

HELENA COLLEGE STAFF SENATE

Minutes

March 5, 2025 | 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.

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|--|--|--|
| <input checked="" type="checkbox"/> Mousel, Melissa / President | <input type="checkbox"/> Haikka, Tommi | <input checked="" type="checkbox"/> Pierson, Patricia |
| <input checked="" type="checkbox"/> Ratchford, Stephanie / Vice-Pres | <input type="checkbox"/> Hansen, Nina | <input checked="" type="checkbox"/> Reddington, Kasandra |
| <input checked="" type="checkbox"/> Adamek, Marika / Secretary | <input checked="" type="checkbox"/> Howard, Beau | <input checked="" type="checkbox"/> Romanic, Sophia |
| <input checked="" type="checkbox"/> Thennis, Anna / Treasurer | <input type="checkbox"/> Kalderon, Jelena | <input type="checkbox"/> Rogers, Tony |
| <input checked="" type="checkbox"/> Anderson, Kelsey | <input checked="" type="checkbox"/> Kelly, Carie | <input type="checkbox"/> Semenza, Holly |
| <input checked="" type="checkbox"/> Benasky, Ed | <input type="checkbox"/> Marston, Mike | <input checked="" type="checkbox"/> Stergar, Christy |
| <input type="checkbox"/> Bengel, Jeremy | <input checked="" type="checkbox"/> Miller, Candice | <input type="checkbox"/> Thompson, Greg |
| <input checked="" type="checkbox"/> Caldwell, Kim | <input checked="" type="checkbox"/> Mortimore, Kathy | <input type="checkbox"/> Wagner, Cole |
| <input type="checkbox"/> Collins, Brad | <input checked="" type="checkbox"/> Mousel, Mark | <input checked="" type="checkbox"/> Youde, Ellie |
| <input checked="" type="checkbox"/> Dalton, Natasha | <input type="checkbox"/> Nelson, Jeff | <input type="checkbox"/> Guest – |
| <input type="checkbox"/> Fife, Tyler | <input type="checkbox"/> Palen, Dana | |
| | <input type="checkbox"/> Payne, Paige | |

AGENDA

- I. **Call to Order** – Melissa called the meeting to order at 10:01
- II. **Review of Minutes** – February 5, 2024 minutes approved. Ed moved, Anna seconded
- III. **Treasurer's Report** – Anna
Petty Cash - \$59.46
Budget in UMDW - \$500.00
- IV. **Old Business**
 - a. Giving Basket fundraiser – Kim – Overall it went well. Raised \$554.00. QWL dedicated funds raised to go to the Melanie Heinitz Scholarship Fund.
- V. **New Business**
 - a. Guest Speaker – IT Dept., Ed – Classroom doors can be locked by pushing a button on the back of the black box locking mechanism. During summer 2025, DON 205/206 will be remodeled combining the two rooms with a Smartboard. The campus emergency system (Regroup) was discussed. Sign up through Employee Portal>Technical Support>Emergency Text Alert System.

Copiers/printers will be either maintained by Fisher or replaced. If replaced the copier will be both color and b/w. When sending a print, the person will have to approve the print job to eliminate multiple accidental prints and add a level of security. Later Ed also added that IT Dept. will be adding additional cameras on both campuses. Between the two campuses there are 49 cameras

- b. MUSSA – Melissa – Nominations for the Regents’ Award are requested. The Procedure page is pinned to the top of our Teams files. **Action:** Please submit to Melissa. Deadline is next Wed., March 12th.
 - c. Name change from Dean’s Campus Advisory Council to Campus Coordinating Committee (CCC) – Melissa – This information sharing group was renamed to better reflect its mission. The membership is the same. Our Staff Senate President services on the CCC.
 - d. A question was sent through our forms regarding the conflict between the upcoming Cosmetology and Nursing pinning ceremonies on Friday, May 2nd. The Dean and Director of Cosmetology will be meeting later this week to discuss. The Nursing ceremony is scheduled in the afternoon. And the Cosmetology ceremony will probably be scheduled in the morning. **Action:** Watch for more information in the MMM.
 - e. A question was sent through our forms regarding remote work. Please review the [Telecommuting Procedure & Agreement](#) in HR Forms. **Action:** If anyone has further questions please follow up with Sandy or Kelly.
- VI. **Committee Reports (see below)**
- VII. **Additional Items**
- a. Melissa will schedule the Business Office, (Beau) for next month’s meeting (April)
- VIII. **Adjournment – 10:45 am**
- a. Next meeting – April 2, 2025 @ 10:00 Teams

Committee Reports

Budget Council (BC) – Trish

Budget Council - February

February 10

The Council voted to approve the 2025-2026 Cost of Attendance (COA) report with the understanding that it could be adjusted in March if tuition is not increased. Cari discussed the Governor's Budget. It has so far made it without changes by the Legislature, and it's anticipated to be part of a decision package out for vote by end of February. Tuition increases may not happen. Montana 10 was taken out of the Governor's budget, but there have been amendments to add resources back. It's unsure what will happen. One-Two-Free is part of the K12 incentive plan; If it passes, it could permanently add One-Two-Free to our base. It may also not add increased funding as the program continues to grow. which could be an issue. OCHE will continue looking for surplus funds to help heavily hit schools.

