

STAFF SENATE

Minutes
10/5/2022

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|----------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------|
| <input checked="" type="checkbox"/> Ebert, Anna/President | <input type="checkbox"/> Fontaine, Virginia | <input checked="" type="checkbox"/> Payne, Paige |
| <input checked="" type="checkbox"/> Merchen, Kyra/Vice-Pres | <input checked="" type="checkbox"/> Gifreda, Laura | <input checked="" type="checkbox"/> Poole, Angela |
| <input checked="" type="checkbox"/> Caldwell, Kim/Secretary | <input checked="" type="checkbox"/> Heinitz, Melanie | <input checked="" type="checkbox"/> Ravenscroft, Cheryl |
| <input checked="" type="checkbox"/> Anderson, Kelsey/Treasurer | <input type="checkbox"/> Howard, Beau | <input type="checkbox"/> Reddington, Kasandra |
| <input type="checkbox"/> Adams, Julie | <input checked="" type="checkbox"/> Jackson, Lewis | <input type="checkbox"/> Rogers, Tony |
| <input checked="" type="checkbox"/> Adamek, Marika | <input type="checkbox"/> Marston, Mike | <input type="checkbox"/> Stergar, Christy |
| <input checked="" type="checkbox"/> Benasky, Ed | <input type="checkbox"/> Miller, Candice | <input checked="" type="checkbox"/> Thompson, Greg |
| <input type="checkbox"/> Benge, Jeremy | <input checked="" type="checkbox"/> Mortimore, Kathy | <input type="checkbox"/> Mary Twardos |
| <input type="checkbox"/> Bennett, Josh | <input type="checkbox"/> Mousel, Melissa | <input type="checkbox"/> Wagner, Cole |
| <input type="checkbox"/> Colpitt, Janice | <input type="checkbox"/> Neace, Atalyssa | <input type="checkbox"/> Zigan, Amanda |
| <input type="checkbox"/> Fife, Tyler | <input type="checkbox"/> Nelson, Jeff | <input checked="" type="checkbox"/> visitor – Valarie Curtin |
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AGENDA

- I. **Call to Order 10:01 AM and meeting recorded**
- II. **Review of Minutes** – September minutes were approved unanimously. Kelsey Anderson made a motion to approve, and Kyra Merchen seconded.
- III. **Treasurer’s Report Kelsey**
 - a. **Budget:** No updates
 - i. Petty cash: \$473.88
 - ii. Budget in UMDW: \$670.00
- IV. **Old Business**
 - a. **Corn Hole Boards**—Game boards will be stored in the storage “shed” outside of the nursing hall. Stop by the library to check them out and then see maintenance to retrieve the boards. Virginia will do the logos over Thanksgiving weekend. Kelsey will create a purchase order and pay her.
- V. **New Business:**
 - a. **Snapshot of yearly events by Kim Caldwell** (outline attached)
 - b. **Breakroom Logo**
 - i. Shared by Melanie: Jake Heaton at Allegra (who did DON 118 logo) quoted for a proposed 3x3 round logo that will cost \$145 to print and approximately \$95 to install. Discussion followed about whether to do

this in both campus breakrooms and if we should ask Seth Roby if there is any interest in the art club doing a mural instead? This money would come from the budget.

c. Airport Campus break room supplies

- i. Staff at the Airport Campus have requested breakroom supplies: sponge holder, paper products, salt/pepper, toaster. Discussion followed about whether to spend budget money on this. Donations have been made in the past. Kelsey reported that in the past some supplies have been purchased from Amazon. Anna will send an email requesting donations.

d. Festival of Trees

- i. Marika will head the committee with Kyra and Angela. Options are a tabletop tree, a wreath, or a swag (pick up Nov. 2). We would need to register asap, We have budgeted \$50. Marika proposed we spend the \$50. Melanie seconded. All were in favor. Completed drop off is Nov. 29. Festival theme is “Christmas Bells & Sea Shells.”

e. Thanksgiving Potluck idea

- i. A discussion was had to gauge interest in a Thanksgiving theme potluck in November. Kelsey will send out a survey about Nov-Dec-Jan activities.
- ii. Melanie reminded us that there is a restriction on what we can spend budget money on. Our current petty cash was raised years ago to benefit staff senate members in ways the budget does not allow (food for example). We will not be able to replenish petty cash. The officers will meet about this.

