

STAFF SENATE

Minutes

Microsoft Teams 01/21/2021

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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 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 type="checkbox"/> Stergar, Christy |
| <input checked="" type="checkbox"/> Bennett, Josh | <input checked="" type="checkbox"/> Merchen, Kyra | <input checked="" type="checkbox"/> Thompson, Greg |
| <input type="checkbox"/> Caldwell, Kim | <input checked="" type="checkbox"/> Miller, Candice | <input type="checkbox"/> Wagner, Cole |
| <input type="checkbox"/> Colpitt, Janice | <input checked="" type="checkbox"/> Mortimore, Kathy | <input type="checkbox"/> Zigan, Amanda |
| <input type="checkbox"/> Fife, Tyler | <input checked="" type="checkbox"/> Mousel, Melissa | |
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I. Call to Order

Julie (President) called the Staff Senate meeting to order at 10:00 A.M via TEAMS.

II. Review of Minutes

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

III. Treasurer's Report

Melanie reported \$778.50 in petty cash fund, no requirements on spending.
\$670.00 in Ay20-21 Staff Senate approved budget, does have requirements on spending.

IV. Old Business

- a. **Welcome New Staff:** Welcome to Ed Benasky/ Enterprise Systems Administrator and Josh Bennett/ SBDC Senior Business Advisor.
- b. **Fall Themed Door Decorating Update-** not having a contest was nice, fun! Thank you all!
- c. **December Activities** – Great fun, Kuddos to all who put those events together!
- d. **Employee Spotlight** – Have not done in two months, Julie would like to get that up and going again, Nicole volunteered to be in the spotlight, Julie will send her the information.

V. New Business

- a. **Helena College Website Content – Kathy**
Kathy is on the SEP committee, the website needs updating, what is needed, document loaded into SS Teams, review your page to determine what is needed, update thoughts in the document. Trio has submitted a month ago, should Nicole contact IT department. They are working on academic mapping currently. Believes Marketing and IT are doing the designing. Look at other college sites for ideas, please provide in two weeks. Nicole comment biggest complaint is finding forms on our web, or link broke. Marika has been working on with IT, find in Student Portal \ Forms Coin \ all forms in there and currently working. Some forms are only available at department's admin.

b. Productive ways to spend budget

Due to Covid money has not been able to be spent, events not able to happen with social distancing.

Ideas:

- **Break Rooms at both campuses** – to paint with Helena College new colors, employee paint party. College photos submitted to post on the walls. Keurig filters need replacing. Silverware, paper products, salt & pepper. Use chalk board paint for notes. Floating shelves on the walls to rotate the art rather than permanently attached to wall. Magazine rack being donated by library for Don Break room. Magnet words on side of fridge.
Action: Committee: Cathy Mortimore, Kyra Merchen, And Melanie Heinitz.
- **Coffee Cards**- unfortunately not able to use budget for food.
- **Wellness Grant \$\$** - last year's funds unable to use to Covid, can we use this spring.

c. Cares Kits – Paige

Pouches for students, mask, sanitizer and cleaning cloths, and covid available at LLH, Bookstore, Welcome Center, Cashiers. AP with Bridget Guerin. Refills for current students available at Student Center, also cloths. Are there any extra masks for current students? Any handouts for Kelsey, for student hand out she can create on her own. New design masks coming in the spring.

d. Maintenance Contacts – Paige

When you have a fix needed, send www.hcmaintenance.edu or go through portal. Right away call John Rutherford or Tommi Haikka. #’s located Employee drive \ phone lists\ Please correct any mistakes as you see.

e. BOR March – Paige

HC scheduled to host on March 10 & 11th. Still unsure this is face to face, if they do face to face it will be Hybrid with a max of 24 in house participants.

f. Open Forums- Paige

Email invites have been sent today by Paige, 1 a month dates available- Feb, March & April.

g. Staff Senate Work Plan – Julie

Goals we have set for Staff Senate. Some are staying the same, some are changing. Julie shared the spreadsheet with Goals. We will work on events for future, Covid is limiting ideas. Mary Ann will follow up about .

h. QWL doing giving baskets – Melanie

February -Themed baskets for fund raising for a local nonprofit, voting on one of the 3, buy raffle tickets over phone or at the cashier’s office. Placed in jar of basket of your liking. Maybe we can use 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.

g. Big Book Read – Melanie

Virginia Reeves and Kim Feig are hosting “into the beautiful north”, Zoom discussion tonight at 7pm.

VI. Committee Updates

Diversity & Inclusion – Marika

We are working on Climate Surveys for both students and staff. They will both be administered starting 2/8 and will be live for about two weeks.

Quality of Work Life - Melanie

Check out the HR Newsletter for Department Highlights from all over our campuses. Our Giving Basket Event, which usually accompanies the Spring Luncheon will be an independent event this Spring. February 2021 will be the month to gather your department and decide on what you would like to donate in your department basket. You may also choose to donate a basket individually. Those who donate a basket to the event will have a vote to decide where the money raised is donated. We will have more information to share in the 3M Newsletter at the beginning of February. This is a fun raffle to be a part of and give too.

Safety - Melanie

EverAlert Clock Demo this week.

Please take a look at the following URL: <https://info.american-time.com/everalert>

Ever Alert is a communications and safety notification platform that I believe could prove safety critical to Helena College. These devices, a 22” digital clock that we could have in each of our classrooms, is a wireless technology system that allows us to post both simple day-to-day communications but also like Regroup, gives us the power to broadcast time sensitive safety communications in real time to one or all of our classrooms. We can send single messages to an individual class location in order to reach a single person or to classes or lecture halls in geographic locations to reach large groups or all of our students body and staff.

Ever Alert also works as an Emergency Notification System in that

- Keep critical communications clear and timely during threats
- Integration with systems like fire, P.A. and lockdown create seamless communications in an emergency
- Weather ADVISORIES show as banners – WARNINGS flood the entire screen
- Automatically alert campus or community authorities for rapid response

Additionally, this service has a device called Dynamic Display that turns a regular smart TV technology like what we can buy at Costco and it turns it into an digital emergency alert signage board that would broad cast the same critical information types as the classroom displays. This is actually has potential cost savings in that we can purchase cheaper big screen TV’s for our

entry hall, book store, student center and other locations to do what the signage companies sell higher priced proprietary digital signage for.

This system could lessen our workers compensation claims by communicating and preparing students and staff of

- Changing weather and outside surface condition hazards when leaving the building (blizzards, floods, high winds, lightening ... etc...)
- Active event notifications would warn of possible injury or life/death events/hostile actions at the school such as an active shooter, terrorist, bomb or similar type threats
- Fire alarm notification for the hearing impaired.

MUSSA – Julie

Just another reminder to make sure that you are feeling good about your work space, job duties and campus through the pandemic. When MUSSA met with the BOR in November and at December's MUSSA meeting, we were reminded that staff is at the front lines of dealing with students, customers, clients, basically all people who make contact with our campuses and we are carrying a big load to make sure things are running smoothly and safely for campus. I never really thought about it that way, but it is true. If you have any comments, worries, questions or suggestions that you would like me to take to Sandy, please let Anna or me know. You can email or call privately or if you want to do it anonymously, you can drop off the question in an envelope and put it in our mailbox or on our desk. I know Sandy wants to hear our concerns.

IDEA – Julie

20-21 Annual Work Plans have been reviewed.

Professional Development - Beau

No update

VIII. Additional Items

No additional Items.

VIII. Adjournment

Meeting Adjourned at 10:45 a.m.