

**STAFF SENATE**

*Minutes*  
05/3/2023

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|--|--|--|
| <input checked="" type="checkbox"/> Merchen, Kyra/President    | <input type="checkbox"/> Fontaine, Virginia          | <input type="checkbox"/> Pierson, Patricia               |
| <input checked="" type="checkbox"/> Howard, Beau/Vice-Pres     | <input type="checkbox"/> Gifreda, Laura              | <input type="checkbox"/> Poole, Angela                   |
| <input checked="" type="checkbox"/> Caldwell, Kim/Secretary    | <input type="checkbox"/> Hansen, Nina                | <input checked="" type="checkbox"/> Ravenscroft, Cheryl  |
| <input checked="" type="checkbox"/> Anderson, Kelsey/Treasurer | <input checked="" type="checkbox"/> Heinitz, Melanie | <input checked="" type="checkbox"/> Reddington, Kasandra |
| <input type="checkbox"/> Adams, Julie                          | <input type="checkbox"/> Marston, Mike               | <input type="checkbox"/> Rogers, Tony                    |
| <input checked="" type="checkbox"/> Adamek, Marika             | <input type="checkbox"/> Miller, Candice             | <input checked="" type="checkbox"/> Stergar, Christy     |
| <input checked="" type="checkbox"/> Benasky, Ed                | <input checked="" type="checkbox"/> Mortimore, Kathy | <input checked="" type="checkbox"/> Thompson, Greg       |
| <input checked="" type="checkbox"/> Bengel, Jeremy             | <input checked="" type="checkbox"/> Mousel, Melissa  | <input type="checkbox"/> Wagner, Cole                    |
| <input type="checkbox"/> Bennett, Josh                         | <input checked="" type="checkbox"/> Neace, Atalyssa  | <input type="checkbox"/> Zigan, Amanda                   |
| <input type="checkbox"/> Carr, Kylie                           | <input type="checkbox"/> Nelson, Jeff                | <input type="checkbox"/> visitor                         |
| <input type="checkbox"/> Fife, Tyler                           | <input checked="" type="checkbox"/> Payne, Paige     |  |
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## AGENDA

- I. **Called to Order 10:05 AM and led by Beau Howard**
  
- II. **Review of Minutes** –Kelsey made a motion to approve, and Melissa seconded. The April minutes were approved unanimously.
  
- III. **Treasurer’s Report --**
  - a. **Budget:** Kelsey reported no changes.
    - i. Petty cash: \$289.42
    - ii. Budget: \$673.60
  
- IV. **Old Business**
  - a. **May Elections**—Beau will send out a ballot today
    - i. **Secretary**—Marika Adamek and Kathy Mortimore
    - ii. **President Elect**—Melissa Mousel
    - iii. **President**—Beau will take over for Kyra this month
  
- V. **New Business**
  - a. **Meeting Schedule**--Meetings will remain the first Wednesday of each month at 10 a.m. The next meeting will be in August.
  - b. **Budget**—Beau and Kari expect our budget to be less next year. Other ideas for spending our current budget were shared: breakroom supplies and ergonomic pillows for desk chairs. Melanie motioned to spend \$50 on breakroom

cleaning/maintenance supplies. Atylyssa seconded it. Money should be spent asap.

- c. **Board of Regents (BOR)**—Beau will attend this meeting May 17-18 to learn more about Staff Senate.

**VI. Additional Items**

- a. **Guest speakers**—Guests speakers invited for August will be Ed Benasky/IT and Kelley Turner/Operations.

**VII. Committee Reports (Attached)**

**VIII. Adjournment:** Meeting was adjourned at 10:23 a.m.

- a. **Next Meeting:** August 2, 2023 at 10 a.m. via TEAMS

**Additional Reports**

**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.

**Quality of Work Life -Melanie**

- Presenting Employee Excellence Award during Spring State of the College Forum

**Safety – Melissa**

- Active shooter training had great attendance
- Working on getting new lighting APC parking lot and replacing outside lighting around Donaldson
- New security camera (5 Don and 1 APC) to be installed over the summer

**MUSSA – Beau**

- Preparing for BOR meeting May 17/18

**IDEA – Atylyssa**

- Working on items for 7<sup>th</sup> year accreditation visit
- Will be speaking at Spring State of the College Forum

**Professional Development – Marika**

- Joyce will be stepping down as chair in June so PD will be seeking a new chair
- Current funds: 19,034.22 remaining in PD budget

Dean's Office – Paige

Important upcoming dates

**Thursday, May 4:** Cookies in the Welcome Center for Kyra Merchen at 4 p.m. Headwaters Craffhouse HC night at 5 p.m.

**Friday, May 5:** APC Graduation at 5:30 p.m. Lecture Hall

**Saturday, May 6:** DON Graduation at 10:30 a.m. Student Center

**Monday, May 8:** Cake in the DON Student Center for Marie Page and Kristina Kenning at 3 p.m. Campus Store closes for the summer at 3 p.m.

**Monday, May 8:** Automotive Tech Graduation Ceremony at the MSP in Deer Lodge, Montana

**Tuesday, May 9:** Potluck starts at 11:30 a.m. The Cabinet is providing fried chicken from Suds Hut and beverages. Please click on the link to let the Dean's Office know if you plan to attend and if you plan to bring a side dish to share like a salad, dessert, rolls, or chips. [Summer Picnic Potluck Sign Up](#)

**Tuesday, May 9:** SOTC starts at 1 p.m.

**Friday, May 12:** Bryant Graduation Ceremony in the DON Student Center. CEC moves from the current office to 139 A, B, & C (Quiet Study Area) due to the construction.

**Saturday, May 13:** Summer hours begin. The campus will be closed on Saturdays

**Monday, May 22:** The current security gate in the Welcome Center will be removed and the new solid coiled rolling door will be installed by Door Systems of Montana. The installation and cost of the project are sponsored by the HC Safety Committee and funded by Safety Smart monies.

**Thursday, May 25:** Iron Mountain Shred Day. Fill shred bins by 9 a.m. Bins will be removed from campus.

