transcript requests. She is also a World, National, and regionally ranked Irish dancer with a passion for knitting. Holly Staley is the International Enrollment Guru although she speaks no foreign languages and has never been out of the country. She has also been keeping a fictitious daily journal about a

rabbit named Sebastian since she was 8 years old. She is currently actively seeking publishers. Abby Peterson is the generalist ES specialist which means if she can't answer it, she can find who can, and if she can't find them, it is likely the answer is not out there. She enjoys CrossFit, fly fishing and horseback riding. As she says, "I like horses, they already have the answers." Sherri Staat is in charge of Veteran's affairs (along with Janet) and transfer credit evaluations. Sherri is a gingerbread architect, creating houses, condos and recreational vehicles for all holidays. She will also decorate almost any baked item put in front of her. Niki Wilcox is the ES specialist for Highlands and Grade Wrangler for the entire university as well as the curator of the Enrollment Services Facebook page (please like us). In her spare time she is a Cribbage Master.

Enrollment Services also houses the Financial Aid Department and the Graduate School Program Manager. Financial Aid staff are Mike Richardson, Shauna Savage, Kaina Hanson and Katelyn McGee. Mike is the Director of Financial Aid and moonlights as a college football and basketball referee. He is pretty used to people being mad at him and unwinds by commuting from Dillon every day. Shauna manages all the scholarships awarded at Tech and Highlands. She is a life long 49ers fan. Kaina is unassuming but the real brains behind financial aid, so you can ask her to do anything but your taxes. Katelyn is in charge of student payroll as well as being proficient in all things FASFA. Dan Stirling is the Graduate School Program Manager, so he is happy to help current or potential graduate students but mostly he just listens to music too loudly at his desk.

An average day Enrollment Services will help 35 students face-to-face and another 50 on the phone, but that number can easily raise over 100 during busy periods such as the first and last 2 weeks of each semester. Even in the most stressful times, the Enrollment Services staff seeks to put each individual student's need first. Please direct any student needing help to ES as the staff would be happy help or direct them to who can anytime.

## Kids Attend College at Montana Tech

BY AMANDA SHROYER

Kids' College is a unique summer opportunity hosted through the Institute for Educational Opportunities located on Montana Tech's campus. Its focus is to provide local elementary students enriching science and math experiences. The educational camp is offered each month during the summer, with new themes each week. Kids' College director and Staff Senate member, Amanda Shroyer organized daily workshops for 30-35 kids this year. This summer the themes included Art Week, STEM Wars Week and In Motion Week. The kids participated in activities ranging from 3D printing, designing rockets, and candy chemistry to Rub Goldberg simple machines. These workshops were hosted by special guests such as Montana Tech faculty and staff and community professionals. There were also many volunteers over the course of the summer including Staff Senate members Peggy Delaney, Joyce O'Neill, Taryn Quayle, Ronda Coguill, Scott Forthofer, Kathy Stevens and Angela Stillwagon. The week long schedule began at 9 AM for primary (first—third grade) and 1 PM for intermediate (fourth—sixth grade) students and lasted for 3 hours Monday thru Friday with graduation ceremony on Friday. For more information you can contact Amanda at [ashroyer@mtech.edu](mailto:ashroyer@mtech.edu)



## Mobile Veteran Center Visits MT Tech

BY JOYCE O'NEILL

Veterans face a difficult transition when they return to civilian life and an even more difficult transition when attending higher education. So when MT Tech Staff Senate reached out to the Missoula Mobile Vet Center (MVC), the Center



was happy to respond and brought the MVC to the MT Tech North campus on August 29th. Anton Johnson, Outreach Specialist with the MVC, is an Army combat veteran and a 2012 graduate from the University of Montana. Johnson knows the challenges and advantages of being a student veteran and he came with the van to speak with our student veterans. The Vet Center motto is "Keeping the Promise" and his function is to inform veterans and help them gain access to benefits. Johnson travels widely with the MVC reaching out to veterans wherever they may be found Johnson was pleased with the interest shown by MT Tech student veterans

and veterans from the Butte community and plans to bring the MVC to our campus more often. MT Tech also wants to keep the promise to veterans and bringing the MVC to our campus is one part of fulfilling our mission.

## Montana Tech Wellness Fair

BY AMANDA SHROYER

The Montana Tech Staff Senate participated in this year's Wellness Fair hosted by the Student Wellness Task Force which was held on September 14th. The mission of the fair was to promote wellness and the establishment of healthy lifestyle choices. Montana Tech's Staff Senate members assembled 50 wellness bags to help staff, faculty, students, and other attendees get a healthy start to the new academic year. The bags included cough drops, tea, hand sanitizer, lip balm, tissue, and a sheet with wellness tips. Senate members that volunteered their time at the table were Frances Holmes, Amanda Shroyer, Taryn Quayle, Peggy Delaney, Joyce O'Neill, Angela Stillwagon, Peggy McCoy, Scott Forthofer, and Kathy Stevens.

