

STAFF SENATE

Minutes

April 3, 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
- Dlugosz, Mark
- 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 10:01 am

- II. **Review of Minutes** – Kelsey moved to approve, Melissa seconded. Minutes approved.

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

- IV. **Old 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 23rd 4:00-6:00**. We need a firm commitment of 15-20 volunteers. Flex time and supervisor approval is needed to attend.
Action: Contact Kelsey.

 - b. **QWL request – Beau** – All campus event postponed until the fall. Please consider how you can be involved in the planning.

- c. **Dean questions:** Responses sent to Staff Senate via email
- d. **Staff Board Nominations:** A few nominations were made during the meeting. Paige Ferro. Anna Thennis. Beau Howard.
Action: Current Board will create a form in our Staff Senate Teams for staff to make anonymous nominations.

V. **New Business - Melissa**

- a. UofM nor HC has a bullying policy for the workplace so MUSSA is looking into implementing one. This would have to go through the HC Dean.
- b. MUSSA is accepting nominations for a regional Award of Excellence. Each campus can nominate two staff members. The criteria for selection are: "Employees shall be selected for such an award by the Commissioner of Higher Education based on their contributions to the university system that go beyond the regular expectations of their positions." Submission should have 200-word max, remove names of individual using "this individual/nominee" and use they/them/theirs pronouns.

Action: Staff is encouraged to submit nominations to the Board by April 19th.

VI. **Committee Reports (Attached)**

VII. **Additional Items** - open discussion re: QWL report items

VIII. **Adjournment** – Adjourned at 10:27 am

- a. Next meeting – May 1, 2024 @ 10:00 am via Teams

Committee Reports

Budget Management Team (BMT) – Trish

Nothing to report at this time.

Dean’s Office – Melanie

Plan on attending the staff-only meeting with the NWCCU Team, on Thursday, April 11 at 10:00 a.m. in the DON Lecture Hall. Wear your name tag too! Note: this meeting will not be on Teams only in person!

IDEA – Kas

IDEA committee is preparing to meet with the NWCCU about accreditation for Helena College! Please remember to take a look at the documents Jessie mentioned in her presentation last Friday “Preparation for Accreditation with NWCCU (Northwest Commission on Colleges and Universities) visit Apr. 10-12.” If you have any questions please do not hesitate to reach out to anyone on the IDEA Committee.

Strategic Plan

https://helenacollege.edu/abouthc/institutional_research/strategic_planning/default.aspx

Year Seven Evaluation

<https://helenacollege.edu/abouthc/accreditation/default.aspx>

Quality of Work Life – Kim

- The QWL Employee Excellence Award is posted and in the MMM. The due date for entering a fellow employee is April 12.
- Employee Excellence Award nominations accepted through Friday, April 12th
- Trash Mob is scheduled for April 9th 12-3. Bags and gloves will be available at the front doors. It sounds like it has been okayed for staff to spend up to 30 minutes of their work time doing this--with the permission of their supervisor.

MUSSA – Melissa

Report will be given in New 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

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

- Spring Fire Drills will be on Tuesday, April 9th 8:00 a.m. @APC and 9:00 @ DON
- AED/CPR demonstration/practice hosted by our Nursing students in the Don Student Center on April 16th (see MMM)
- Fire Extinguisher Training is on April 25th @ 1:00 at the APC Fire Bay put on by our fire instructor Nolan Eggen
- All outside lights around the outside of the APC campus will be replaced/retrofitted soon!