

**STAFF SENATE**

*Minutes*

*Room 210 – 01/14/2020*

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

Jessie (President) called the Staff Senate meeting to order at 10:04 A.M.

**II. Review of Minutes**

Motion to approve the December minutes, Monica 1<sup>st</sup>, Kris 2<sup>nd</sup>, unanimous approval.

**III. Treasurer's Report**

Cari reported \$449.70 balance. (Note \$300 dog-eared for MUSSA trip to Havre in May 2020 & \$30 pending purchase on 1/13/2020)

**IV. Old Business**

**Cookie Exchange** – Great turn out.

**Food Exchange donation** – Concern of who is in charge, was Sustainability Committee but this committee has been disbanded. Monica has been keeping up on restocking. Leadership will assist in January restock, ASHC will assist in February restock, SS will discuss at February meeting possible March restocking. "Please Share" signs to be posted & Food Share location flyer. Funding okay from ASHC & Grant, committees are guided how they can spend budget.

**Professional Development** – \$1,000 in budget. Many ideas discussed. Mary Ann will research possible team building focus activity. Funds must be used or forfeited.

**Employee Spotlight** – Draft of procedure presented by Jessie, lots of discussion. Committee will move forward with this. Jessie will send Paige "Coming Soon" information for the MMM.

**V. New Business**

**Welcome Jared Smith & Walt Wagenhals** – Jared is our new Assistant Registrar & Walt is our new Retention Specialist.

**Chili Cookoff** – There has been low participation the past 3 years.

Kris Fife will send a campus poll measuring interest in participation to determine if SS will plan 2020 event.

## VI. Committee Updates:

### Diversity – Jessie

First meeting was Monday 1/13/2020. Planning a February event “The People’s Lunch”.

### QWL – Mary Ann

Our committee will be working on two of our FY20 goals in January and February.

- Identify ways to increase employee participation at Helena College sponsored events.
  - This includes ways to motivate participation as well as barriers employees experience when trying to attend an event.
  - QWL members will be interviewing a random sampling of employees to get feedback
  - This information will be shared with Leadership.
- Advocate for and assist with a Helena College Service Day in Spring 2020.
  - We recognized the success of last year’s event and would like to do another service day or break it out to several days or half days that employees can volunteer.
  - We will submit recommendations to Leadership regarding guidelines for employees who want to volunteer (e.g. coverage, half-day, full day, etc.).

### Safety – Melanie & Bridget

No updates

### 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.

### IDEA-Jessie

- Still reviewing FY20 Work Plans and determining how we can provide constructive feedback to plan managers.
- Review of updates to accreditation standards.
  - Decrease from 5 standards to 2 standards.
  - NWCCU focusing on closing equity gaps
  - Auxiliary programs, such as continuing education, will not be assessed.
  - A year six compliance visit has been added (as part of the seven-year review cycle).

### Professional Development-Karina

We still have funds for spring semester and any summer activity prior to June 30th. Submit your applications!

## VII. Additional Items

**Staff Senate Meet with Dean Vosejpk**a – Thursday, January 16 @ 10am. Send any questions to Paige.

## VIII. Adjournment

Meeting Adjourned at 10:55am