

## STAFF SENATE

*Minutes*

*Room 210 – 02/11/2020*

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

Jessie (President) called the Staff Senate meeting to order at 10:03 A.M.

### II. Review of Minutes

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

### III. Treasurer's Report

Cari reported \$404.11 balance. Expenses were break room supplies & new employee bundles. (Note \$300 dog-eared for MUSSA trip to Havre in May 2020) Future budgets TBD.

There was a need for breakroom supplies at the AP campus.

**Action:** Angela or Mary Ann will bring a dish drainer to Bridget for AP.

### IV. Old Business

**Employee Spotlight** – Going well. More submissions needed.

**Chili Cookoff** – Survey results; 3-AP & 6-Don would bring chili. Motioned to skip this year.

**Trick or Treat for Bryant** – K12 Partnership Stephanie inquired if Staff Senate would take on the Bryant Trick or Treating organizing. Last year candy was donated. Moving forward maybe senates can donate dollars to assist with the candy purchase. Motion for Staff Senate to organize: Mary Ann 1<sup>st</sup>, Julie Adams 2<sup>nd</sup>, unanimous approval.

**Team Building** – Using \$1,000 of professional development monies.

Mary Ann George spoke, she researched lots of organizations to provide team building. More information needed: What do we want to accomplish from the experience? Onsite vs offsite? Healing on campus? Pool all committees resources? Only classified staff or all campus?

**Action:** 4-5 people to puzzle out the above questions: Mary Ann, Anna Ebert, Julie Adams & Kris Fife.

## V. New Business

**Staff Senate Elections & Leadership Model** May 2020, Treasurer & Vice President elections to occur. Staff are interested in changing Vice President to President-elect and adding a small role for the outgoing president.

**Action:** Bylaws reviewed by Jessie.

**Manager Appreciation** – Staff Senate hosting, Friday, March 13<sup>th</sup> @ 3:13pm. Strawberry shortcake with toppings.

**Action:** Cari & Karina will shop.

**Action:** Bridget will send out an email and calendar invite to managers & Staff Senate.

**QWL Survey** – Mary Ann gave survey form tasked from Therese/HR: questions regarding wellness events, what are time used guidelines, this is needed for consistency.

## VI. Committee Updates:

### Diversity – Jessie

- First People's Lunch is February 19. Planning for about 40 participants for our first run of the program. Have sent out RSVPs to students in clubs and recommended by faculty.
- Planning a panel with about the recent federal recognition for Little Shell tribe members.

### QWL – Mary Ann

- QWL members are in the process of interviewing employees about their participation in Helena College events. We will be compiling the results and presenting them to Leadership either as raw data or with a summary of common responses.
- We have not received a response to our request to hold a HC Service Day on Helena College Day. We hope to have a date or dates soon to be able to schedule and coordinate the event.

### Safety – Melanie & Bridget

- The Essentials of Front Desk Safety & Security training webinar is being offered 2/7/2020 at noon.
- Derrick Hauer is now an OSHA certifier.
- Reminder: 911 can be accessed by texting.
- Valerie Curtin purchased flashlights for safety. Melanie has two more at her desk if your department needs one.
- The Campus Emergency Protocol Manual is in the process of being reviewed and updated.

### MUSSA- Jessie & Monica

- Regent's Award for Excellence in University System Citizenship
  - Any classified staff or director (not faculty or administrators)
  - Deadline Friday, February 28, 5 pm.
  - 300 words about candidate

**SEP-Kris**

- At our most recent meeting Donna presented the details of the HC STARS program. Information about this scholarship program will be sent to area high schools tomorrow.

**IDEA-Jessie**

- Mike is preparing for accreditation visit in March.
- Committee is reviewing how we determine mission fulfillment according to our Core Themes (Student Access and Success, High Quality Education, and Community Enrichment) and the institutional outcomes and indicators for each of the core themes (things such as enrollment, retention, transfer, employment, competencies and learning outcomes, community use of facilities, and participation in non-credit courses).

**Professional Development-Karina**

- We are getting really limited on funds so please submit your applications ASAP! The new application and updated guidelines are on the PD webpage, along with a link where you can make suggestions for types of trainings you would like to see on campus.

**VII. Additional Items**

**Food Shelves:** Ann Willcockson attended to discuss the Food Exchange Shelves on both Don & AP campuses. The defined purpose of these food shelves is to provide emergency food for those in need and refer to Food Share for ongoing needs. Food Share agreed to 1,000 lbs of food shelf supplies, Monica or Deb pickup, and divide between campuses, extras are stored in Walt's office. Very important to route individuals to Food Share and other community resources. Historically there was a committee overseeing these shelves, Ann will visit with leadership to resurrect the committee. Goal is different segments of the campuses will contribute monthly. Cari advised ASHC approved to budget dollars to replenish the shelves.

**Action:** Staff Senate volunteers needed to shop. Need items to purchase guidance.

**VIII. Adjournment**

Meeting Adjourned at 11:03 am