VI. Presentation by Val (APC)

- a. Valerie’s responsibilities include financial aid, student conduct, Cleary, Student Life (disabilities, veterans). Student conduct reports can be submitted via the “report an incident” maxient link found on the top of every web page. She reviewed the link with us. The student Code of conduct is in the Student Handbook. If unsure, submit a report—it will be reviewed. You may not hear the outcome but it will be addressed. Reports are filtered to the appropriate person—Emily (care), Val (conduct) or Robyn (academic dishonesty).

VII. Committee Reports (Attached)

VIII. Additional Items

- a. **Scholarship**— This discussion was rolled forward. Anna and Kyra will meet to discuss the possibility of this in the Spring.
- b. **New Employees**—An invitation should be sent to Nina Hansen. Welcome to Cheryl Ravenscroft—new Trio employee.

IX. Adjournment: Meeting was adjourned at 11:01 AM

- a. Next Meeting**—November 2, 2022 @ 10AM in person. Location TBD. Joyce Walborn will be a guest speaker.

Additional Reports

Diversity & Inclusion

- The committee has been put on hold since there is no longer a chair position. We are waiting to see how Sandy wants the committee to continue.

Quality of Work Life -Melanie

- Capital City Health Club membership -please check the breakroom bulletin boards or ask Mary Towards for more information
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Safety – Melissa

- Melissa is the new Secretary
- Tommi Haikka is the new Chair
- Earthquake Drill come through the clocks -stay in your location and do not leave the building
- 10/12 @ 10:12 a.m. at both campus'

- Fire Drill will sound -need to leave the building
- 10/27 @ 8:45 a.m. at both campus'

Customer Relationship Management (CRM) –

- Implementation stages

MUSSA – Anna/Kyra

- Discussion about new ideas to take to BOR for staff engagement across the MUS
- New SharePoint that was created

IDEA – Anna

- 2022-2023 workplans are underway and uploaded for editing. Plans were due by 9/16 and are being reviewed/approved.

Professional Development – Marika

- Please consider the Professional Development Committee's free [Heartsaver®](https://www.heart.org) First Aid CPR AED training for all Helena College employees in November. Details were in the Monday Morning Memo. Please respond by **this Friday, October 7 at 5 p.m.** Here is the link:
<https://forms.office.com/Pages/ResponsePage.aspx?id=4fH0GeNJ70CxSsIRAE6By-tQSHOk5ydlpt7KH5PIdQ5UOUFMOVFONTRIRUE2T04wVEVDRkVXQzFDRS4u>
- And please consider applying for Professional Development! Apply in your Vector Solutions account through the Employee Portal page – in the Professional Development section - "Vector Solutions Login."

Dean's Office – Paige

- No updates at this time

STAFF SENATE YEARLY ACTIVITY SNAPSHOT

FALL

Food drive (Sept 2021)
Festival of Trees (register end of Sept)
Bryant Halloween (help with)
Door Decorating
Thanksgiving meal kits
Day of Giving/Wear a hat foundation donations (12/1/21)
December holiday activities

SPRING

January regifting brunch
QWL Giving Basket donation (Jan/Feb)
Manager Appreciation (March)
Officer Elections (May?)
Food Drive

SUMMER

Kickball game
Wellness grant activities (2022—tour train, lunch, hike)
Stuff the Bus/Angel Fund (\$\$donations accepted in July)

ONGOING/SPORADIC

Jackbox games
Food trucks
Break room
Activities (pour paint, Hammer and Stain)
Employee Spotlights
Appreciation days??
Staff Senate Scholarship
Campus Clean Up Day