

STAFF SENATE

Minutes

December 4, 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
- 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
- Guest – Jason Grimmis

AGENDA

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

- II. **Guest Speaker** – Jason Grimmis’ PowerPoint presentation was informative and well received. Jason is developing a comprehensive Emergency Management Program equal to industrial standards and National Incident Management System (NIMS) specifications which includes Prevention, Mitigation, Preparedness, Response and Recover. A robust training program goes hand in hand with this. He gave an overview of his job duties and responsibilities. His position is shared by Helena College, UM-Western and MT Tech. He works collaboratively with community resources and first responders. A “Who to Call” list is forthcoming.

- III. **Review of Minutes** – Beau moved to approve and Stephanie seconded. Oct. 10, 2024 minutes approved.

- IV. **Treasurer’s Report** – Anna
 Petty Cash - \$104.00
 Budget in UMDW - \$500.00

V. Old Business

- a. Chili Cookoff/Staff & Faculty gathering – Our gathering will now be a lunch potluck on Jan. 9th. Please reach out to Paige or Melissa if you can help with set up.
- b. Festival of Trees – Our tree sold for \$100 and a picture and description was sent to the family through Sandy. Thank you to everyone!

VI. New Business

- a. Meeting with the Dean – Melissa followed up with the Dean regarding the SBDC position. An explanation was laid out in the Monday Morning Memo, which was reiterated again here and if there were further questions, please reach out to the Dean.
- b. Door decorating – Decorating your door/area is optional and should follow the rules described in flyer (Anna will create) and please take down by Jan. 3rd.
- c. January meeting/gathering? – **Action:** It was decided that we would meet next in person in February. Beau motioned, Ed seconded, all approved. **Action:** Beau motioned to spend up to \$30 from petty cash for Feb. mtg. Anna 2nd, all approved.

VII. Committee Reports (see below)

VIII. Additional Items

- a. Suggested speakers for upcoming meetings
 - March – IT, Ed
 - April – Beau, Procurements/GrizMart
 - May – invite Kelly Turner **Action:** Melissa will invite

IX. Adjournment – 10:59 am

- a. Next meeting – February 5, 2024 @ 10:00 in person

Committee Reports

Budget Management Team (BMT) – Trish

BMT – NOVEMBER

BMT's new name is Budget Council. A new mission statement was discussed and adopted. Cari began discussion of how to identify and prioritize projects for spring if we meet spring revenue. Creating a rubric was suggested to help prioritize. Putting out a call to campus for ideas was also discussed. Cari gave a quick overview of the governor's budget and FY 26-27 biennium fees.

Dean's Office – Paige

Here are the building hours during December 15, 2024 to January 12, 2025:
Subject to change!

Donaldson:

- Monday through Thursday: 7 a.m. to 7 p.m.
Doors lock at 6 p.m., the campus is open until 7 p.m.
- Friday: 7 a.m. To 6 p.m.
Doors lock at 5 p.m. The campus is open until 6 p.m.
- Saturday & Sunday: Building closed.

APC: CLOSED from 12/23/24 to 12/27/24

- Monday through Friday: 6:30 a.m. to 4 p.m.
Doors lock at 4 p.m.
- Saturday & Sunday: Closed to the public.

IDEA – Marika

The committee will be focused on strategic planning and mission fulfillment. Annual plans for 24/25 are now being reviewed.

Quality of Work Life – Kim

- QWL has voted to rename the employee excellence award "The Melanie Heinitz Employee Excellence Award."
- We are coordinating December holiday cheer activities including door decorating, gift-drawing, elf-hiding, ornament exchange, and a cocoa and cookies event. Watch for more info in the MMM and emails.
- The Giving Basket fundraiser will be held in February with the final drawing tentatively scheduled for the 28th. More info to come.

MUSSA – Beau

Update during meeting – see notes above

Professional Development – Marika

We are now accepting applications for activities occurring in the spring semester (January – June). Lots of great opportunities for PD ideas also in the MMM. And be sure to log your PD in Vector.

Safety – Nina

No report