

STAFF SENATE

Minutes
12/7/2022

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|--|--|--|
| <input checked="" type="checkbox"/> Ebert, Anna/President | <input type="checkbox"/> Fontaine, Virginia | <input checked="" type="checkbox"/> Payne, Paige |
| <input type="checkbox"/> Merchen, Kyra/Vice-Pres | <input type="checkbox"/> Gifreda, Laura | <input checked="" type="checkbox"/> Poole, Angela |
| <input checked="" type="checkbox"/> Caldwell, Kim/Secretary | <input type="checkbox"/> Hansen, Nina | <input checked="" type="checkbox"/> Ravenscroft, Cheryl |
| <input checked="" type="checkbox"/> Anderson, Kelsey/Treasurer | <input checked="" type="checkbox"/> Heinitz, Melanie | <input checked="" type="checkbox"/> Reddington, Kasandra |
| <input checked="" type="checkbox"/> Adams, Julie | <input checked="" type="checkbox"/> Howard, Beau | <input checked="" 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 type="checkbox"/> Thompson, Greg |
| <input checked="" type="checkbox"/> Bengel, Jeremy | <input 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 checked="" type="checkbox"/> Carr, Kylie | <input type="checkbox"/> Neace, Atalyssa | <input type="checkbox"/> Zigan, Amanda |
| <input type="checkbox"/> Fife, Tyler | <input type="checkbox"/> Nelson, Jeff | <input type="checkbox"/> visitor |
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AGENDA

- I. **Call to Order 10:02 AM. Meeting held via Teams and recorded**

- II. **Review of Minutes** – November minutes were approved unanimously. Marika made a motion to approve, and Ed seconded.

- III. **Treasurer’s Report Kelsey**
 - a. **Budget:** \$18.48 was spent on the Festival of Trees swag donation
 - i. Petty cash: \$473.88
 - ii. Budget: \$655.12

- IV. **Old Business**
 - a. **Chairs:** A call for anyone willing to serve as Event and Activities Chair. No comment. Please reach out to an officer if interested.

- V. **New Business**
 - a. **New member:** Welcome Kylie Carr-new Admissions Counselor.
 - b. **January Regifting Brunch** will be held at our January meeting on the 11th at 10AM. Bring a wrapped item to regift and your own beverage. The vote was unanimous (Melanie motioned and Beau approved) to spend \$125 of petty cash on food. The menu will be: bagels, cream cheese, yogurt, granola, fruit, cheese sticks, and chocolate.

- c. **Festival of Trees Honorable Mention:** Our swag received an Honorable Mention. Marika picked up the ribbon and will display it.
- d. **Discussion Topics from shared Forms:** The following five topics were taken from the comments shared in our Staff Senate comment form. Staff senate members should share feedback, commentary, or questions regarding these topics with Anna by the end of this week. These will be reviewed by SS officers during the week of Dec. 12-16 and then shared with Sandy the week of the 19th—prior to our SS meeting with her on January 6. All comments will be shared anonymously, unless otherwise noted.
 - i. **Campus Safety**
 - ii. **Admin Communication**
 - iii. **HR—beyond Mary**
 - iv. **Retention and Satisfaction**
 - v. **Student services structure**

VI. Committee Reports (Attached)

VII. Additional Items

- a. **December Cheer Events:** Melanie shared a reminder about the December Cheer events on campus—crafts, ornament exchange, cookie exchange, 3:00 drawings, find the elf, and Dec. 20 QWL breakfast. Kelsey, Julie, Mike, and Jeff will be helping with the luminary jar activity.
 - i. If you will be donating time to assist with any of these activities, let Anna know so it can be documented for the work plan.
- b. **Bryant Snowflake Activity:** Dec. 8th 1-3 in the LLH. Come help if you would like.

VIII. Adjournment: Meeting was adjourned at 10:52 AM

- a. **Next Meeting:** January 11th @ 10AM in person Regifting Brunch. Location TBD.

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

HC December Cheer is underway!

