

STAFF SENATE

Minutes
04/12/2023

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|--|--|--|
| <input checked="" type="checkbox"/> Merchen, Kyra/President | <input checked="" type="checkbox"/> Fontaine, Virginia | <input type="checkbox"/> Pierson, Patricia |
| <input checked="" type="checkbox"/> Howard, Beau/Vice-Pres | <input type="checkbox"/> Gifreda, Laura | <input type="checkbox"/> Poole, Angela |
| <input checked="" type="checkbox"/> Caldwell, Kim/Secretary | <input type="checkbox"/> Hansen, Nina | <input type="checkbox"/> Ravenscroft, Cheryl |
| <input checked="" type="checkbox"/> Anderson, Kelsey/Treasurer | <input type="checkbox"/> Heinitz, Melanie | <input checked="" type="checkbox"/> Reddington, Kasandra |
| <input checked="" type="checkbox"/> Adams, Julie | <input type="checkbox"/> Marston, Mike | <input type="checkbox"/> Rogers, Tony |
| <input checked="" type="checkbox"/> Adamek, Marika | <input type="checkbox"/> Miller, Candice | <input type="checkbox"/> Stergar, Christy |
| <input checked="" type="checkbox"/> Benasky, Ed | <input checked="" type="checkbox"/> Mortimore, Kathy | <input type="checkbox"/> Thompson, Greg |
| <input type="checkbox"/> Bengel, Jeremy | <input type="checkbox"/> Mousel, Melissa | <input type="checkbox"/> Wagner, Cole |
| <input type="checkbox"/> Bennett, Josh | <input checked="" type="checkbox"/> Neace, Atalyssa | <input type="checkbox"/> Zigan, Amanda |
| <input checked="" type="checkbox"/> Carr, Kylie | <input type="checkbox"/> Nelson, Jeff | <input type="checkbox"/> visitor |
| <input checked="" type="checkbox"/> Fife, Tyler | <input checked="" type="checkbox"/> Payne, Paige | |
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AGENDA

- I. **Call to Order 10:03 AM.**

- II. **Review of Minutes** – March minutes were approved unanimously. Beau made a motion to approve, and Kathy seconded.

- III. **Treasurer’s Report** --
 - a. **Budget:** Kelsey reported no changes.
 - i. Petty cash: \$289.42
 - ii. Budget: \$673.60

- IV. **Old Business**
 - a. **Thoughts/Conversation relating to last Dean’s forum**—none shared
 - b. **Call for summer events**—none shared

- V. **New Business**
 - a. **Nominations for May elections**—Nominees will appear on the ballot in May and take office in June.
 - i. **Secretary**—Ed Benasky was nominated by Atalyssa and seconded by Beau. He declined due to work/time constraints. Tyler Fife was nominated by Cheryl and seconded by Kim. Tyler declined due to

work/time constraints. Kathy Mortimore was nominated by Julie and seconded by Kas. She accepted the nomination.

- ii. **President-Elect**—Atalyssa Neace was nominated by Kelsey and seconded by Kas. Atalyssa will consider and let Kyra know. Virginia Fontaine was nominated by Kathey and seconded by Atalyssa. Virginia declined due to work/time constraints. Melissa Mousel was nominated by Beau and seconded by Kathy. Kyra will talk to Melissa.

b. **Kyra and Beau meet with Sandy on April 21st**-- If any staff members have thoughts or concerns that should be shared, please use the anonymous Microsoft Form on our Teams account or email Kyra asap.

c. **Regent Award**—The Montana University System Staff Association (MUSSA) is asking for nominations of staff for this Board of Regent (BOR) award. Nominations should be 200 words or less and sent to Kyra or Beau by April 27th. MUSSA will review all nominations and forward two on BOR by May 1.

