

STAFF SENATE
Minutes
10/04/2023

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.

☐ Howard, Beau /President
☒ Mousel, Melissa /Vice-Pres
☒ Adamek, Marika /Secretary
☒ Anderson, Kelsey/Treasurer
☒ Benasky, Ed
☐ Benge, Jeremy
☒ Caldwell, Kim
☐ Carr, Kylie
☐ Clark, Kelly
☐ Collins, Brad
☐ Crawford, Kayla
☒ Ferro, Paige
☐ Fife, Tyler

☐ Fontaine, Virginia
☒ Gifreda, Laura
☐ Haikka, Tommi
☐ Hansen, Nina
☒ Kalderon, Jelena
☐ Kincheloe, Brandy
☐ Marston, Mike
☒ Miller, Candice
☐ Miller, Daniel
☐ Mortimore, Kathy
☒ Neace, Atalyssa
☐ Nelson, Jeff
☒ Palen, Dana

☐ Pierson, Patricia
☐ Ravenscroft, Cheryl
☐ Reddington, Kasandra
☐ Rogers, Tony
☐ Semenza, Holly
☒ Stergar, Christy
☒ Thennis, Anna
☒ Thompson, Greg
☐ Wagner, Cole
☒ visitor, Ed Benasky
☐ visitor

AGENDA

- I. Called to Order 10:00 AM and led by Melissa Mousel
- II. **Review of Minutes** – Marika made a motion to approve, and Kelsey seconded. The September minutes were approved unanimously.
- III. **Treasurer's Report** Kelsey
Budget:
Petty Cash -\$289.42
Budget in UMDW- \$500.00
- IV. **Old Business**
 - a. Hiking activity Sept 14th
 - We had 5 participants. It was a great hike and we'll try it again this year.
 - b. BMT update – none at this time
- V. **New Business**

- a. **Senate Guest: Ed Benasky** – Ed gave a quick intro. Mel Ewing is on campus on Mondays. Brad Collins (Banner) is onsite in Missoula, available through Teams, etc. Sophia Romanic (LMS-Moodle) is onsite in Dillon, available through Teams, etc.
- Canvas will be replacing Moodle next summer
 - Jeremy @ the AP working on coier/printer replacements
 - WASP – new inventory system with scanning wnad
 - Oct. 26th – a Cyber Security roundtable will take place to address the potential of ransomware
 - Multi-factor Authentication (MFA) – rolling out in stages, staff has been brought on, next are faculty/tutors, then students by spring 2024
 - Cosmetolgy elevator installed, important in the unloading of equipment (which is on the second floor)/set up in area
 - Completing website clean up with various departments
- b. **Door decorating** – let everyone know this has been done in the past and requested again this year. It is totally voluntary. All expenses and time are your own. There are guidelines which you can get from Paige. Deadline to decorate is by Oct. 31st
- c. **Soupfest** – areas have a designated rep who has a sign up sheet and can answer questions. Watch MMM for more info
- d. **Festival of Trees (FOT)** – Marika described the event and our role in providing a silient auction item. Project is part of our Annual Work Plan.
- “Forest of Dreams” is theme. Asked for members to join committee to lead/brainstorm and then request voluntary donations from membership. Pickup for tree/swag/wreath is Nov. 1st and deadline for application with details of submission is Nov. 17th.
 - Motion was made by Marika to spend \$50 from petty cash to create a submission for FOT. Kelsey seconded. All in favor.
 - Kelsey offered to be on committee
 - **Action:** Marika will take lead and work with volunteers to bring idea to SS mtg. Nov. 1st.
- e. **Dec 6 meeting** – SS Board received a suggestion for a coffee chat meet and greet in-person for staff. Board proposed an in-person mtg. Dec. 6th in 002/003 or lecture hall depending upon availability.
- **Action:** Marika will look into room. Beau will look into cost of coffee, hot chocolate, tea
- f. **Next month’s speaker?** – circle back to Kelly and possibly John;
- **Action:** Beau will follow up

VI. Committee Reports (Attached)

VII. Additional Items - none

VIII. Adjournment – 10:49

a. Next meeting – November 1, 2023 @ 10:00 on Teams

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Committee Reports

Budget Management Team (BMT) – TBD

Dean's Office – Melanie

- SoupFest area teams have been created, so plan who will be making soup, bring crackers or bread! We look forward to tasting wonderful soups!
 - Business Office – Cari
 - Dean's Office – Melanie
 - Nursing Department – Debra
 - Library Learning Hub – Trish
 - Welcome Center – Kylie
 - Academics – Fishbowl – Paige Ferro
 - East End – Kelsey
 - CEC & Maintenance – Josh
 - APC - Melissa

Diversity & Inclusion

- *The committee has been put on hold since there is no longer a chair position. We are waiting to see how Sandy wants the committee to continue.*

IDEA – Atalyssa

- Working on items for our 7th year accreditation visit/report, Strategic Plan KPI's, and creating strategic plan/mission/vision posters for the campus.

Quality of Work Life - Kim

- QWL is in transition. We are working on new officers and a focus for the upcoming year. Stay tuned!

MUSSA – Beau

- Discussions about a staff survey for all MUS employees
- Floating holiday needs to be used by Dec 31st

Professional Development – Marika

- Professional Development How to Apply for Funds is available here:
https://helenacollege.edu/campus_facilities/committees/ProfessionalDevelopment/default.aspx
- Watch for PD opportunities in the upcoming MMM's. There are several opportunities!
- Thank you to all who completed our professional development campus survey. This helps us immensely with our planning!

Safety – Melissa

- Signs have been put up on the fire doors on both campuses advising that they must be kept closed. This would be the upstairs fire doors on the Donaldson campus on both ends and the fire doors leading to the welding lab on the Airport campus.

- Earthquake Drill will be on 10/19 at 10:19 a.m. All are requested to hide under their desk
- Fire Drill will be on 10/26. 8:00 a.m. on the APC and 10:26 on Donaldson campus. Signs will be posted soon.

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