

STAFF SENATE

Minutes

October 2, 2024 | 10:00 am | 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.

Mousel, Melissa / President
 Ratchford, Stephanie / Vice-Pres
 Adamek, Marika / Secretary
 Thennis, Anna / Treasurer
 Anderson, Kelsey
 Benasky, Ed
 Bengel, Jeremy
 Caldwell, Kim
 Carr, Kylie
 Collins, Brad
 Dlugosz, Mark

Fife, Tyler
 Haikka, Tommi
 Hansen, Nina
 Howard, Beau
 Kalderon, Jelena
 Kelly, Carie
 Marston, Mike
 Matthews, Cassie
 Miller, Candice
 Mortimore, Kathy
 Nelson, Jeff
 Palen, Dana

Payne, Paige
 Pierson, Patricia
 Reddington, Kasandra
 Romanic, Sophia
 Rogers, Tony
 Semenza, Holly
 Stergar, Christy
 Thompson, Greg
 Wagner, Cole
 Youde, Ellie
 Visitor-Dean Bauman

AGENDA

- I. **Call to Order** – Melissa called the meeting to order at 10:01, recorded

- II. **Guest Speaker – Dean Bauman (Sandy)**
 - a. Sandy spoke first to the completion of the HVAC project and move back into new and old spaces. There will be a systematic cleaning, configuration of space in some areas and move into old or new spaces beginning the week of Oct. 7th or 14th. One area will follow the other as it is made available. Please refer to the recording for specifics from Sandy. Here are some highlights.
 - The Business Office will be one of the first moving back to their old space, newly configured.
 - IT will return to their old space on the main floor where the Business Office temporarily set up.
 - Gen Ed Faculty will move to the upstairs offices with Kylie in DON 117.
 - ASHC will move to the E-Sports area.
 - Administrative offices will be same with a couple of adjustments.
 - Dual Enrollment will now have a share office.

- Director of Facilities, Jason and Katelyn will be in three offices next to ASHC.
 - Plans in works for expanding the staff/faculty break room and creating extra work space in previous faculty area.
 - DON 210 will be dedicated room for Cosmetology first semester students. Question was asked regarding addition of sound dampening between 210 and 209. **Action:** Sandy will ask and get back to us.
- b. Secondly, Sandy shared that staff may use sick leave, leave or flex to attend Melanie’s service. Please work with your supervisor.
- III. **Review of Minutes** – Anna moved to approve and Kathy seconded. Minutes approved.
- IV. **Treasurer’s Report** – Anna
Petty Cash - \$143.42
Budget in UMDW - \$500.00
- V. **Old Business** –
- a. Chili Cookoff – Melissa reached out to Seth, Faculty Senate, suggesting a January combined gathering. **Faculty is excited to collaborate and gather! More information to come.**
- VI. **New Business** –
- a. Welcome new staff member, Ellie Youde, Admissions Counselor – Ellie will receive her Staff Senate welcome gift from Melissa
- b. Festival of Trees – Marika
- Marika shared information about Intermountain’s Festival of Trees (FOT) this Dec. 4-8. Staff Senate has participated over the years. Invite extended to members to join Marika on a lead committee and to all to donate to the tree or swag. Registration for event opens 10/11/24. **Action:** A move was made to participate in FOT. All in favor. Marika will register HC Staff Senate for FOT. Tabled the amount of money from petty cash to go towards donation until next meeting.
- VII. **Committee Reports (see below)**
- VIII. **Additional Items** – Send in ideas for guest speaker for November meeting to Melissa.
- IX. **Adjournment – 10:43 am**
- a. Next meeting – November 6, 2024 @ 10:00 via Teams

Committee Reports

Budget Management Team (BMT) – Trish

No report

Dean's Office – Melanie

Seth Bodnar will be visiting on Thursday, October 3. Reviewing HC Policies and the HVAC return to workstations is in progress. Amy and Jelena have returned to DON 203.

IDEA – Marika

The committee will be focused on strategic planning and mission fulfillment. Final Annual plans from 23/24 are being reviewed.

Quality of Work Life – Kim

Nothing to report.

MUSSA – Beau

No report

Professional Development – Marika

Thank you for your responses to our Professional Development survey. We currently have **\$2,333 remaining for the fall semester**. We will open applications for activities occurring in the spring semester (January – May) on October 1.

Safety – Nina

- We talked about incident reports and how teachers can use earlier alerts or Maxiom to report on a student's behavior and that they have the right to kick students out of their class for being disruptive.
- The lock down button on DON is connected wrong and is being fixed. But there are people with an app to manually lock down the buildings if needed.
- Who should be contacted at night (after 5PM). Will make sure we have this information posted so Community Ed teachers know who to contact.
- Security cameras have been purchased and some installed but not activated yet.
- Outside lights (on building) should be up by the October hopefully.
- Emergency bags have been thoroughly looked through and there will be some items need to be purchased for Stop the Bleed.
- DLI safety stand down will do a walk through for DON Maintenance. I don't have date.
- Scheduled Earth Quake and Fire Drills