

STAFF SENATE

Minutes

Room 207 – 11/12/2019

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| <input checked="" type="checkbox"/> Pate, Jessie/ President
<input checked="" type="checkbox"/> Latham, Monica /Vice President
<input checked="" type="checkbox"/> Schwen, Cari /Treasurer
<input checked="" type="checkbox"/> Mary Twardos /Secretary
<input type="checkbox"/> Adamek, Marika
<input checked="" type="checkbox"/> Adams, Julie
<input type="checkbox"/> Ball, Delouis
<input type="checkbox"/> Caldwell, Kim
<input type="checkbox"/> Colpitt, Janice
<input type="checkbox"/> Crook, Michael
<input checked="" type="checkbox"/> Ebert, Anna
<input checked="" type="checkbox"/> Emmart, Amber
<input checked="" type="checkbox"/> Fife, Kristine | <input type="checkbox"/> Fife, Tyler
<input checked="" type="checkbox"/> George, Mary Ann
<input checked="" type="checkbox"/> Gifreda, Laura
<input checked="" type="checkbox"/> Guerin, Bridget
<input type="checkbox"/> Hanson, Parker
<input type="checkbox"/> Hecht, Tarun
<input checked="" type="checkbox"/> Heinitz, Melanie
<input type="checkbox"/> Howard, Beau
<input type="checkbox"/> Johnson, Brenda
<input checked="" type="checkbox"/> King, Angela
<input type="checkbox"/> Marston, Mike
<input type="checkbox"/> Miller, Candice
<input checked="" type="checkbox"/> Mortimore, Kathy | <input type="checkbox"/> Moulton, Karina
<input checked="" type="checkbox"/> Mousel, Melissa
<input type="checkbox"/> Nelson, Jeff
<input type="checkbox"/> Odermann, Rick
<input checked="" type="checkbox"/> Parker, Kylie
<input checked="" type="checkbox"/> Payne, Paige
<input type="checkbox"/> Rogers, Tony
<input type="checkbox"/> Scholl, Kyle
<input type="checkbox"/> Steckler, Tammy
<input type="checkbox"/> Stergar, Christy
<input type="checkbox"/> Thompson, Greg
<input type="checkbox"/> Wagner, Cole
<input type="checkbox"/> Zigan, Amanda |
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I. Call to Order

Jessie (President) called the Staff Senate meeting to order at 9:30 A.M.

II. Review of Minutes

Motion to approve the October minutes after two corrections by Monica, all in favor.

III. Treasurer's Report

Cari reported \$449.70 balance. (Note \$300 dog-eared for MUSSA trip to Havre in May 2020)

IV. Old Business

Festival of Trees – Donations coming in, Angela will send out an updated email to SS. Bridget reporting Welding will provide a lantern. Future participation SS will contribute some monies. Be sure to send Donna in marketing a photo of completed tree.

Charitable Activity for Students at Holidays – Group confirmed donating to restocking the Food Shelves, \$\$ allocated to be discussed in January 2020 meeting. Monica will add Food Share informational sheets and maps to the HC food shelving areas. Future may use funds from cash box/\$800. (*Ann, Monica & Deb our HC's Food Shares liaisons*)

Door Decorating – 3rd Annual Door Decorating, 11/25-12/2. Bridget and Kathy will committee.

Professional Development – Moved to December meeting.

V. New Business

Employee Spotlight in Student/Employee Newsletters: - Starting January 2020, Cari, Julie and Jessie will committee processes and forms.

Cookie Exchange- Tuesday 12/17, Cari will calendar invite once confirmed by Dean Vosejпка.

December Meeting – White Elephant – 12/10 @ 9:30am, during meeting enjoy a breakfast potluck and White Elephant capped at \$5.

Regents Award for Excellence – The Regents' Award for Excellence in University System Citizenship will now include and recognize outstanding staff across the MUS. MUSSA will

provide the Commissioner's Office with two to three staff nominations for this recognition award by April 1, 2020. The Commissioner will select the award winner(s) from submissions and they will be recognized at the May 2020 Board of Regents meeting.

VI. **Committee Updates:** *Additional Reports from Jessie*

Diversity – Jessie

QWL – Mary Ann – Giving Basket at the Employee Luncheon

Safety – Melanie & Bridget – Meeting more often.

MUSSA- Jessie & Monica

SEP- Cari – Cari no longer on committee.

IDEA-Jessie

Professional Development-Karina

VII. **Additional Items**

Tentative 2020 Participation & Expense for Managers Appreciation & Chili Cook-off.

VIII. **Adjournment**

Meeting Adjourned at 10:30am

ADDITIONAL REPORTS

• **Diversity – Jessie**

- Panel about Little Shell Tribe to be rescheduled for Spring. Rumor has it that their federal recognition will happen by the end of the year, so it will be a nice way to look back on the work toward recognition.
- Plans to have Kendra Potter come on November 20. She is an actress and filmmaker in Missoula, who created a documentary about her personal experiences as a Native child adopted into a white family and re-learning about her tribe.
- Planning two [People's Suppers](#) for the spring semester. We will serve lunch and participants will gather around small tables to share their experiences/perspectives/thoughts on a given topic.

• **Quality of Work Life - Mary Ann**

Quality of Work Life has chosen to work on the following items this year:

- Identify ways to increase participation by employees at Helena College sponsored events.
- Identify the barriers to participation.
- Advocate for and assist with a Service Day in the Spring.
- Submit recommendations to Leadership regarding guidelines for employees who want to volunteer.

• **Safety - Melanie & Bridget**

- Defensive Driving Training – November 27th – 8:30am-12:30pm – Sign up through link on Val Curtin's email to everyone.
- Regroup, an alert notification program will soon be used on our campus, however, the power outage caused a bit of delay as equipment was damaged. The alert notification program is an opt-in system, so we will need to encourage students and employees to sign up.
- Drills (Fire & Earthquake) will occur Spring semester.
- Funds are needed to implement safety lighting when power is lost.
- Funds are needed to place cameras outside.
- Val will be checking with HC's insurance to see if damaged equipment is covered.

- Outside lighting was adjusted for Standard Time.

- **MUSSA - Jessie & Monica**

We need to nominate staff from our campus to MUSSA, who will then choose nominations to send forward to the Board of Regents for the Regents' Award for Excellence in University System Citizenship. Attached are the guidelines. We can nominate as many staff as we'd like. MUSSA would like to select one nomination from each campus for the BOR. The nominations from our campus need to be in by February.

- **SEP – Cari**

The structure of SEP is changing and I will no longer be on the committee. They are replacing the current structure with a new steering committee and separate design teams. We are moving forward with Dual Credit Incentives for fall 2020 to help convert our graduating dual credit students into full time HC students. There will be a heavy emphasis on marketing and recruitment going forward as well as pathways.

- **IDEA – Jessie**

- The committee has reviewed all FY19 work plans for completeness, clarity, alignment with the strategic plan, and degree to which goals were accomplished. We've discussed reviewing FY20 work plans next, which would allow the committee to give the plan creators feedback about the goals they've set for this academic year.
- Mike is preparing for the accreditation visit in the spring. Along with 2 representatives visiting campus, we are required to submit a Year Three Self-Study.
- We did not get the Strengthening Institutions (Title III) Grant. We are preparing for the TRIO Grant, but submissions are not being accepted yet.

- **Professional Development (Karina)**

We are still accepting applications for fall and spring semesters