

**STAFF SENATE**

*Minutes*

*March 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.

---

- Howard, Beau /President
- Mousel, Melissa /Vice-Pres
- Adamek, Marika /Secretary
- Anderson, Kelsey/Treasurer
- Benasky, Ed
- Benge, Jeremy
- Caldwell, Kim
- Carr, Kylie
- Collins, Brad
- Ferro, Paige
- Fife, Tyler
- Gifreda, Laura

- Haikka, Tommi
- Hansen, Nina
- Kalderon, Jelena
- Kelly, Carrie
- Kincheloe, Brandy
- Marston, Mike
- Miller, Candice
- Miller, Daniel
- Mortimore, Kathy
- Nelson, Jeff
- Palen, Dana
- Payne, Paige

- Pierson, Patricia
  - Ratchford, Stephanie
  - Reddington, Kasandra
  - Rogers, Tony
  - Semenza, Holly
  - Stergar, Christy
  - Thennis, Anna
  - Thompson, Greg
  - Wagner, Cole
  - visitor
- 

**AGENDA**

- I. **Call to Order** – Beau called the meeting to order at 10:00 am
  
- II. **Review of Minutes** – Kathy moved to approve, Kelsey seconded. Minutes approved.
  
- III. **Treasurer’s Report** Kelsey  
**Budget:**  
Petty Cash - \$143.42  
Budget in UMDW - \$500.00
  
- IV. **Old Business**
  - a. **Vote: using waived travel expense to purchase HC cups for new employees** – Beau is offering to waive the per diem and mileage reimbursement (approx. \$150-\$200) of our UMDW budget in order for us to purchase HC drink cups for new employees welcome gifts. Based on HC Campus Store current stock, the cups are red and cost \$6.50 each (bulk pricing TBD). Discussion.  
**Action:** A vote “to use the money from remaining UMDW budget to purchase \$150-\$200 of HC drink cups” was motioned and approved by attendees.

- b. **BMT appointee** – Trish is our new rep and there is no current report
- c. **MUSSA update** – MUSSA is planning to move forward with the two agenda items  
1) remote work should be in hands of HR and not direct supervisors and 2) fair pay across MUS system. A resolution has been drafted for the BOR/OCHE.
- d. **Elections – Nominations** – Please consider and make nominations to the Board by the May 1<sup>st</sup> Staff Senate mtg.
  - Senate Officers – President Elect becomes Past President (2 yr. term) & Treasurer (2 yr. term)
  - MUSSA Rep: 3 year term

V. **New Business**

- a. **Community Service Opportunity – Kelsey** – Kelsey invites us to join TRIO/MT 10 to prepare kid packs at Helena Food Share on **Tuesday April 23<sup>rd</sup> 4:00-6:00**. We need a firm commitment of 15-20 volunteers. Flex time and supervisor approval is needed to attend at this point.

**Action:** Contact Kelsey. Watch for an email with more info.

- b. **QWL request - Kim** – Discussion re: a joint staff and faculty kickball event. May 7<sup>th</sup> was proposed date.

**Action:** Beau will reach out to Paul, Faculty Senate President, to discuss co-chair/joint effort in planning the event in the fall instead

- c. **Dean questions:** Beau read the responses to the questions posed on our Staff Senate form.

**Action:** Beau will email Dean's responses to staff.

- d. **Introduce new member: Carrie Kelly - Kathy**

VI. **Committee Reports (Attached)**

VII. **Additional Items - open discussion re:**

- a) Nursing accreditation on campus 3/19-21/2024 in DON 003;
- b) Nursing career fair 4/2 @ 12:00 pm on DON campus;
- c) Career Fair 4/3 o AP campus – open to all
- d) Nursing pinning ceremony 5/3 @ 1:30 pm at St. Mary's Catholic Church
- e) 3/24-26 Skills USA on AP campus
- f) Staff break room frig needs joint effort between staff and faculty in upkeep

**Action:** Dana will take lead in reaching out to faculty in creating a plan

VIII. **Adjournment** – Adjourned at 10:55 am

- a. Next meeting – April 3, 2024 @ 10:00 am via Teams

## Committee Reports

### **Budget Management Team (BMT) – Trish**

The BMT meeting for February was cancelled, so there is nothing to report.

### **Dean's Office – Melanie**

Headwaters this Thursday - First Thursday (thirst day) Hope you can stop in!

The MMM has the most up to date information available. It is your digital news from HC.

### **IDEA – Kas**

The IDEA Committee has been working to finalize the academic program reviews scheduled this year (Accounting and Business, Auto, and Diesel). We have also been working on KPIs for strategic plan assessment, working to establish an Ad Hoc Committee for the Campus Climate Survey; and the committee is also working to prepare for the upcoming accreditation visit.

### **Quality of Work Life – Kim**

- Giving Baskets were tabled for the year
- QWL will sponsor spring door decorating in April. Info will be posted in the MMM.
- Is Staff Senate willing to host the proposed May 7<sup>th</sup> campus employee activity? Initial plans were for 4-8 PM with kickball, corn hole and potluck/grill for employees and families.

### **MUSSA – Beau**

Report will be given in Old Business in today's meeting

### **Professional Development – Marika**

- Professional Development's How to Apply for Funds is available here:  
[https://helenacollege.edu/campus\\_facilities/committees/ProfessionalDevelopment/default.aspx](https://helenacollege.edu/campus_facilities/committees/ProfessionalDevelopment/default.aspx)

*Applications are now submitted through Vector Solutions*

*The Vector Solutions Login is located in the [Employee Portal in the Professional Development Box](#).*

1. *Log into Vector Solutions*
2. *Click on "New", then "Apply for PD Funding"*
3. *Fill out the application form and select your supervisor from the dropdown menu*
4. *Click on the resources icon (book) in the upper right and download the Leave Request Form and RAT Form (if applicable).*
5. *Complete the forms and attach to the PD Funding request at the bottom of the page as well as any supporting documentation for the request*
6. *Click on "Submit" at the top of the page*
7. *The application form will then be sent to your supervisor for approval automatically by Vector Solutions.*
8. *Once approved by the supervisor Vector will notify the PD committee chair*

9. *You will be notified by email of the outcome of the application from the PD committee chair.*

- We do have some remaining funds. And please record all of your completed PD in Vector this Academic year–

**Safety – Melissa**

- Safety Committee has added some new faces lately:
  - Courtney Radke - Nursing Instructor
  - Nolan Eggen - Fire and Rescue Instructor
  - Jason Grimmis - Director of Crisis and Emergency Response
- The committee voted to replace/retrofit all of the outside lights attached to the outside of the APC building. At present only 6 of the 26 lights are working properly.
- Upcoming trainings: Keep an eye on the MMM for dates
  - “Stop the Bleed” training put on by DPHHS
  - CPR/AED training- Nursing students
  - Fire Extinguisher Training – Nolan Eggen