

## STAFF SENATE

*Minutes*  
3/17/2022

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

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- I. **Call to Order** – Kim at 10:00. Meeting via Teams and was recorded.
  
  - II. **Review of Minutes**—February minutes were approved. Mary made a motion and Kyra seconded. All were in favor.
  
  - III. **Treasurer’s Report** Melanie reported we currently have \$590.38 in the budget. Petty cash is \$574.03. A discussion was had about purchasing reusable pods or cleaner pods for the Keurig, and a coffee maker for the breakroom to be continued next month.
  
  - IV. **Old Business**
    - a. **Wellness Grant**—We have \$2,184.00 in grant funds given by UM that were previously earmarked for an escape room activity prior to Covid. We need to find other ways to use this money prior to end of June. Some of the ideas given were: evening at Broadwater Hot Springs, Cinemark private movie, yoga, staff luncheon, hike and picnic, and Helena tour train. This will be discussed further. Mary Ann will need to resubmit the request before we use the money.
  
  - V. **New Business**
    - a. **National Appreciation Day**—May 3, 2022 is national appreciation day. Should we consider a “Faculty Appreciation” day? Some felt this would improve relationship between faculty and staff. Restrictions on food and gifts was

brought up, with a potluck suggested. No decision was made. We will add this to next month's agenda for further discussion.

- b. Monthly Meetings**—Do we want to start meeting in person every other month? Should we keep the third Thursday at 10:00 am? Several members are not available on the third Thursdays (including Atyssa, Kyra, and Ed). We will do a Qualtrix vote to send out to all staff prior to the next meeting.
- c. CRM Committee**—Atyssa shared an update on the CRM (Customer Relations Management system) procurement process. The committee scored three options but can't reveal yet which was selected as it is currently in the contracting stage. This will replace our current Starfish program and should be implemented by early summer. It is hoped the new system will have more capability and be easier to use. Some CRM functions include: retention management, appointments, early alerts, targeted messages, and events.
- d. Annual Giving Baskets**—Brenda made a motion to fund a basket up to \$100. Second was not recorded, but the vote was unanimous. The theme, "Family Game Night" was chosen and all are invited to contribute. Brenda and Kyra will manage this.
- e. Officer Elections**—nominations were made for President-Elect and Treasurer. Kyra Merchen accepted Kelsey's nomination for President-Elect. Kelsey Anderson accepted Brenda's nomination for Treasurer. Elections will be held next month.

**VI. Committee Reports (attached)**

**VII. Additional Items**

- a.** Kyra shared that professional development funds are out for this fiscal year. Questions should be directed to Kyra or Joyce.
- b.** Bridget made a reminder about the Art Show April 2<sup>nd</sup> from 6-8 PM.

**VIII. Adjourned at 10:53 AM.**

- a. The next meeting will be held April 21, 2022 via Teams.**

## **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 – Mary Ann**

- Annual Giving Baskets are scheduled for **March**. Please think about donating a basket as a committee, work area or individual. Last year we raised over \$700.00 for the Prickly Pear Land Trust.
- We have 14 employees to recognize with Longevity Awards.

### **Safety - Melanie**

- New Campus Maps & Emergency Procedures are being posted at DON campus this week.  
By the end the month we hope to have Emergency Procedures hung up at APC.  
APC Maps are in the updating mode currently.
- ADE & CPR Demonstration: April 13, 2022 from 11:30-2:30.

### **Customer Relationship Management (CRM)**

### **MUSSA – Anna**

### **IDEA – Julie**

- No updates

### **Professional Development – Kyra**

- There will be some campus-wide professional development to keep an eye out for, and there is still funding left this semester.

### **Dean's Office – Paige**

- No updates