

STAFF SENATE

Minutes

Room 210 – 03/10/2020

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

Jessie (President) called the Staff Senate meeting to order at 10:02 A.M.

II. Review of Minutes

Motion to approve the February minutes with 4 corrections, Karina 1st, Mary Ann 2nd, unanimous approval.

III. Treasurer's Report

Cari reported \$404.11 balance. Expense of \$17.65 for break room supplies.

(Note \$360 dog-eared for MUSSA trip to Havre in May 2020). Future budgets TBD.

IV. Old Business

Team Building – Mary Ann spoke, she researched lots of organizations to provide team building. Escape Room \$1,700. Contingent on leadership approval & receipt of Wellness Grant monies. T-shirts would be \$7 each. Dates and details need more discussion. Goal to inter mix faculty, staff, directors & classified Staff.

Jessie suggested Committee to let go of a quick spend event, to consider letting monies flow back into campus budget.

Action: Mary Ann will submit the application for the MUS Wellness Grant (\$5,000), by 7/1/2020, for AY20-21.

Staff Senate Leadership Model – Jessie reviewed modifications to the Bylaws today. Staff are interested in changing Vice President to President-elect and adding a small role for the outgoing president.

Action: Jessie will send out draft of revised Bylaws, Staff Senate will vote via email. Jessie will present to Dean Vosejпка revised Bylaws.

Manager Appreciation – Staff Senate hosting, Friday, March 13th @ 3:13pm. Strawberry shortcake with toppings. \$65 for budget.

Action: Cari will shop, Melanie will print invitations for all managers, Jessie will discuss at Directors meeting.

Food Exchange – Virginia shopped, (\$100 funded by the ASHC), food split between campuses food shelves.

HeadShot – Career Day, separate employee event, add to email photo.

V. New Business

HC Calendar- Submit events to post on the HC Calendar to Donna Breitbart/Marketer. IT is part of the submission approval.

Action: Jessie will let Cabinet know to clarify who exactly to contact.

Joint Staff/Faculty Senate Meeting – Jessie inquired if Staff Senate would like to meet with Faculty Senate every semester. Committee accepted.

Action: Jessie will set up with Phil Sawatzki for April.

VI. Committee Updates

One on One with Dean Vosejka – Jessie

- Met 2/18/20
- Laura suggested we advertise Staff Senate in the MMM.
- HC Day (4/24). Plans for the morning are for everyone to discuss how their roles will play a part in Guided Pathways. She wants to ensure small groups represent diverse areas on campus.
- Communication: Cabinet is our primary channel for communicating ideas or concerns. We should be able to approach any Cabinet member and they will bring it up at the meeting or with the appropriate person.
 - Cabinet meets Wednesdays from 1:00 PM to 3:00 PM. It is currently composed of:
 - Dean/CEO (Laura Vosejka),
 - Director of Human Resources (open),
 - Assistant Dean of Administrative Affairs (open),
 - Director of Marketing & Development (Donna Breitbart),
 - Director of Community Engagement & Workforce Development (Mary Lannert),
 - Director of Institutional Effectiveness (Mike Brown),
 - Associate Dean of Academic & Student Affairs (Sandy Bauman)
 - Director of IT (Mike Hausler)
 - Laura is considering a staff, faculty, and student representative as ex officio members, or possibly allowing open time on the meeting agendas.
- The idea of re-instituting a College Council-type organization came up. I didn't want to squash the idea, but I warned her that it has a contentious history here.

Diversity – Jessie

- Our first People's Lunch was successful. 20 participants (and 10 committee members): mostly students, a few employees. Students really appreciated the opportunity to eat a nice lunch (we tried to go zero-waste, using real dishes and silverware, cloth napkins, etc). Conversations about community and belonging went well, a few shy students spoke up even though they mostly intended to listen. Another one is scheduled for April.

QWL – Mary Ann

- Quality of Work Life completed surveys of employees about attendance at Helena College events. We will meet in March to determine how we will communicate the data to Leadership and the campus.
- A Service Day is scheduled for Friday April 24 from 1:00 – 4:00 as part of Helena College Day. Similar to last year, employees will sign up for the non-profit they wish to help. More details soon.

Safety – Melanie

- The Committee is working on safety policies and a mission statement.
- Training of maintenance staff on forklift will occur on 3-6-2020 at 10am on the Airport campus. All Safety committee flashlights have been distributed.

MUSSA- Monica

- Regents' Award for Excellence in University Citizenship: 10 employees were nominated from 5 campuses. MUSSA members will select their top 2 or 3 to send to the Regents for final selection.

SEP-Kris

- Guided Pathways will be the topic of an all-campus meeting on the morning of Helena College Day, Friday, April 24. There will be an introduction to Guided Pathways, followed by a couple of activities that will allow people to offer input on the four areas of GP (Clarify the plan, Help Students Choose a Pathway, Help Students Stay on the Path and Ensure Students are Learning).

IDEA-Jessie

- The committee evaluated the Annual Program Review process. Some recommendations for improvement had been made by an SEP Work Group and those recommendations were accepted by the committee.
- The Accreditation Mid-Cycle visit is March 26-27. Two people from the accreditation team will meet with the IDEA Committee, leadership, some faculty, and some individuals on the committee (not me). The college produced the Mid-Cycle Self Evaluation Report 2020, which can be found on the [Accreditation page of the college website](#).

Professional Development-Karina

- PD has very limited funding left, so get your application in now!

VII. Additional Items

PO's for Staff Senate Activities-Jessie reminded all, when PO's are created, please save in the current AY Staff Senate file. [H:\Staff Senate\Agenda_Minutes_Budget FY20](#) .

BiMonthly Dean Meeting-

Disinfectant Dispensers-Cari advised distribution of refillable disinfectant containers around campuses will occur this week.

VIII. Adjournment

Meeting Adjourned at 10:55 am