

Staff Senators 2017-2018

Peggy Delaney, President
Joyce O'Neill, Secretary/Treasurer
Nick Bowsher
Ronda Coguill
Scott Forthofer
Frances Holmes
Marcia Lubick
Peggy McCoy
Marilyn Patrick
Taryn Quayle
Kathy Stevens
Angela Stillwagon
Casey Vanatta
Niki Wilcox

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.”

Staff Senate Welcomes New Senators

Beginning July 2017, three new senators will join the Montana Tech Staff Senate: Nick Bowsher, HPER; Marcia Lubick, Library; Niki Wilcox, Enrollment Services—Highlands College

Marilyn Cameron—Changing Safety Culture on Campus

By Joyce O'Neill

Marilyn Cameron recently reflected on her 20 years as the MT Tech Environmental Health and Safety Director. Growing up in Butte, she saw firsthand the impact of mining accidents when extended family members came home changed because of an accident or others in the community did not come home at all. She had an early recognition that safety is part of everything we do, and our behavior has a safety component.

In May, 1997 Marilyn graduated from MT Tech and in August she took on this challenging job. Her goal was to make a positive difference in people's lives, and her focus has been how best to do that. MT Tech is the only non-flagship MUS school to have a Safety Director and Marilyn does it all -- Safety, Industrial Hygiene, Emergency Management and some Worker's Comp. Marilyn enjoys her job because it is varied and she has never been bored. There is always more work to be done and many interruptions along the way, all of which make the job satisfying.

Getting people to care about their own safety is Marilyn's biggest challenge. Bad accidents happen all the time but, until it feels **real** to people, they don't make changes in how they do things. To emphasize this point, she cited the example of the Sheri Sangji case at UCLA -- the first criminal case resulting from an academic laboratory accident.

This desire to make a positive difference on our campus has Marilyn out in front encouraging, cautioning, and working hard to find ways to motivate people to care about their own and other's safety. She recognizes that it is difficult for people to change behavior if they haven't experienced negative consequences. Behavior change is challenging, especially when people don't see it as important in their own lives. She thoroughly understands how big her task is in changing the campus culture around safety and self-responsibility.

Marilyn is not afraid of taking on challenge! For example, during the Active Shooter exercise that happened recently on the Tech campus, she embraced the learning that comes along with this type of event. Reflecting on her personal and professional growth in the last 20 years, she has learned to shrug off other's negativity, focusing instead on doing the right thing. She also has learned to be willing to admit to a mistake and move forward.

MT Tech has greatly benefited from Marilyn's goal to make a positive difference on our campus. Reflecting on my own safety lessons that Marilyn has taught or made available on our campus, I realized that she is indeed changing the safety culture -- one person at a time.



Highlands College Tree Dedication

By Marilyn Patrick

At the end of spring semester 2014, the Student Leadership of Highlands College began planning the annual dinner to honor the two-year graduates. A member of the group asked what could be done to honor and remember this class as well as future graduating classes. It was decided to plant a tree in the front yard of the campus. On April 28, 2017, the fourth tree was planted honoring the Class of 2017.



Each tree has a custom made copper and green plaque with the year inscribed on it. A day or so before the dinner, the Lineman Program students assist in the actual planting of the tree. On the night of the dinner, graduates and guests gather around the tree for a dedication. Two or three students are asked to place the plaque in the ground at the base of the tree. The trees planted so far are alive and well and are a beautiful addition to the campus.



Ask the Senate

If I am summoned to Jury Duty, what is the process for being away from my job to do so?

Section 502.8, Jury or Witness Duty, in the MUS Staff and Faculty Handbook states that:

“Employees will be excused from work to perform jury duty or to serve as subpoenaed witnesses. If the employee’s absence will create a serious hardship, the employer may request that the employee be excused from jury duty. Employees summoned to serve as jurors or witnesses shall be granted leave with pay. Fees collected (by the summoned employee from the court) shall be forwarded to the Business Office to be applied against the (normal wage) amount due the employee. However, employees are not required to remit to the employer any expense allowances (per diem and mileage) received.”

Employees may elect to use annual vacation leave for the time taken off to serve as jurors or witnesses. In such a case, they shall remain on the campus payroll and are entitled to retain all (court-paid) fees and allowances collected.”

Employees should discuss the summons with their supervisor as soon as possible and either arrange for the supervisor to request that the employee be excused from



jury or witness duty or to schedule time off for the employee to serve.

Employees should complete a Leave Request form and submit to their supervisor. Employees electing to serve and not take annual leave should

note the number of JD (Jury duty) hours served on their time cards. If the summoned employee elects to take annual leave to serve, employees will note the number of applicable annual leave hours so used on their time cards. For more information, please contact Cathy Isakson at cisakson@mtech.edu or 496-4380.

How do I find out my job classification?

Job classifications are based on the Role Description for each classified employee. The Personnel Office has a copy of each classified employee’s Role Description. Classifications for professionals is based upon information from the Personnel Requisition Approval (PRA) submitted during the recruitment process for the position. For more information, please contact Cathy Isakson at cisakson@mtech.edu or 496-4380.

Pat On the Back

Carmen Nelson

“Carmen has done a tremendous job organizing the Staff Luncheon Learning Series, coordinating speakers and arranging food. Her duties seem to range far and wide, so her help with staff development and the opportunities for staff to know their larger staff community have been greatly appreciated.”

Niki Wilcox

“Niki is an Enrollment Specialist down at Highlands College. She is an extremely hard worker and cares deeply about the wellbeing of students apart from her great work ethic, she [is] genuinely a kind person and is always willing to help. She definitely deserves a big pat on the back.”



“I’m Safe” Portlet

By Alan Christensen

Campus Technology Services has launched a new Portlet in MyMTech to allow students, faculty, and staff to check in after the evacuation of a building or other campus emergency. It is compatible with the MyMTech mobile application allowing people to check in using their smart phone (clipboards will continue to be available at the assembly areas for those without smart phones). Specify the building you’re leaving or sheltering in and your current location so that emergency personnel know who is already safe. For more information you can find instructions on our website <http://www.mtech.edu/cts/faqs/im-safe/index.htm>. Download our MyMTech application in the [Google Play Store](#), the [iTunes App Store](#), or on the CTS website <http://www.mtech.edu/cts/>



REMINDERS

Pat on the Back recognizes individual staff members and/or teams who have performed beyond expectation, making exceptional efforts toward achieving the mission of Montana Tech.

Submit here: https://www.mtech.edu/app/staff_senate/Nominate.aspx

Ask the Senate As an advisory group to the Chancellor, the Staff Senate recommends policies or changes to policies for consideration by the Chancellor and facilitates effective communication between Montana Tech administration and staff. Please use this forum as a neutral conduit to share your ideas, concerns, and ask questions about Montana Tech issues. The Staff Senate will forward each submission to the appropriate department for response and share the information on the Staff Senate webpage. We hope to hear from you!

Submit here: https://www.mtech.edu/app/staff_senate/AskSenate.aspx

MontanaTech
STAFF SENATE

LUNCHEON
LEARNING
SERIES

Montana Tech’s Staff Senate along with the Chancellor’s office hosts a monthly Luncheon Learning Series highlighting different subjects of interest to the staff. Please watch for e-mail from Peggy Delaney with more information.