

HELENA COLLEGE STAFF SENATE

Minutes

February 5, 2025 | 10:00 am | DON 207 and 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
 Bengé, Jeremy
 Caldwell, Kim
 Collins, Brad
 Dalton, Natasha
 Fife, Tyler

Haikka, Tommi
 Hansen, Nina
 Howard, Beau
 Kalderon, Jelena
 Kelly, Carie
 Marston, Mike
 Miller, Candice
 Mortimore, Kathy
 Mousel, Mark
 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 –

AGENDA

- I. **Call to Order** – Melissa called the meeting to order at 10:06
- II. **Review of Minutes** – December 4, 2024 minutes approved.
- III. **Treasurer's Report** – Anna
Petty Cash - \$104.00
Budget in UMDW - \$500.00
- IV. **Old Business**
 - a. Breakfast Potluck – Melissa took ideas from members re: the potluck. Great idea and event. Staff is limited in how they can participate due to demands of a new term beginning. Come up with a creative way to mingle staff/faculty - Musical chairs. Seating assigned by a number picked out of basket when arriving (numbers at tables, i.e. #1-6)
 - b. Meeting with the Dean – Melissa met with the Dean 2 weeks ago. The Dean asks that if anyone has any pictures of great things going on at HC to pass them on to

her or Abby. She is creating a slide show for BOR in March. The pay plan is working its way through the Legislature. Dean is positive of passage.

V. New Business

- a. Giving Basket fundraiser – Marika in Kim’s absence – Described Quality of Life’s Feb. fundraiser. After discussion, a motion and vote passed to participate, budget of \$50, and Marika, Anna, Trish, Kim will take the lead on basket themes. **Action:** Watch for more info. to come.

VI. Committee Reports (see below)

VII. Additional Items

- a. Melissa will schedule IT, (Ed) for next month’s meeting (March)

VIII. Community building – Anna & Marika

- a. White elephant snack share.
- b. Kahoot.it trivia games of snacks. Sources: AI search, Beau Howard, Aidan Keenan

IX. Adjournment – 10:55 am

- a. Next meeting – March 5, 2025 @ 10:00 Teams

Committee Reports

Budget Council (BC) – Trish

Budget Council – December & January

The Budget Council reviewed 3 funding requests in December and January: welding shop filters, automotive exhaust hoses & reels, & nursing bed replacements. All 3 requests were approved by the BC with a split in cost between the departments and academic equipment. They were then sent to the Academic Equipment Committee for review. Cari reviewed the procedure for Cost of Attendance approval in December. The council reviewed the non-mandatory fee spreadsheet in January. Val presented a cost of attendance report at the 1/27 meeting.

Dean's Office – Paige

Dean's Office is continuing to prepare for the Board of Regents meeting on March 13 at the Donaldson campus.

The pre-meetings will take place on the APC on March 12.

IDEA – Marika

New name: *Institutional Development, Effectiveness and Accreditation Council*. We are updating and finalizing our Bylaws. Peer institutions are being discussed and the council will report out at the Spring State of the College event. Annual plans for 24/25 have been reviewed.

MUSSA – Melissa

- The all campus survey is getting closer to being sent out. The IT side is trying to set up an email that will reach both the UM side and the MSU side of the state and NOT show up in our junk email.
- There is an MUSSA subcommittee that has been working on a letter to OCHE to request Staff representation on hiring committees for Top Level Administration Candidates on all campuses. It has become apparent that this is not a standard practice across the state.
- A campus wide workplace bullying proposal is also in the works to be presented to OCHE as well. The goal is to have a standard protocol in place across all campuses.

Professional Development – Marika

We are 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.

Quality of Work Life – Kim

- The Employee Excellence Award has been renamed the Melanie Heinitz Employee Excellence Award. The plaque has been updated to reflect that.

- The Giving Basket fundraiser starts this month with photos of the basket due to Christy Stergar on Feb. 19th. The drawing will be held on Feb. 28th. We encourage individuals, departments, and committees to consider donating a gift basket. All proceeds will go the Melanie Heinitz Scholarship fund. Watch for more info in the MMM.
- The committee had an initial meeting with Abby to discuss the future of QWL and possible structure changes. She will bring thoughts from Cabinet and there will be further discussion.

Safety – Nina

No updates to report