

HELENA COLLEGE STAFF SENATE

Minutes

August 13, 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.

☒ Ratchford, Stephanie / Pres
☒ Mousel, Mark / Vice-Pres
☒ Caldwell, Kim / Secretary
☐ Thennis, Anna / Treasurer
☒ Adamek, Marika
☒ Anderson, Kelsey
☐ Bacon, Rick
☒ Benasky, Ed
☐ Bengel, Jeremy
☐ Collins, Brad
☒ Dalton, Natasha

☐ Fife, Tyler
☒ Haikka, Tommi
☐ Hansen, Nina
☒ Howard, Beau
☐ Kelly, Carrie
☐ Marston, Mike
☐ Miller, Candice
☒ Mortimore, Kathy
☒ Mousel, Melissa
☐ Nelson, Jeff
☐ Palen, Dana

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

AGENDA

- I. **Call to Order** – Stephanie called the meeting to order at 10:01 am
- II. **Review of Minutes** – Motion to approve as written by Beau. Seconded by Kelsey.
- III. **Treasurer's Report** – not reviewed
- IV. **Old Business**
 - a. **Possible Updates to Bylaws**
 - Discussion continued about combining the secretary and treasurer position due to limited involvement. This could be written as an option rather than the standard so as NOT to limit future involvement. Stephanie will talk to Sandy and we will vote at the next meeting.
 - Marika made a motion to add the wording "The Staff Senate shall establish its regular meeting schedule and frequency by majority vote during the first official meeting of each fiscal year. The schedule shall be determined in consideration of active agenda items and any other relevant institutional or operational factors. Dissolution will be determined by the Staff Senate Board. In the conduct of the meetings..." to the bylaws Article III section 1. No second was noted.

We will vote on this possible change next month. Kelsey moved to hold our next meeting on October 8th due to busy schedules in September. Melissa seconded.

- The MUSSA rep has already been voted on but needs to be added to the bylaws.

- Grant sub-committee**—Kelsey, Trish, and Marika met in June to talk about potential grants. Christy shared the Employee Wellness & Engagement committee's plans to apply for an MUS wellness grant. Trish noted fundraising opportunities are an option but Stephanie would need to talk to Cari Schwen for more information.

V. **Committee Reports**—attached as submitted

VI. **Additional Items**—Stephanie will invite the dean to our October meeting.

VII. **Adjournment – 10:38 AM**

- a. Next meeting – October 8th @ 10:00 AM via Teams

COMMITTEE REPORTS:

IDEA Council – Marika

Final reviews for the 24/25 Annual plans have been reviewed. We are completing an analysis of Deferred and Not Completed Goals from AY223, AY2324, and AY2425. A dashboard will be unveiled at IDD Days and available online soon.

Professional Development – Marika

We are accepting applications for activities occurring in the fall semester (July – December). Lots of great opportunities for PD ideas also in the MMM. And be sure to log your PD in Vector!

Budget Council June, July, August Report--Trish

- June: Finalized budget. Moved to Cabinet for approval.
- Cabinet approved budget.
- July: No meetings
- August: Discussed FY 27 budget timelines. Templates will be out to budget managers/departments by October. Budgets will be back to Cari by January 31, 2026. Budget Council will review budgets February & March, with budget to the Cabinet by April. Budget will be returned to BC in May before faculty are off contract for summer. We are switching back to a 3-year budget; Cari will have a draft of the 3-year template done in September.

Employee Wellbeing & Engagement (formerly QWL)—Kim

Currently undergoing an update led by Sandy and is working on new bylaws. Has been split into two workgroups: Wellness and Engagement. Membership has been set for three each from staff, faculty and directors. The Dean will serve as Chair and the HR Generalist as recorder.

Dean's Office—Paige

- Parking passes are available at the cashier's office. The first one is free to staff and faculty.
- New RATTER form available on the Business webpage. The state per diem rates are now correct.
- Conflict of Interest email will go out soon.
- Christy Stergar's office is 102A

- Temporary breakroom is in DON130.
- Lunch potluck on Tuesday, Aug. 19, from noon to 1 p.m. Bring a dish to share.



