



HELENA COLLEGE STAFF SENATE

Minutes

April 2, 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.*

☒ Mousel, Melissa / President
☒ Ratchford, Stephanie / Vice-Pres
☒ Adamek, Marika / Secretary
☒ Thennis, Anna / Treasurer
☒ Anderson, Kelsey
☒ Benasky, Ed
☐ Benge, Jeremy
☐ Caldwell, Kim
☐ Collins, Brad
☒ Dalton, Natasha
☐ Fife, Tyler

☐ Haikka, Tommi
☐ Hansen, Nina
☒ Howard, Beau
☒ Kalderon, Jelena
☐ Kelly, Carie
☐ Marston, Mike
☐ Miller, Candice
☐ Mortimore, Kathy
☒ Mousel, Mark
☐ Nelson, Jeff
☐ Palen, Dana
☐ Payne, Paige

☒ Pierson, Patricia
☐ Reddington, Kasandra
☒ Romanic, Sophia
☐ Rogers, Tony
☐ Semenza, Holly
☐ Stergar, Christy
☐ Thompson, Greg
☐ Wagner, Cole
☐ Youde, Ellie
☐ Guest –

AGENDA

- I. **Call to Order** – Melissa called the meeting to order at 10:03
- II. **Review of Minutes** – March 5, 2024 minutes approved. Ed moved, Stephanie seconded
- III. **Treasurer's Report** – Anna
Petty Cash - \$59.46
Budget in UMDW - \$500.00 budgeted for the BOR mtg.
 - Discussion regarding our budget – Beau explained the types of funding rules. Our petty cash was from a bake sale fundraiser in 2016/2017 and is unrestricted. **Action:** a motion was made (Beau), seconded (Marika) and approved to form a taskforce. Kelsey, Tricia, Beau, Anna will explore funding opportunities i.e. grants and report back to Staff Senate this summer.
- IV. **Old Business**
 - a. MUSSA – Melissa – complete the MUSSA survey sent via email.
- V. **New Business**

- a. **Guest Speaker** - Beau Howard, Business Office – Beau answered questions regarding procurement rules, pro-card purchases, Chrome River and travel expenses. **Action:** If you have any questions please reach out to him.
- b. New members for Board – voting next month. Positions open are Vice-President and Secretary. **Action:** Please take a look at our By-Laws posted at the top of our Teams channel and watch for a nomination form

VI. **Committee Reports (see below)**

VII. **Additional Items**

- a. Melissa will schedule Kelly Turner for next month's meeting (May)

VIII. **Adjournment – 11:06 am**

- a. Next meeting – May 7, 2025 @ 10:00 Teams

Committee Reports

Budget Council (BC) – Trish

Cabinet approved proposed fee table. BC voted to approve. It was taken to ASHC where they were also approved.

Student Computer Fee Budget Committee unanimously (6-0) approved \$7000 per year for the next 3 years to purchase 7 new laptops for student use through the library. At the end of 3 years, this program needs to be reevaluated and voted on by the committee.

Revenue Projections for FY26 are more difficult as appropriation is unknown, tuition increase is unknown, and there are other unknowns: tariff impacts on materials for the trades, & Northwestern Energy increases. State appropriation amount may not be known until April/May, and tuition increase approval (or not) also in May after the BOR meeting. There is a 60K difference between projections for a 3% increase and a 0% in tuition the projections. HC will receive an addition to our base (allocation) of \$250,000 for Banner. The total cost for Banner next year is \$355,115 so HC will have to cover \$105,115 out of our operating budgets.

Payplan includes increases in salary (\$1/hr or 2.5%), group insurance (\$26/month), and per diem (70% of GSA). This increase would take current in-state per diem from \$33.50-\$44.10 per day. Present Law Adjustment will cover approximately 50% of salary increases, 55% of group insurance increases, and 0% of the corresponding benefits increases. Per diem and payplan increases will have an approximate impact to the Current Unrestricted (CUR) of \$2,500 and \$251,814 respectively.

Cari has been told colleges are welcome to submit fee tables with a projected 3% increase but be prepared to be disappointed. The Regents are anticipated to argue against a tuition increase. Cari was told we could see anything from 0-3% increase. Cari will submit a 3% increase on the fee sheets.

Tuition and fee tables are due by April 4th. The planned appropriation for the next biennium won't be known by then; hopefully that information will be available later in April. This impacts budget work for Cari and the BC. Cari said system wide we are in the dark and most campuses are delaying any budget work or position changes until solid numbers can be obtained.

Dean's Office – Paige

Pinning Ceremony for the Registered Nursing Cohort of Spring 2025.

WHEN: Friday, May 2, 2025 at 2 p.m.

WHERE: St. Paul's Methodist Church

512 Logan Street

Helena, Montana 59601

RECEPTION: Immediately following the ceremony in the Helena College Student Center located at 1115 N. Roberts, Helena, Montana.

- 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

Mid-year reviews for the 24/25 Annual plans have been reviewed. And we are completing an analysis of Deferred and Not Completed Goals from 2223 and 2324.

Quality of Work Life – Kim

- The Giving Baskets fundraiser in February raised \$544 for the Melanie Heinitz Scholarship.
- Submissions for The Melanie Heinitz Employee Excellence Award will be accepted through Friday, April 4th.
https://helenacollege.edu/campus_facilities/committees/qualityworklife/default.aspx
- Longevity awards will be handed out at the May State of the College meeting.
- The outlook and structure of the QWL committee is still under review.

MUSSA – Beau

- MUSSA has completed two draft letters that were approved by voting members for their distribution. One letter addresses UM's staff senate attempt to introduce a resolution to allow compensation time for community engagement activities. The second letter was to Commissioner Christian and Chairman Buchanan asking for an updated memo

from OCHE that includes staff senate representation for any leadership position with a director designation and above.

- Thursday's meeting will be about the Regent's Awards that MUSSA needs in early April. The requirements for submitting a nomination require a maximum 200-word document as to why the nominee should receive the award.

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- which is a messaging system for all active Students, Faculty and Staff to get text messages about emergency notifications. This is an opt out option.
- Security cameras- some more to come.
- Sharp boxes- working on getting some for both campuses and for the public use and make sure proper disposal.
- Safety Awareness Guide for Lock Down Button- now up by the buttons for those who may need to use it and understand the procedures and reason for use.
- Fire Drill- mid April dates/time not confirmed yet.