

STAFF SENATE

Minutes

May 1, 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
- 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
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AGENDA

- I. **Call to Order** – Melissa called the meeting to order at 10:02 am

- II. **Review of Minutes** – Paige F. moved to approve, Jalena seconded. Minutes approved.

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

Kelsey also summarized our expenditures for the year – went to Festival of Trees (FOT) and our holiday brunch. If we spent the same next year we would have enough in our petty cash to cover expenses. However, Staff Senate will want to discuss fundraising or other options if we wanted to replenish the petty cash. When petty cash is gone, it is gone.

- IV. **Old Business**
 - a. **Community Service Opportunity** – Kelsey

Kelsey reported the event was fun and well attended. 19 attendees in total. 9 staff members. TRIO/MT10 will be looking ahead to volunteer again at Food Share and possibly Prickly Pear. Staff are welcome to join.

V. **New Business – Melissa, Kelsey, Marika**

- a. **Staff Senate Work Plan** - Melissa reported that our Staff Senate work plan was submitted with most goals completed. Next year's plan will be similar. We had no professional development (PD) funds, but many staff were able to attend PD using the PD Committee funds. Collaborating with Quality of Work Life (QWL) was added to next year's plan.
- b. **Campus Event next fall** – Kelsey reported that next year she will continue to help lead event planning. She will look ahead to a fall event like a kick ball game, tour train, hike/bird watching/picnic
- c. **Form for ideas, comments, concerns, etc.** – Marika shared computer screen showing attendees where to find forms. Introduced a new form "Staff Senate Call for Agenda Items" which will be in our Teams/Files after the current meeting and available until two days prior to the next meeting.
- d. **Summer meetings** – Melissa asked for feedback regarding summer meetings, sharing that we did not meet last summer in June or July. The new board took over beginning in June and met over the summer in preparation for the first meeting back in August. A motion was made by Kelsey to "pause our Staff Senate meeting for June / July and return to our normal schedule beginning in August." Beau seconded. Motion approved.
Action: next meeting will be August 7, 2024
- e. **Elections – Nominations/Voting** –Marika contacted each individual nominated to confirmed acceptance or decline. The following accepted their nomination: Paige Ferro accepted President-Elect and Treasurer, Anna Thennis accepted Treasurer, Beau Howard accepted an appointment to be the MUSSA rep. Marika asked if there were further nominations or interested members. Hearing none, the ballot will be as such. **Action:** Ballots will be sent out today, Wed., May 1st and due back by 12:00 pm Wed., May 8th. Results will be announced that afternoon. The new Board will train with outgoing Board and assume duties in June.

VI. **Committee Reports (Attached)**

VII. **Additional Items - none**

VIII. **Adjournment** – Adjourned at 10:30 am

- a. Next meeting – August 7, 2024 @ 10:00 am via Teams

Committee Reports

Budget Management Team (BMT) – Trish

Next meeting is May 20, 2024. Update forthcoming in June.

Dean’s Office – Melanie

IDEA – Kas

IDEA Committee is working on the Campus Climate Survey (please be sure to make sure staff and students get their responses counted!) and reviewing the feedback from NWCCU.

Quality of Work Life – Kim

- Longevity awards were delivered last week and will be posted in an upcoming MMM.
- Employee Excellence award will be given at the May 7th State of the College meeting.
- QWL has helped to organize the May 7th potluck activity. It will be held at Robinson Park from 4-7. See MMM for assignments based on last name.
- Ongoing discussion about the greater goals and purposes of the QWL committee.

MUSSA – Beau

Professional Development – Marika

- We do have some remaining funds.
- And please record all of your completed PD in Vector for this Academic year by June 30th. Thank you!

Safety – Melissa

- Fire Drill, AED Training, and Fire Extinguisher training all happened in April. Thank you to those that participated.
- We are looking at scheduling a “Stop the Bleed” and “Active Shooter training in August before classes begin. Tommi is working on scheduling with the Dean’s office.
- The outside light installation on the entire perimeter of the APC Campus is happening this week. All lights are LED and are dusk to dawn sensitive. This was paid for with Safety funds.
- If anyone has any suggestions for a type of Safety training, please let us know!