## MUSSA Meeting Held

BY PEGGY DELANEY

The Montana University System Staff Association (MUSSA) held its fall meeting on September 7, 2016. MUSSA includes Staff Senate representatives from campuses throughout the University System. It meets twice yearly to discuss issues and concerns at each campus and convey them to the Board of Regents in a thoughtful and constructive manner.

At its fall meeting, the newly elected MUSSA officers were introduced. They are Maria Mangold (UM Missoula), Chair and Luke Alford (UM, Missoula), Vice-Chair. Each campus presented their Senate's goals for the upcoming year. Increasing senate visibility, improving communication among staff and administration, improving staff morale, and soliciting staff ideas about how to improve working conditions were common themes among the campuses.

MUSSA will meet again in the Spring when it will also meet with the MUS Board of Regents. To learn more about MUSSA, please go to <http://www.mus.edu/mussa/>.

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### Kathy Stevens was nominated for a Pat on the Back!

Kathy's nomination reads "I have been working with Kathy for over 2 years through the Interdisciplinary Programs and the NSF grant PNW-COSMOS from the University of Missoula. Kathy is efficient, professional, patient, and courteous in all situations. I enjoy working with her very much and believe she deserves being recognized as an excellent Distance Learning "face" at Montana Tech." Kathy is Montana Tech's Distance Learning Coordinator. Congratulations on a job well done!



If you would like to submit someone for a Pat on the Back, go to <https://mtech.edu/app/>

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### WELCOME NEW MONTANA TECH STAFF

*The Staff Senate would like to welcome the following staff who were hired this summer*

Dining Services: Younger Acebedo, Stacie Breitzman, Paulette Cote, Alan Gardipee, Ronald Gardipee; HPER: Jacob Hogart; and Enrollment Services: Abigail Peterson. Staff Senate gave each new employee a small packet of goodies and a list of useful information to help them get acquainted with Montana Tech. Please join us in welcoming them.

## MontanaTech STAFF SENATE

## LUNCHEON LEARNING SERIES

The Luncheon Learning Series was launched in June, 2016. The Series was created by the Montana Tech Staff Senate to provide staff an opportunity for our professional development. Lunches were generously provided by the Chancellor's office. Topics covered in the once monthly sessions included Organizing and Managing Emails, Skype and Skype for Business, Updates to the Montana Tech webpage, Creating and Using your Montana Tech email signature, the MUS Self-Funded Benefit Plan, and Writing Effective Emails. The Series will continue throughout the year. Our thanks to Carmen Nelson for organizing the speakers and lunches. If you have a topic that you would like featured at an upcoming Luncheon, please contact Carmen Nelson, or any of your Staff Senators.

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### Ask the Senate

**Cathy McKillips submitted the following question to the Staff Senate:**

**Question:**

A new employee came on board and needs to use a motor pool vehicle. I see a few policies on the web. Is there any document that is required to be signed or filled out for first time use? It's not clear of the process for reserving the vehicle. Can someone give me guidance on this issue? Thanks!

**Answer:**

Guidelines for using Motor Pool vehicles are found in Section 403 of the Montana Tech Faculty and Staff Handbook. [https://www.mtech.edu/about/facultystaff/Fac\\_staff\\_Handbook.pdf](https://www.mtech.edu/about/facultystaff/Fac_staff_Handbook.pdf)

Users must have a valid driver's license. Each year, staff who plan on using Motor Pool vehicles are required to complete and submit a Montana University System Vehicle Use Form. The form is submitted to the Physical Facilities department and kept on file. Vehicles may be reserved by emailing Mary Durkin at [mdurkin@mtech.edu](mailto:mdurkin@mtech.edu) and copy Vicki Buckley at [vbuckley@mtech.edu](mailto:vbuckley@mtech.edu). The request should include the type of vehicle you are requesting, the dates the vehicle is needed, the purpose for which it will be used and the index fund that the cost will be charged to. Vehicle keys may be picked up in the Physical Plant department. A trip report form and credit card (for use in filling the vehicle up prior to returning it to the Motor Pool) are included with the keys. The vehicle MUST be cleaned out and the trip form completed and submitted with any gas receipts when the keys are returned to the Physical Facilities department. For other questions regarding the Motor Pool, please contact Mary Durkin (ext. 4268) or Vicki Buckley (4168).