

STAFF SENATE

Minutes

September 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
 Carr, Kylie
 Collins, Brad
 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
 Visitor-Cari Schwen

AGENDA

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

- II. **Review of Minutes** – Beau H. moved to approve and Ed B. seconded. Minutes approved.

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

- IV. **Old Business** –
 - a. Chili Cookoff – Melissa reached out to Seth, Faculty Senate, suggesting a January combined gathering. **Action:** Seth is taking idea to Faculty Senate and Melissa will report to us next month
 - b. Meeting with the Dean – Melissa/Beau reported there were questions from the Staff Senate form regarding summer layoffs. The Dean responded that the positions were laid off, not the person and due to confidentiality can only provide the following: 1. A layoff pool exists so that any employee laid off can apply to open positions and are

encouraged to do so; 2. The decision to lay off the Cashier was not taken lightly and used data from multiple sources; 3. There were budget constraints that prompted the layoff of the Dual Enrollment position. This position was funded by a Perkins grant. These grant funded positions are dependent on grant funding and noted as such in the position description; 4. The Dean is happy to answer further questions while respecting confidentiality. **Action:** Any member can reach out to the Dean with additional questions.

V. **New Business –**

- a. Guest Speaker – Cari Schwen – Cari stated that the Fiscal Year End went pretty well and is currently completing final rap up. Our budget is based on a biennium. Thus, left over can be carried forward between years instead of moved to reserves at the end of the biennium. \$172,903 was moved forward to the enrollment reserve. Course fees are going out to faculty, departments to adjust if necessary for the next biennium. These are due in December and voted on at the BOR in May of 2025. BMT membership is adjusting and will have rotating terms. One Staff member, currently Tricia Pierson, is represented on the committee. GrizMart/procurement should be more user friendly. Training videos are posted for reference. Any software purchases should consult with IT first to confirm accessibility and cyber security requirements are met.
- b. MUSSA – Beau/Stephanie - <https://www.mus.edu/mussa/index.html> - Meetings are public and recorded. Each campus has 2 voting members. Membership was introduced at first meeting of academic year held this month. MUSSA can discuss comments/concerns at BOR level but cannot address union related issues directly. At the end of each meeting are “Campus Check-ins” for campuses to share out.
Action: Watch for a MUSSA survey and please complete.

VI. **Committee Reports (Attached)**

VII. **Additional Items**

- a. Dean Bauman will be our Guest Speaker in October – send questions anonymously through our Teams form or send a confidential email to any of the Board members

VIII. **Adjournment – 10:43 am**

- a. Next meeting – October 2, 2024 @ 10:00 via Teams

Committee Reports

Budget Management Team (BMT) – Trish

BMT – May-August – Trish will be staying on committee to represent Staff, 2-year term
May

Discussion of HC cost for Banner:

- Commissioners – cover 50% of cost
- 1st year 250K
- 2nd year – 175K

Potentially write into HB 10 support for HC College Banner every year

Possible some could come out of IT budget

Worse case – 250k could come out of reserve for FY25

Discussion of paying off some bonds – Cari discussed with Paul at BOR about restructuring or paying off bonds

Discussed potential projects for this year:

- Signage – uniform, branded – would be mobile like in cosmetology (easily moved)
- DON 122 – electrical and furniture upgrades
- AP – furniture upgrades

June

Stephanie H: Discussed changes in Perkins Reserve Grant for k-12

- Reduced, email Friday reduced it even further
- Previously partially funded (50/50) 2 positions, & some special projects – grant wants to step down funding to only 1 position, and to less than previously
- Discussion of other potential funding

Discussion of which fee pots may be able to support partial salaries

July

Discussion about closing out FY24 budget and FY25 budget

- Enrollment down 10%

Discussion about paying down bonds, like lighting bond and need to balance out programs in the budget

August

Discussion of restructuring BMT per accreditation recommendations

- Permanent: Dean, Fiscal Director, Director of Institutional Research
- Rotating: Academic Executive Director, Cabinet Member
- Terms (2 year): 2 directors not on cabinet, 2 faculty (1 from each division), 1 staff, 1 student
- Preference is to match terms to the fiscal cycle, some terms could be longer at first due to this (some would be 3 years)
- Discussion of best way to get student representative
- Meeting time discussed – This will change from once a month to twice a month, every 2nd and 4th Monday at 2pm

Brief discussion of FY24 wrap up

Dean's Office – Melanie

Post HVAC work in process. Second floor at Donaldson open again. Faculty is located in DON 201 & eSports area for Fall semester.

IDEA – Marika

IDEA committee reviewed the NWCCU Official Recommendations from our 7-year accreditation visit. The committee will be focused on strategic planning and mission fulfillment. Annual plans will go out soon.

Quality of Work Life – Kim

QWL—New business was tabled due to lack of a quorum.

MUSSA – Beau

MUSSA is working on an Anti-Bullying in the Workplace policy to propose at BOR next May.

MUSSA also discussed the upcoming staff survey. What questions we want to put in. What scale to use. And how we use that data to better our (MUSSA's) mission

Professional Development – Marika

Our committee has had many early requests for funding. We have already approved just over \$5,000 for this summer and fall. Our year's budget is \$30,000 for all-campus and individual requests. If you have any PD requests, please submit early.

Safety – Nina

- Lock Down buttons, there will be a test at some point to test how they work. We know that they lock only outside doors and only the campus that press the button.
- Talked about the classrooms that are unlocked during the day and if they should stay that way or if some should be locked because of equipment. All classrooms are unlocked at 5:30 a.m. and locked at 9:00 p.m., except for the Science and Art classrooms, which are locked outside of class meeting times.
- Ordered cameras for outside Cosmo DON and West side by Diesel. Have software for Facial Recognition now, not yet imputed into the cameras.
- Order 15 more lights for DON exterior lights (on the building)
- Talked about active shooter training and stop the bleed that the faculty did. Possibly do hands on in January before spring semester starts.
- Fire Drill and Earthquake Drill in October at some point, dates not decided yet.