

**STAFF SENATE**

*Minutes*

*Room 204 – 04/10/2019*

- Pate, Jessie/ President
- Latham, Monica /Vice President
- Schwen, Cari /Treasurer
- Moulton, Karina /Secretary
- Adamek, Marika
- Adams, Julie
- Baker, Lori
- Caldwell, Kim
- Colpitt, Janice
- Conard, Wyatt
- Crook, Michael
- Eaton, Ed

- Ebert, Anna
- Fife, Kristine
- Fife, Tyler
- George, Mary Ann
- Gifreda, Laura
- Guerin, Bridget
- Hecht, Cherise
- Heinitz, Melanie
- Hunthausen, Stephanie
- Jessee, Casey
- Johnson, Brenda
- Jose, Clare
- Kolar, Tiffany

- Marston, Mike
- Miller, Candice
- Mortimore, Kathy
- Moulton, Karina
- Odermann, Rick
- Parker, Kylie
- Rogers, Tony
- Steckler, Tammy
- Stergar, Christy
- Thompson, Greg
- Twardos, Mary
- Wagner, Cole

**I. Call to Order**

Jessie (President) called the Staff Senate meeting to order at 2:08 P.M.

**II. Review of Minutes**

Correction to 7.8: Helena College Day is in April, not during spring break week.

Motion to approve March minutes with the change of Helena College Day in April, not during the week of spring break by Monica Latham. Seconded by Kylie Parker.

**III. Treasurer's Report**

Cari (Treasurer) reported need to start spending so that we don't lose funding. Budgeted funds are still at \$601.77. MUSSA is coming up in Great Falls should be approximately \$280-300. Adjusted \$4 for return for Manager's Appreciation.

**IV. April Anniversaries**

- 2 Years - Stephanie Hunthausen

**V. Old Business**

**Manager Appreciation** – went very well.

**VI. New Business**

**Professional Development Opportunities** – Requested substantial increase to the budget, but initially had \$1,000 requested for funds of Staff Senate to bring someone on-campus. Topics of interest: Mindfulness in the Workplace; Effective Writing; Taking Minutes; FERPA Training; Record Keeping. Initially senates were required to budget for professional development opportunities; now Human Resources and Professional Development Committee are funding.

**Additional Discussion** – Cari has a contact with the state for record keeping. Stephanie suggested a speaker at the beginning of the academic year to create excitement and motivation. Stephanie will work with Sandy Bauman to determine if this would be an option for IDD.

**Using Remaining Staff Senate Budget** -- \$350-400

**Recycling Cardboard** – Monica brought forward the concern of having other recycling options, but nothing available for recycling cardboard. Discussion about options of Maintenance, other companies we could work with and who would be responsible for ensuring it is taken care of. Marika will look into our current recycling contract. There was also discussion of purchasing nicer recycling containers.

- Portable ice machine for the staff lounge
  - Cari will price out
- Painted art for staff lounge
  - Price needed from Art Club
- Potluck
- Snow Cone Party
  - Stephanie will price out shaved ice machine rental
- BBQ and yard games
  - Discussed having this after July 4<sup>th</sup>; would need to purchase supplies and food prior to June 1<sup>st</sup>
  - After discussion June 12<sup>th</sup> was decided
- Recycling bins
  - Marika will price out

#### VII. Committee Reports

- Diversity – update from Stephanie. Narratives of Disability students- the challenges and successes of having a disability or having a family member with a disability
- QWL – Update from Mary Twardos. Luncheon is May 13th
- Safety – update from Mary Twardos. Committee has not met for a few months.

#### VIII. Additional Items

Spending will be shut down on June 1<sup>st</sup> unless it is an emergency.

#### VIII. Adjournment

Meeting Adjourned at 2:59 pm