BC discussed mandatory and non-mandatory fees, and pros and cons of funding broadly or specifically. Some unknowns that could impact the budget are the Banner cost increase funding source, software, Smart Board replacement. BC discussed different options for increasing mandatory fees and still staying within the 3% overall increase.

February 24

The Council approved Mandatory Fees to go to the Cabinet for comments, with proposed increases in Academic Facility, Building Maintenance, Computer & Technology, and Library Fees. There would be a one year slight increase in Student Union Building Fee. Mandatory Fees proposal will come back to BC for a final vote after the cabinet comments.

LLH student laptop replacement schedule was discussed. The proposal was for 7 laptops per year for 2 years, and then 6 the third year. Mel proposed 5 per year for 4 years. After a discussion of the number of missing/lost laptops, a 7 laptop per year replacement on a continued rotating basis was approved; this would keep laptops at both Donaldson and APC updated. The proposal now goes to the IT committee for approval.

Cari discussed budget planning challenges in not knowing what the appropriation will be. She is hoping to know more about the appropriation amount and approval for tuition increase by March 12. Cari is starting work on revenue projections now, and will change things as necessary once she has more information in March. The BC discussed whether she should use a 3-year average for projections, or the actual 2025 revenue. The Council decided it would be best to use the 2025 actual as it is more conservative and would be safer.

Dean's Office – Paige

- BOR meeting went to a virtual ZOOM platform, so HC will not host the group on March 13. The Dean's office assembled Kenra product backpacks for the Regents as gifts. MUS will mail them to the Regents. Kenra is the product *The Salon* uses, and the sales rep provided the product to promote *The Salon*.
- Where's Paige?
 - Mondays and Fridays: office (102N) next to the Dean's office
 - Tuesdays and Thursdays: Nursing Dept. office
 - Wednesdays: Nursing Dept. office in the morning and the APC in the afternoon
 - Jay Stephens, UM VP for People and Culture, is offering two sessions as the guest speaker on Leadership and Culture Professional Development for the Campus Coordinating Committee (formerly the Dean's Campus Advisory Council.)

IDEA – Marika

Peer institutions been updated and the council will report out at the Spring State of the College event. The 2024-2025 Peer Institution Update can be found here: https://helenacollege.edu/abouthc/institutional_research/strategic_planning/default.aspx
24/25 Annual plans are in mid-year review.

Quality of Work Life – Kim

- The Giving Basket fundraiser is underway and will be complete by the time you read this. Winners and the amount of proceeds will be shared with the campus.
- The Melanie Heinitz Employee Excellence Award process will begin next month and will be awarded at the May campus meeting. Watch for more details about how to nominate an excellent employee.
- The future of the QWL committee is still being considered. If you have thoughts, please share them with cabinet or a member of the committee.

MUSSA – Melissa

- MUSSA Regent's award nominations

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.

Safety – Nina

- Regroup - a texting platform that Helena College uses for safety reports. Students are already automatically added to this, but Staff and Faculty are not. We are working on making sure that all those who work for the Helena College are added to this. (Yes, there is an option to opt out if you want)

- We are working on getting Sharpboxes added to the campuses (these are for those who need to throw away needles from insulin injections) They will be in the bathrooms. 2 per campus.
- Jason is going to put a lock down button instruction for both campuses, so that in case we need to lock the campus whoever is near the button will have the instructions to do so, along with other information. The button will only lock down the campus it is pressed on. All doors that require a fob will automatically lock whether they are closed or not and if propped open they will manually need to be closed. He will be talking about this at the DON stand up meeting next week.
- Jason is going to do some safety training for Staff and Faculty. And possibly work with orientation for the new students and work with instructors for the current students.
- In addition, the Safety Committee provided the outside light upgrades at the Donaldson campus and two cameras (one for each campus.) The goal is to have cameras in all public areas and access points. Last year the Safety Committee provided the light upgrades but a grant received reimbursed the committee.