There will be a fun activity each week in December, open to all employees wanting to participate. Each activity is outlined below with directions on how to sign up if you would like to participate. In addition to the weekly activities, there will also be a few activities happening daily.

25 Days of December This is an opt-in activity and you choose to participate. You let Nina Hansen know that you'd like to participate.

To participate in this activity you will need to bring a wrapped gift of up to \$10.00-\$20.00. Bring a gift, and receive one! Wrapped gifts are due by Monday, December 5. The activity will officially begin on Monday, December 5.

25 days of December, starting Dec. 5th. Join us at the Welcome Center at 3:00 p.m. for the daily drawing. You do not have to be present to win, but those that are present will get to choose their gift!

1. Elf Mischief Can You Find Dobby or Buddy the Elf? Buddy the Elf will be on the Donaldson campus and Dobby the Elf will be on the Airport campus preparing for the holiday beginning on November 28th. If you find him, enter your name for a chance to win a gift in a drawing each Friday. Please don't move the Elf if you find him! He's a bit shy but he can be found engaging in shenanigans now and then. Entry slips are in the DON Welcome Center and APC by Melissa's desk.
2. Deck the Halls The first week in December will be all about decorating to make offices and areas even more cheerful than they already are. If you would like to participate, work individually or with your colleagues to decorate your area. As always, no glitter!
3. Cheerful Crafts Nothing brings cheer like crafting (other than singing loudly for all to hear!), so take a break and let your creative side flourish! Materials needed to create a craft will be on the Donaldson campus, so you can use your breaks or lunch for crafting. December 19-23

Ornament Exchange Join in a holiday ornament exchange on Tuesday, December 13th at 2:00 p.m. in the Donaldson Student Center. If you plan to participate, bring a wrapped ornament for the exchange. Please give your unwrapped ornament to Melanie, so she can set up the ornament exchange. There will be hot chocolate and treats in Student Center.

4. Breakfast & Cookie Exchange On Tuesday, December 20 the Quality of Work Life Committee will be making breakfast for all Helena College employees. The breakfast will be from 9-10 a.m. in the Donaldson Student Center.
- It's not a holiday season without a cookie exchange on Friday, December 23 Join everyone at 2:00 p.m. in the Donaldson Student Center. There will be a sign-up sheet, so we will know how many cookies to bring for the exchange. There will be hot chocolate and treats served in the Student Center.

Safety – Melissa

- There is an ongoing effort to get more lighting out in the parking lots of both campuses. John is trying to get funding through a grant for the APC lights
- The main gate is installed on the back of the APC. The Knox Boxes should be installed as soon as the parts come in. They will be located by the main desk on each campus and will allow automatic locking of all doors. No estimated time frame as of yet for putting in the new door going into the Welcome Center.
- Looking at having fire extinguisher training (hopefully in the spring)
- Also looking into options for affordable active shooter training and emergency preparedness training.

Customer Relationship Management (CRM)

- Implementation stages still

MUSSA – Anna/Kyra

- Main discussion about new BOR policies
- Some discussion about what MUSSA wants to accomplish this year

IDEA – Anna

- Working on non-academic program reviews
- Initial work plan reviews have been sent out with feedback

Professional Development – Marika

- Thank you to all who participated in the Heartsaver® First Aid CPR AED training in November. Watch for more offerings next semester in February, March, and April. It's useful, empowering and conveniently held online and on campus!
- Watch for PD offerings in December's MMM – we will be offering Microsoft Teams trainings
- 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

- Bryant Evacuation Drill on Friday at 1:15 p.m. went well. The kids were quiet and it took 15 minutes.

- The external table request form link is posted on the website and cards with the QR card are located at the Welcome Center, APC Office, and CEC.
- The shred date is December 12. Bins will be collected on Dec. 9th. The bins will stay on campus until June 2023
- The BOR March date is moved to March 15 – 16, 2023. The pre-meetings will be held at the APC on March 14, 2023.
- SOC extension is X6991. The calls are forwarded to the current SOC's cell number.