

STAFF SENATE

Minutes

Microsoft Teams 11/19/2020

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|---|--|--|
| <input checked="" type="checkbox"/> Adams, Julie/ President | <input checked="" type="checkbox"/> George, Mary Ann | <input type="checkbox"/> Nelson, Jeff |
| <input checked="" type="checkbox"/> Heinitz, Melanie/Treasurer | <input type="checkbox"/> Gifreda, Laura | <input type="checkbox"/> Odermann, Rick |
| <input checked="" type="checkbox"/> Mary Twardos /Secretary | <input type="checkbox"/> Guerin, Bridget | <input checked="" type="checkbox"/> Payne, Paige |
| <input checked="" type="checkbox"/> Adamek, Marika | <input type="checkbox"/> Howard, Beau | <input type="checkbox"/> Ponce, Nicole |
| <input checked="" type="checkbox"/> Anderson, Kelsey | <input type="checkbox"/> Johnson, Brenda | <input checked="" type="checkbox"/> Preston, Shelby |
| <input checked="" type="checkbox"/> Caldwell, Kim | <input type="checkbox"/> Marston, Mike | <input type="checkbox"/> Rogers, Tony |
| <input checked="" type="checkbox"/> Colpitt, Janice | <input checked="" type="checkbox"/> Merchen, Kyra | <input checked="" type="checkbox"/> Stergar, Christy |
| <input checked="" type="checkbox"/> Ebert, Anna-President Elect | <input type="checkbox"/> Miller, Candice | <input type="checkbox"/> Thompson, Greg |
| <input type="checkbox"/> Fife, Tyler | <input checked="" type="checkbox"/> Mortimore, Kathy | <input type="checkbox"/> Wagner, Cole |
| <input checked="" type="checkbox"/> Fontaine, Virginia | <input checked="" type="checkbox"/> Mousel, Melissa | <input type="checkbox"/> Zigan, Amanda |
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I. Call to Order

Julie (President) called the Staff Senate meeting to order at 10:01 A.M via TEAMS.

II. Review of Minutes

Motion to approve the October minutes Anna 1st, Mary Ann 2nd, unanimous approval.

III. Treasurer's Report

Melanie reported \$778.50 in petty cash fund. \$670.00 in Ay20-21 Staff Senate approved budget.

IV. Old Business

- a. **Welcome New Staff** - Kelsey Anderson-TRIO Retention Specialist, Nicole Ponce-TRIO Program Coordinator, Shelby Preston-Career Connections Coordinator.
- b. **Festival of Trees** – Mary and Marika – Tree fluffed and lights on, thank you for all the ornaments, Marika will add ornaments to tree, will then shop for more décor over the weekend. Gifts for under tree due 11/25th. Need tree skirt and box, Mary Ann may have her husband make a box. Tree topper also needed. List of received items on the SS Teams filed. Melanie spoke about Valley Bank selling downtown small business shoppers gift cards.
- c. **Fall Themed Door Decorating Update**- very cute decorations put up, thank you to all!

V. New Business

- a. **Lunch Room Fridge** - Remember to clean out your old items from the lunch room fridge.
- b. **K-12 Partnerships update - Guest Speaker Stephanie Hunthausen**
Stephanie spoke regarding updates, this fall questions regarding how covid-19 affected our Dual Enrollment students, happy to say 576 students for this fall. Also wanted to clarify language about Dual Enrollment (any high school student taking college courses), HC has 10 partner high schools. Position funded by ½ thru Grant and ½ thru campus. Stephanie is an advisor to all these DC students, advocate for DC students. Activities this

year, new partnership with PAL students, St. Andrews school & Cottonwood ALC, HC Library laptop borrowing/check out using Cares Funds. Filmed an advising video, focused on HC resources for DC students. Using DocuSign implementing this spring to streamline the paper process. Most exciting GEER Grants will allow building remote rooms for east Helena high school to take directly from the high school, branded with HC colors and swag. Reminder, when planning student activities, please include DC students, they have a separate list, visit with Stephanie with your activity.

Bring ideas/ events to Stephanie, anything that involves K-12.

Mary Ann inquired any outreach to middle schools? Last spring Helena wins did visits to middle schools, 8th graders invited to Manufacturing Nights, exposed 8th graders to Airport campus tour. Tries to include in events currently happening.

- c. **Thanksgiving Kits-** Thank you for donations for student Thanksgiving meal kits!, Thank you Kelsey for all your help with collecting these donations.
- d. **Day of Giving – donate and wear a hat-** Tuesday 12/1, your dollar will go 4 times as far, doubled by Foundation Board & Access Scholarship. Donations to cashiers office, cash or check.
- e. **December Volunteer Activities -Thursdays –**
 - Week 1:** will be Deck the Halls, decorating your area.
 - Week 2:** Candy Cane Lane-Fun craft in student center, voting for favorite holiday movie.
 - Week 3:** Staff Senate for whole campus – 12/17-ornament exchange, social distancing for an ornament exchange. Same process as white elephant although zero steals. Student Center has cap of 25 during Covid-19 may need to have two groups if over 25 RSVP. Discussions on best way to be safe in this exchange. Melanie will take this to Robyn.
 - Week 4:** Ugly sweater contest, voting for favorite non Hallmark Movie.
 - Week 5:** Wellness White Elephant game.
 - Been Elfed activity:** sign up at Melanie’s desk. List of all entered and all Elfed in the Welcome Center.
 - Hiding Elf throughout the week:** search for elf, jar with names pulled for prize.
 - Concerns: may need some editing, all the gift giving may be a lot.
 - Appreciation for the spearheading of these ideas, a lot of work into this! Has been a rough year.
- f. **Staff Senate Annual Work plan-** moved to next SS meeting.

VI. Committee Updates

Diversity & Inclusion – Marika

- No updates.

Quality of Work Life - Mary Ann

- Quality of Work Life has been working on a Department Highlight project. Our goal is to highlight two departments (One from DON and one from APC) every two weeks in the HR Updates sent by Mary T which will share how each department supports student success and a picture of people in the department. ***Watch for and please respond to the survey questions being sent to your department!***

- A perpetual plaque has been hung on the wall near the Cashier's Office that lists the past honorees of the Employee Excellence Award. Check it out.
- We are brainstorming ideas for social activities for winter that are socially distant. A couple of possibilities are renting a movie theater at Cinemark and a Zoom Trivia Night.
- No end of semester luncheon ☹️

Safety - Melanie

- The committee is working on acquiring funding for additional safety sweeper items needed.
- The Airport Campus does not have vest or radio's for sweeping their campus during fire drills.
- Two Fire drills and one Earthquake drill was conducted per campus for 2020.

MUSSA – Anna

- No updates.

IDEA – Julie

- 20-21 Annual Work Plans had their first review this month.

Professional Development - Julie

- Joyce Walborn is the new chair.
- Greg Thompson and Beau Howard have joined the committee as Staff Senate members.

VIII. Additional Items

Morale on campus very important.
All encouraged to attend Forums with Dean Bauman.

VIII. Adjournment

Meeting Adjourned at 10:49 a.m.