

STAFF SENATE

Minutes

Room 204 – 01/09/2019

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| <input checked="" type="checkbox"/> Pate, Jessie/ President
<input checked="" type="checkbox"/> Blevins, Hayley/Vice President
<input checked="" type="checkbox"/> Schwen, Cari /Treasurer
<input checked="" type="checkbox"/> Merzlak, Traci/Secretary
<input checked="" type="checkbox"/> Adamek, Marika
<input type="checkbox"/> Adams, Julie
<input type="checkbox"/> Baker, Lori
<input type="checkbox"/> Caldwell, Kim
<input type="checkbox"/> Colpitt, Janice
<input type="checkbox"/> Conard, Wyatt
<input type="checkbox"/> Crook, Michael
<input type="checkbox"/> Eaton, Ed | <input checked="" type="checkbox"/> Ebert, Anna
<input type="checkbox"/> Fife, Kristine
<input type="checkbox"/> Fife, Tyler
<input checked="" type="checkbox"/> George, Mary Ann
<input type="checkbox"/> Gifreda, Laura
<input type="checkbox"/> Guerin, Bridget
<input type="checkbox"/> Hecht, Cherise
<input checked="" type="checkbox"/> Heinitz, Melanie
<input checked="" type="checkbox"/> Hunthausen, Stephanie
<input type="checkbox"/> Jessee, Casey
<input type="checkbox"/> Johnson, Brenda
<input type="checkbox"/> Jose, Clare
<input type="checkbox"/> Kolar, Tiffany | <input type="checkbox"/> Latham, Monica
<input type="checkbox"/> Marston, Mike
<input type="checkbox"/> Miller, Candice
<input checked="" type="checkbox"/> Mortimore, Kathy
<input type="checkbox"/> Moulton, Karina
<input type="checkbox"/> Odermann, Rick
<input type="checkbox"/> Parker, Kylie
<input type="checkbox"/> Rogers, Tony
<input type="checkbox"/> Steckler, Tammy
<input type="checkbox"/> Stergar, Christy
<input type="checkbox"/> Thompson, Greg
<input type="checkbox"/> Twardos, Mary
<input type="checkbox"/> Wagner, Cole |
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I. Call to Order

Jessie (President) called the Staff Senate meeting to order at 2:05 P.M.

II. Review of Minutes

Changes to December minutes – Correction to Melanie Heinitz last name spelling & change Lori Cooper to Baker. Motion to approve with these changes by Stephanie Hunthausen. Seconded by Hayley Blevins.

III. Treasurer's Report

Cari (Treasurer) reported Petty Cash has a balance of \$778.50. Budgets for next year are due by end of month. Jessie and Cari will meet to submit budget.

IV. January Anniversaries

- 1 Year - Kirk Lacy
- 2 Years - Clara Rauch Davis
- 3 Years - Deb Micu
- 4 Years - Maia Zelenak
- 5 Years - Brenda Johnson
- 6 Years - Amy Kong
- 7 Years - Tony Rogers
Robyn Kiesling
Karen Henderson
- 9 Years - Mike Wiederhold
- 12 Years - Steve Lewis

V. Old Business

“Love the Staff Break Room” – update from Melanie & Mary Ann – Cleaning is complete, furniture changed out, carpet was cleaned, new kettle is in place. Committee requested line item in budget for \$25.00 for regular supplies such as dish soap, sponges. Facilities provides the hand soap and paper towels.

Mary Ann George made motion to add line item to budget for employee breakroom for supplies.

Seconded by Kathy Mortimore. All voted in favor.

Chili Cook-Off – Dates were previously set for 2/20/19 for Donaldson Campus and 2/21/19 for Airport Campus. Request for committee lead and help to ensure its set up. Jessie will email-requesting volunteers. Donations for this year will be for our Helena College pantry.

VI. **New Business**

Fundraising and community outreach topics – tabled for next meeting.

VII. **Additional Reports**

- Diversity – Update from Stephanie – Diversity Wednesdays will be back twice a month from Noon – 1:00.
- QWL – Updates from Mary Ann – Working on recommendations to the chairs from the employee satisfaction survey results.
- MUSSA – Jessie will send out draft of the strategic plan. A new survey will be forthcoming.
- SEP – Update from Cari – Meeting with steering committees tomorrow. Mainly have been working through all the data and information at their committee levels. Updates are posted on the website. More to come as the process moves forward.
- IDEA – Jessie updated that they are working on data updates in order to develop a database of outcomes. This will allow them to tie programs to degree programs for the institution. This has been an outstanding finding from the past couple of reviews from the accreditation teams.

VIII. **Additional Items**

Dean Search – OCHE is planning to come visit with groups about what they are looking for in the search before they proceed with the process.

Cari & Jessie will work on a line item for professional development when they work on the new budget.

VIII. **Adjournment**

Meeting Adjourned at 2:57 pm.