

STAFF SENATE

Minutes

12/06/2023 In-Person DON 207 and via Teams

Helena College Mission: Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

Staff Senate Mission: Support all staff members and to enhance visibility and influence on campus and within the community.

- Howard, Beau /President
- Mousel, Melissa /Vice-Pres
- Adamek, Marika /Secretary
- Anderson, Kelsey/Treasurer
- Benasky, Ed
- Bengel, Jeremy
- Caldwell, Kim
- Carr, Kylie
- Clark, Kelly
- Collins, Brad
- Crawford, Kayla
- Ferro, Paige

- Fife, Tyler
- Fontaine, Virginia
- Gifreda, Laura
- Haikka, Tommi
- Hansen, Nina
- Kalderon, Jelena
- Kincheloe, Brandy
- Marston, Mike
- Miller, Candice
- Miller, Daniel
- Mortimore, Kathy
- Neace, Atalyssa

- Nelson, Jeff
 - Palen, Dana
 - Pierson, Patricia
 - Reddington, Kasandra
 - Rogers, Tony
 - Semenza, Holly
 - Stergar, Christy
 - Thennis, Anna
 - Thompson, Greg
 - Wagner, Cole
 - visitor
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AGENDA

- I. Called to Order: Beau called to order at 10:10 AM
- II. Review of Minutes – Kelsey moved to motion, Melissa Mousel seconded
- III. Treasurer’s Report Kelsey
Budget:
Petty Cash - \$239.42
Budget in UMDW - \$500
- IV. Old Business
 - a. Coffee Chat – food is donation from Staff Senate Board
 - b. Festival of Trees – Marika thanked everyone for their participation, one goal completed for our work plan, our tree sold for \$225 and the spreadsheet is in our Staff Senate files
 - c. Move Jan. meeting – Polly vote resulted in staying Jan. 3rd
 - d. Combined Faculty Senate meeting update – Beau will reach out to Paul Nicholson again and email us with his response

- V. **New Business**
 - a. January re-gifting brunch – Vote was unanimous to invite whole campus to re-gifting meeting. Reserve DON 002-003 for meeting
- VI. **Committee Reports (Attached)**
- VII. **Additional Items**
 - a. HVAC renovation open sharing
- VIII. **Adjournment – 11:00 am**
 - a. Next meeting – Jan. 3, 2024 @ 10:00 DON 002-003

Committee Reports

Budget Management Team (BMT) – TBD

Dean's Office

- Access to Success has moved out of the upstairs 225 space. Only Josh Wigan is on campus from Access to Success, and that is limited to mornings only currently.
- Adult Learning Center is moving this week to their new spaces.
- All new locations will be a feature in the MMM starting December 11th.
- Remember to take your 2023 Floating Holiday before the end of the year. You will receive another Floating Holiday in 2024.

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.*

IDEA – Atalyssa

In IDEA committee, we are working on the Year 7 Accreditation report/visit, creating strategic plan posters, and KPIs.

Quality of Work Life – Kim

Your QWL committee is hosting another fun December activity for those that choose to participate. Please watch your email and the MMM for details. And...look for Buddy the Elf – find him? Enter the drawing – jar is in the Welcome Center.

MUSSA – Beau

The November MUSSA meeting focused on creating a list of topics to discuss with members of OCHE as they have agreed to meet with the MUSSA group via TEAMS throughout the year. Topics that may be discussed include paying for parking, lack of staff parking, staff tuition waivers, ways to increase retention, etc.

Professional Development – Marika

- Professional Development How to Apply for Funds is available here:
https://helenacollege.edu/campus_facilities/committees/ProfessionalDevelopment/default.aspx
- Watch for PD presentations in the upcoming MMM's. Coming from our campus survey, we will have three HC presenters this spring – Cheryl Ravenscroft, John Hartman and Nathan Munn.

Safety – Melissa

- Mary Twardos will be sending an email out to all new employees to see who may need/want a pair of ice cleats. She will have samples in her office and has permission from the Safety Committee to purchase as needed for the new employees.

- A hands on active shooter training is being scheduled with Officer Petty (hopefully somewhere in the week of January 8th.) All faculty and staff are encouraged to participate, but it is strictly voluntary. It will take up most of a full day. The cap is 24 participants and it will be held on the Airport campus as the HVAC project will be ongoing at Donaldson. Keep an eye open for further details.