

STAFF SENATE

Minutes

Microsoft Teams 02/18/2021

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|---|--|--|
| <input checked="" type="checkbox"/> Adams, Julie/ President | <input type="checkbox"/> Fontaine, Virginia | <input type="checkbox"/> Nelson, Jeff |
| <input checked="" type="checkbox"/> Ebert, Anna-President Elect | <input checked="" type="checkbox"/> George, Mary Ann | <input checked="" type="checkbox"/> Odermann, Rick |
| <input checked="" type="checkbox"/> Heinitz, Melanie/Treasurer | <input type="checkbox"/> Gifreda, Laura | <input checked="" type="checkbox"/> Payne, Paige |
| <input checked="" type="checkbox"/> Mary Twardos /Secretary | <input checked="" type="checkbox"/> Guerin, Bridget | <input checked="" type="checkbox"/> Ponce, Nicole |
| <input checked="" type="checkbox"/> Adamek, Marika | <input checked="" type="checkbox"/> Howard, Beau | <input checked="" type="checkbox"/> Preston, Shelby |
| <input type="checkbox"/> Anderson, Kelsey | <input type="checkbox"/> Johnson, Brenda | <input type="checkbox"/> Rogers, Tony |
| <input checked="" type="checkbox"/> Benasky, Ed | <input type="checkbox"/> Marston, Mike | <input checked="" type="checkbox"/> Stergar, Christy |
| <input checked="" type="checkbox"/> Bennett, Josh | <input checked="" type="checkbox"/> Merchen, Kyra | <input checked="" type="checkbox"/> Thompson, Greg |
| <input checked="" type="checkbox"/> Caldwell, Kim | <input checked="" type="checkbox"/> Miller, Candice | <input type="checkbox"/> Wagner, Cole |
| <input checked="" type="checkbox"/> Colpitt, Janice | <input checked="" type="checkbox"/> Mortimore, Kathy | <input type="checkbox"/> Zigan, Amanda |
| <input type="checkbox"/> Fife, Tyler | <input type="checkbox"/> Mousel, Melissa | |
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I. Call to Order

Julie (President) called the Staff Senate meeting to order at 10:01 A.M via TEAMS.

II. Review of Minutes

Motion to approve the January minutes Nicole 1st, Kathy 2nd, unanimous approval.

III. Treasurer's Report

Melanie reported \$700.28 in petty cash fund, no requirements on spending.
\$622.92 in Ay20-21 Staff Senate approved budget, does have requirements on spending.

IV. Old Business

- a. **Staff Senate Winter Basket** – Marika and Anna put together spa basket. Ticket sales still open, either call or go to Cashiers desk to purchase tickets, cash or charge, \$1 each or ... Teams files up for Melanie to disperse tickets to the appropriate jar, each ticket named. Drawing will be Monday February 22nd morning. Thank you to all involved in this.
- b. **Breakroom Donaldson Campus update – Kathy** – We need to know what the budget is. Would like to paint with HC grays if we have enough money we can do pops of orange. We have to purchase all the paint and painting supplies out of our petty cash, may be about \$100 for paint. Maybe a different stand or cart for Keurig to raise the height and provide storage, may run around \$100 each. More to come with these cart ideas. Maybe have Seth Roby's art club paint a mural, SS would need to provide the paint and the art class will do the painting. Kyra advised some of these art students may be work studies performing these murals on campuses. Melanie advised looks like we have roughly \$250 to spend. Start with the Donaldson breakroom, then paint the AP breakroom. The labor will volunteer by employees. Motion to spend \$250 from public relations budget and \$250 from Petty Cash on gray paints: Coco 1st, Kyra 2nd, unanimous pass.

c. Team Building/employee engagement ideas: Times, during break or evening or need to be reviewed with Dean Bauman if using work time.

- **Clean up campus day** – maybe this spring let's organize. When snow melts. QWL will takeover this project. ASHC may have a cleanup day in the spring, probably late April.
- **Employee Scavenger hunt** – Kyra has participated in a photo scavenger hunt, thought would be a fun weekly event for Helena College. Can post the picture in Teams. Teams has Kahoot which is trivia, Kelsey Anderson has contacts for virtual escape rooms and trivia. Action: Coco will look into and bring information to SS.
- **Jack box games** – Julie and Coco have participated, trivia games, this is a \$\$, can do on your phones by screen casting. Coco will check about sharing the 1st five she already has.
- **Hammer and Stain** – Shelby spoke, virtual and in person, located next to south Hallmark. Action: Shelby will get more details and bring to SS next meeting.
- **Poor Painting** – Bridget spoke about paint canvas pouring, shifting canvas, for abstract art. Could be \$10 each participant?
- **Any other ideas?**
- **Escape Room** – on hold, Mary Ann has not been able to connect with company.

V. New Business

- a. **One and One with Dean updates** – Paige shared student face coverings 3/1 – 5th, students invited to come on campus open house to receive face coverings and view new pods. Free coffee for all wearing face coverings. Master list in Teams file. Id required to pick up face coverings at Library, Coffee counter and ----. Inviting students to come to campus to refill sanitizer, need more cloths.
- b. **Manager Appreciation** – Melanie spoke budget is restricted, no food for SS and campus, can use Petty cash, and think last year spent \$75. Limit is 50 now for gatherings. Action: Anna, Kim, Bridget, Kathy will price out for several options.
Staff Senate petty cash to purchase items for a basket. Motion to spend out of petty cash up to \$50, Marika 1st, Anna 2nd, all in favor.
Action: committee: Anna Ebert, Marika Adamek. Come up with a few themes the SS can vote on.

VI. Committee Updates

Diversity & Inclusion – Marika

The climate survey is out is out right now – available Feb. 8-26. [Contact Kim Feig](#), Interim Diversity Chief Officer, with questions or concerns

Quality of Work Life - Melanie

Winter Giving Basket Event:

- Giving Baskets are on display in the Fishbowl. Flyers/Teams/Email will also be used to view the baskets.
- Credit cards or cash maybe use to purchase raffle tickets.
 - Purchase raffle tickets **Thursday, Feb. 18 & Friday, Feb 19**
- A QWL member will call/email you for your choice of baskets to have your raffle tickets placed in.
- Voting for donation of money raised from raffle will be donated to one of the following agencies:
 - The Helena Area Community Foundation
 - The Prickly Pear Land Trust
 - The Angel Fund.
- Baskets awarded next Monday, Feb. 22.

Department Highlights are in the HR Updates every other week. Make sure to fill out your responses and send them into Mary Ann George or Bridget Guerin.

Movies at Cinemark - watch for information in March.

Safety - Melanie

- New Safety Smart Funds Request Form on HC website coming soon.

MUSSA – Julie

- No updates.

IDEA – Julie

- 20-21 Annual Work Plans have been reviewed.

Professional Development - Beau

- There is a new way to apply for Professional Development, located on the employee portal Professional Development gray box. We are getting training on TeachPoint from Jessie and Amy tomorrow 2/22.

VIII. Additional Items

- Former Donaldson Campus Fire Bay space, discussion on future best use in review.
- Coffee counter moving back to hallway, comments are not sure this should happen. Julie provided Dean Bauman the thoughts regarding the comments regarding this move of the coffee counter. Discuss in Deans open forum today at noon.
- Friday 2/19 deadline for art submission, voting starts this weekend, discussions next week.
- Teams – is everyone good with using Teams?

VIII. Adjournment

Meeting Adjourned at 10:52 a.m.