VI. Additional Items

- a. **Budget Clarification**—unspent budget will be returned to the general funds for school use as needed. A new budget will be issued July 1. Kyra and Beau will bring up ideas for using the budget with Sandy on April 21. One possible idea is future professional development.
- b. **Summer Staff Senate meetings canceled**—A discussion was held about whether meetings would be held this summer. Ed motioned to cancel June and July meetings. Beau seconded it and the motion carried unanimously. Meetings will be resumed in August.
- c. **Guest speakers**—Guests speakers will be invited again starting in August. A list of suggestions can be found in the January 11, 2023 minutes.

VII. Committee Reports (Attached)

- VIII. **Adjournment:** Meeting was adjourned at 10:37 AM
- a. **Next Meeting:** May 3rd at 10AM 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 -Melanie

- This Friday, April 14, Trash Mob – Please pick up 23 pieces of trash for 2023!
- Gloves and Trash bags in the main entry by Welcome Center.
- Employee Excellence Award: DUE – this Friday, April 14!
- Nomination Form on HC website > committees > QWL
- Write up a paragraph and submit it – It is easy!
- Longevity Glassware Awards were delivered – Post coming in the MMM highlighting individuals.

Safety – Melissa

- One more chance to attend the Active Shooter Training is on Aprils 14th at 1:30 at Donaldson Campus.
- Fire Drills will be had on Both Campus's on Wednesday, April 19th. Donaldson will be at 9:00 a.m. and the Airport will be at 10:00 a.m.
- There will be Fire Extinguisher training hosted by Lyn Stimpson and our Fire and Emergency Services students on the Donaldson Campus on April 20th at 2:00.
- RSVP on Vector

MUSSA – Kyra & Beau

- Working on legislative updates, and new proposals to put forth in front of BOR in May
- Lots of bills coming through the Legislature that could affect MUS
- Please let us know if you have proposals or ideas you want submitted

IDEA – Atalyssa

- Working on items for 7th year accreditation visit
- Did lots of data review on college peers for our 7th year visit

Professional Development – Marika

- The Professional Development Committee is offering free Microsoft Office Technology training for all Helena College employees. See more info in this week's MMM.
- Please go to Vector and see all of the available courses we offered this past year listed under the Available Events tab and attend one before the end of the semester.

Dean's Office – Paige

- The cashier's office will be closed on April 24.

- Most of the Cabinet, Business, IT, and Financial Aid are attending a “Better Together” Summit at Montana Tech. Abby Rausch will be SOC on April 24 and Kelley Turner will be SOC for the rest of that week.
- There is a fire extinguisher training on April 20. Enroll through Vector. (Capped at 15 spots)
- The third Active Shooter class is on Friday, April 14. Enroll through Vector.
- Send questions for Cari and Mel by Thursday at noon for the April Open Forum.

There will be a request for topics for the State of the College Forum coming out soon by email.

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

- Monday, March 13 is Trash Mob Day!
- Please take a 15-minute break and pick up trash around the college.
- Maintenance will provide gloves and trash bags by exits.
- Thank you for helping us beautify the campus for the Board of Regents!

Safety – Melissa

- There will be a 2nd Active Shooter Training in the Airport Campus lecture hall on March 7th at 1:30. We highly recommend that faculty and staff attend. Officer Noah Petty gives a great presentation.
- We are looking at a 2nd fire drill in Early April.

Customer Relationship Management (CRM)

- Implementation stages still

MUSSA – Kyra & Beau

- Working on legislative updates, and new proposals to put forth in front of BOR in May
- Lots of bills coming through the Legislature that could affect MUS
- Please let us know if you have proposals or ideas you want submitted

IDEA – Kyra

- Working on items for 7th year accreditation visit
- Did lots of data review on college peers for our 7th year visit

Professional Development – Marika

- Watch for PD offerings in March's MMM – we will be offering Microsoft Outlook trainings. These offerings will be listed in your Vector under "Available Events". Previous trainings are still listed in Vector under the "Available Events" tab as well.
- And please consider applying for Professional Development. Apply in your Vector Solutions account through the Employee Portal page – in the Professional Development section – select "Vector Solutions Login".

Dean's Office – Paige

- Working on BOR which is coming quite quickly.