I. Call to Order
   Jessie (President) called the Staff Senate meeting to order at 2:01 P.M.

II. Review of Minutes
   June minutes approved as circulated. Approved by Karina, seconded by Julie.

III. Treasurer’s Report
   Cari Schwen reported FY 2018 Budget ended with $.91.

IV. Helena College June Anniversaries
   - 1 Years
     o Misty Masolo
   - 3 Years
     o Cherise Hecht
   - 8 Years
     o Rick Odermann

V. Old Business
   - Manager Appreciation. Was held and attendance was low. Suggested to move back before school is out. Possibly April.
   - Lewis & Clark De-escalation Training. Therese has a meeting with Helena Police Dept on 24th. More to come.
   - Behavioral Assessment Meetings. Due to Therese’s position change, Karina volunteered to attend these and ensure staff representative is at meetings.
   - General Training Sessions. Reminder these are still continuing.
VI. New Business

- **WOW (Week of Welcome)** - Is in planning stages by Barb McAlmond & Mary Lannert. They requested us to send representative, Hayley Blevins volunteered. They also requested our main calendared events. The following tentative dates were set:
  - Employee Kickball – Friday, Sept 21, 2018
  - Campus Wide (Airport & Donaldson) Chili Cook Off – Nov 7th, 2018
  - Employee Cookie Exchange – Tuesday, Dec 18, 2018
  - Manager Ice Cream Social – Tuesday, March 26, 2019

- **Kickball Planning** –
  - Jessie will ask about 1 hr admin leave at 4pm that day.
  - Remember to ensure Managers get an invite to come at 5:00
  - Grill – need a volunteer to run grill
  - Julie will call Helena High to reserve/rent the field for the $30 fee.

- **Associate Dean Sandy Bauman** – introduced herself and all who attended. Extended her open office to all invitation. States they are making progress on the Emergency Response Policy & Procedures & Training. Plan to have this in place for Fall when everyone is returning to campus. Staff challenged her to get more faculty to the Kickball event.

- **Job Shadow** – Directors are planning to do this soon. Jessie asked if we have any interest in doing something similar.

- **Festival of Trees** – Theme this year is “Cowboy Christmas”. We will start planning in September; Mary Twardos volunteered to get the tree in October.

VII. Committee Reports

- **College Council** – Not meeting (SEP is reviewing committees and this may disband)
- **Diversity** – Plan is to have smaller bi-monthly events this year. Invited Ariel Donohue from MSU to speak to them on 7/26/18. Give them another campus perspective on successful ideas. More to come. They are planning the “I AM” Campaign again for this fall.
- **MUSSA** – Trying to recruit officers.

VIII. Additional Items

- **HR** – New Hires:
  - Clare Jose – Book Store Assistant Manager
  - Winnie Strainer – HR Recruitment Specialist
- Jessie had 1 on 1 with Dean Lacy. Discussed SEP. This is designed to be a 5-year process. The planning stage, which we are currently in, is a 12-18 month process. There will be copies of this book in the library for checkout if anyone would like to read more about it.
- **Professional Development Committee** – Karina reminded all to submit requests for this! The funds are available!
- **Helena College Foundation** – the President resigned and they are in the recruiting stages to get new members.

IX. Adjournment

Meeting Adjourned at 3:01pm.