STAFF SENATE
Meeting Notes
Donaldson Campus, Lecture Hall – 11/14/2013

In attendance: ☐ Julie Adams ☒ Brett Lyons ☐ Jennifer Schade
☒ Tina Bright ☒ Maren Kirkland ☒ Amanda Sayler
☒ Therese Colette ☒ Roger Knapstad ☒ Mary Twardos
☐ Wyatt Conard ☐ Ryan Loomis ☒ Tim Wunderwald
☐ Samantha Cooley ☐ Candice Miller ☒ Ali Young
☐ Elizabeth Karr

danuene Durrant ☐ Nick Nason ☒ Mary Ann George
☐ Doug Engelking ☐ Rick Odermann ☐ Renae Huffman
☐ Laura Gifreda ☒ Val Osborne
☐ Jennifer Hern ☐ Kelly Robson
☒ JoAnne Johnson ☐ Tony Rogers
☒ Shelly Kaiser ☐ Randy Rung

I. Call to Order
Mary Ann George called the Staff Senate meeting to order at 3:09 on Thursday November, 2013, in Donaldson Campus Lecture Hall

II. Review of Minutes
Mary Ann requested everyone review the minutes from October 10, 2013. Maren made a motion to accept the minutes, Val seconded the motion.
With one correction...to remove Megan’s name.

III. Treasurer’s Report
✓ Thank you Tina for auditing the Trico account!
✓ Candace reported: $851.65 in both ($241.67) Morale (113.18) General
**We need around $354.85 to replenish the deficit.
✓ Planning of fundraising ideas: Host Antiques Road Show in the spring. We would need appraisers, coin, furniture, painting & jewelry. Advertise that way. Mary Ann will inquire with Golden Girls who they would recommend.
✓ New Budget approved $1,500. $500 Travel BOR, $500 Staff Training, $200 Community Service & Outreach, $300 General Supplies. (The wording of the general supplies needs to clearer so money may be used for office supplies) Leadership would approve a Budget Modification if needed. Funds would be returned to the general fund if not used by 6/14/2014.
✓ How to disperse is discussed, Staff Senate cannot give away as scholarships; it will affect the students FA

IV. Old Business
✓ Leaving Campus during breaks—when in doubt fill out the travel form

V. Committee Reports
✓ Calendar Committee – Maren reported:
  o Dean Bingham approves, OCHI approval needed to switch Election Day off for Xmas Eve in 2014
  o Discussion of splitting Spring Break in 2015
  o Explore switching M/W classes to T/Th because of instructional days lost in the Spring
  o Denise Runge would like a finals week.
IT Committee – Shelly reported:
  o Sharepoint will be implemented when new IT support specialist hired
  o Starfish, Val loves, it is nice to review teacher emails, FA has time to review students history before scheduled appointments. Candy stated a big difference in advising...for the better. Faculty has positive views as well.

Diversity Committee – Elizabeth Karr reported:
  o November is National American Indian Heritage month. Diversity is trying to get a teepee for the student center
  o Monthly themed meals at the café, IE: Irish month, etc.
  o Robyn Kiesling’s class created brochures regarding monthly celebrations housed in the library

College Council – Mary Ann reported:
  o Val Martinez spoke regarding TAACCCT Grant & SWAMMIE from Department of Labor. Blocks created and instructed to get students into the workforce quicker, some with 20 credits. Diesel is HC’s specialty. They are still in the beginning of a lot of online interest, Gretta shared concerned that online may not be the best instruction for all students.
  o Dean Bingham informed the establishing of a Helena College campus Advisory Board and Foundation. Mary Ann passed around a list of possible nominations.
  o Tia spoke regarding a Phi Theta Kappa scholarship – 3.5 gpa required
  o Barb spoke regarding the Science Expo Saturday 11/6/2013, 11am-3pm.
  o Mike Wiederhold spoke as the new chair of the Safety Committee. Mike reported that the earthquake drill went well. A few items need attention, the Student Center and the Airport Bays do not have phones which is the intercom system for the emergency announcement. All HC should walk to the HH football field south side of HC, the concern is how to identify HC from HH and to account for the building occupants. Earthquake=phone message speaker notification. Fire & evacuation =phone & fire alarm notification. Campus Emergency Text Message System is now available...register on UMHELENA.EDU

Student Life Committee – E. reported:
  o Food Share collection of turkeys.... A contest between Helena College and Carroll College. The goal is to collect 1,400 turkeys.
  o A Stress Free Zone will be at set at both campuses during Finals week
  o Kim Worthy our new HR Director was introduced by Dean Bingham

VI. New Business
  ✓ Food Drive “Who’s gonna get canned” starts 11/18 – 11/22.
  ✓ 12/16 Winter Luncheon, Airport Campus, Welding Bay, 11:30-1pm
  ✓ 12/19 Tentative potluck
  ✓ 12/24 Potluck Brunch for staff
  ✓ 1/9 or 1/16 Mixer
  ✓ 2/14 Chili cook-off
  ✓ March
  ✓ April

VII. Other Business
  ✓ See Agenda

Adjournment
Mary Ann called the Staff Senate meeting adjournment at 4:04pm. Therese made a motion to accept, Amanda seconded the motion.