

STAFF SENATE

Minutes

November 6, 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
 Collins, Brad
 Dalton, Natasha
 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 -

AGENDA

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

- II. **Review of Minutes** – Ed moved to approve and Stephanie seconded. Minutes approved.

- III. **Treasurer’s Report** – Anna
Petty Cash - \$143.42
Budget in UMDW - \$500.00

- IV. **Old Business**
 - a. Chili Cookoff – Melissa and Seth are still discussing ideas for staff-faculty events which include a potluck during the Institutional Development Days (IDD) and January gift exchange. **More information to come.**
 - b. Festival of Trees - Marika
 - Marika created a Polly Poll in Staff Senate Teams. With the responses it has been decided that our theme will be “Favorite things – in honor of Melanie Heinitz. A motion was made and seconded to use up to \$50 from Staff Senate

petty cash. All approved. **Action:** Marika, Cari, and Kathy will pick up our tree and send out a list of suggested items. Donate by Fri., Nov. 22.

V. New Business

- a. Introduce new staff member, Natasha Dalton (Anna) – Welcome! HC mug will be delivered to Natasha.
- b. Staff Union MFPE rep (Christy) – Christy is inviting anyone interested in serving as our union's on-campus representative to reach out to her for the MFPE contact information. Christy and/or Kelsey can answer any questions about the role.
- c. FAFSA update (Dana) – Dana asked that we let students know the FAFSA opens Dec. 1st. Encourage students to create a FAFSA ID prior to FAFSA opening. **Action:** Wear your HC FAFSA t-shirt Dec. 2nd if you wish!

VI. Committee Reports (see below)

- a. MUSSA update (Melissa) – A statewide survey is forthcoming similar to the survey that our campus had earlier this fall. It is anonymous. **Action:** Look for the email invite.

VII. Additional Items

- a. Do we invite a guest to our December meeting and if so who? After discussion it was decided Melissa will ask Jason Grimmis asking him to give us an overview of his role and/or projects. Kelly Turner and Jeri Bucy will be invited after the first of the year. **Action:** Send any questions for our guest to Melissa or use our Staff Senate form.
- b. Reminder Melissa will meet with the Dean Nov. 19th. **Action:** Send any questions to Melissa or use our Staff Senate form.
- c. Door decorating discussion – it was decided that we shall ask the Dean if we can decorate for the holiday season. If approved, Marika will send out an invite to the campus. Participation is voluntary. **Action:** Look for the email or MMM.

VIII. Adjournment – 10:37 am

- a. Next meeting – December 4, 2024 @ 10:00 via Teams

Committee Reports

- **Budget Management Team (BMT) – Paige for Trish**

The Budget Management Team is going through a restructuring. Cari Schwen is the chair. The membership includes Sandy Bauman, Jessie Pate, Jason Grimmis, Amy Kong, Mel Ewing, Robyn Kiesling, Tod Dumas, Larry Taylor, and Patricia Pierson for a better all campus representation. The group is crafting a new mission and objectives that tie to the strategic plan.

- **Dean's Office – Paige**

Paige will support the Dean's office as Sandy's Executive Assistant and continue to support the nursing department as their administrative assistant.

Helena College hosts the Board of Regents on March 13, 2025 in the DON Student Center. HC will be expected to provide a continental breakfast and catered lunch on March 13 and the reception will be held in the Cosmetology Salon. There will be pre-meetings on March 12, 2025. So many of you helped the Dean's office two years ago and know the process. Thank you! I will be asking for your assistance again. The lift will be easier this time.

The FacTosh printer is relocated to 103B until the faculty suites are completed. 103B is located across from the cashier's office. The former testing/recording room. The shredder is in 103A Conference Room, across from the former Academic Desk.

The Dean's office updates the phone lists on the Employee Shared Drive (H)>Phone List_Directory>HC Dept. Phone List, Phone List by First Name, Phone List by Last Name The HC Dept. Phone List is by department and lists the office location of each employee. The faculty on Donaldson are listed as TBD except Steinwand, Hallinan, Taylor, and Hartman who have offices. Karen, Veronica and others use DON201 as a temporary workroom. Hopefully, the faculty suites on the second floor will be ready by the start of the spring semester. Send Paige edits if you see something that needs to be corrected.

- **IDEA – Marika**

The committee will be focused on strategic planning and mission fulfillment. Final Annual plans from 23/24 have been reviewed. Annual plans for 24/25 are now due.

- **Quality of Work Life – Kim**

QWL is in the process of determining its essential activities as we move forward with a very small committee. We are currently discussing the basket raffle and holiday cheer events. If members of Staff Senate have any thoughts to share about those activities, please let a member of QWL know!

- **MUSSA – Beau**

MUSSA is working on finishing the Employee Satisfaction Survey. This should roll out in the next month or two. We are also in final draft stages of submitting our Workplace Bullying Proposal to BOR. Lastly, MUSSA discussed recommendations for UM wide campus training. Some of their list include required trainings, but they are getting a

comprehensive list of suggestions. Anyone with ideas for training should email me or Melissa to discuss.

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- **Professional Development – Marika**

Thank you for your responses to our Professional Development survey. We currently have about **\$2,000 remaining for the fall semester**. We are now accepting applications for activities occurring in the spring semester (January – June). And be sure to log your PD in Vector.

Safety – Nina

No report at this time