

## STAFF SENATE

*Minutes*

*Microsoft Teams 04/15/2021*

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|---|--|--|
| <input type="checkbox"/> Adams, Julie/ President                | <input type="checkbox"/> Fontaine, Virginia          | <input type="checkbox"/> Nelson, Jeff              |
| <input checked="" type="checkbox"/> Ebert, Anna-President Elect | <input 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 type="checkbox"/> Mary Twardos /Secretary                | <input type="checkbox"/> Guerin, Bridget             | <input checked="" type="checkbox"/> Ponce, Nicole  |
| <input checked="" type="checkbox"/> Adamek, Marika              | <input checked="" type="checkbox"/> Howard, Beau     | <input type="checkbox"/> Rogers, Tony              |
| <input checked="" type="checkbox"/> Anderson, Kelsey            | <input type="checkbox"/> Johnson, Brenda             | <input type="checkbox"/> Stergar, Christy          |
| <input type="checkbox"/> Benasky, Ed                            | <input type="checkbox"/> Marston, Mike               | <input type="checkbox"/> Thompson, Greg            |
| <input type="checkbox"/> Bennett, Josh                          | <input checked="" type="checkbox"/> Merchen, Kyra    | <input type="checkbox"/> Wagner, Cole              |
| <input type="checkbox"/> Caldwell, Kim                          | <input checked="" type="checkbox"/> Miller, Candice  | <input checked="" type="checkbox"/> Zander, Shelby |
| <input checked="" 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

Anna (President Elect) called the Staff Senate meeting to order at 10:03 A.M via TEAMS.

### II. Review of Minutes

Motion to approve the March minutes were approved with one exception to the Petty cash correct amount is \$728.50. Kya 1<sup>st</sup>, Marika 2<sup>nd</sup>, unanimous approval.

### III. Treasurer's Report

Melanie reported:

- \$676.63 in petty cash fund, with \$250 designated for breakrooms painting, which will leave a balance of \$426.63. Note: \$51.87 was spent on the succulents for Manager Appreciation Day. This was \$1.87 more than approved last month. Motion to approve the added cost from petty cash: Nicole 1<sup>st</sup>, Ann 2<sup>nd</sup>. All in favor.
- \$622.92 in Ay20-21 Staff Senate approved budget, with \$250 designated for breakrooms painting, which will leave a balance of \$372.92.

### IV. Old Business

- I. **DON staff breakroom:** Melanie has priced out the various items needed to paint/decorate the breakroom and has sent those figures to Julie. Ryan Loomis has left over paint from the painting done in the Continuing Education area and will be giving us a discount. The savings from the paint can be used to purchase other things for the breakroom area. The Library is donating a magazine rack. Cleaning/paint prep and painting will occur after the spring semester is over. Possible dates for this would be May 15-22 in the evenings.
- II. **Team Building:** Tuesday, April 27<sup>th</sup> at 5:15 in Room 002/003 we will have a "Jack Box" event. Nicole is coordinating this and will stream it on her computer to the projector in the room. Participants can use their personal phones to play. Choices of games include trivia, "True/False answers", and "who is the imposter" to name a few. Up to 8 people can participate at a time,

but more can sign up as the audience. Each game lasts 8-15 minutes. The sign up sheet will be in the Files on the Staff Senate Teams page.

Thank you to Bridget for coordinating the drop painting evening. Pictures of the finished works can be found in the files of the Staff Senate page.

Shelby is coordinating another art evening with Hammer and Stain. She is working on getting the event approved and is in need of a few more people to attend. It was suggested that the event be opened up to Faculty and Administrators.

Thank you to everyone who helped coordinate putting together the succulents for Manager Appreciation Day.

The **“Raise the BAR”** event for the food pantry has brought in so far 399 bars of various types. Our goal was only 100. It was discussed if we should stop collecting or collect other things for the rest of the month. It was decided that we will go until 500 with the goal of saving 150 of them to be used at the APC over the summer for the students that are still in school. Shelby will store them in her office and Janice has a mouse proof tote that Shelby can use to store the bars in over the summer.

## **V. New Business**

### **Elections:**

It is time to start thinking about nominations for President Elect and Secretary. President Elect is voted on every year and Secretary is on even years. The link for a list of duties is in the Staff Senate Teams files. Nominations begin soon. Please submit nominations to Anna or Julie

**Campus Clean Up days** are April 27<sup>th</sup> and 28<sup>th</sup>. There will be more information to come with details on time frame and coverage areas. Sandy has approved 30 minute blocks of time for staff to assist in this effort. Please check with departments to ensure coverage.

**Food Trucks** will also be on both campuses. On April 27<sup>th</sup> Rockstar BBQ will be at the APC and Cheddars will be at DON. On April 28<sup>th</sup>, Mission Taco will be at the DON campus and on April 29<sup>th</sup> Cheddars will be at the APC.

### **Graduation update:**

RSVP's have come in and we are now at 30 graduates for the APC on Friday, May 7<sup>th</sup> and 50 graduates for Saturday, May 8<sup>th</sup>. Caps and Gowns can be bought or rented at the Bookstore. We will need a few more volunteers to help run the events.

## VI. Committee Updates

### Diversity & Inclusion – Marika

Our committee has reviewed the survey responses, met with Sandy and are now preparing the release of the responses to the HC community. Watch for that next.

Event announcement - Safe Space: Cultivating Diversity & Resilience in the Face of Adversity – an open mic event for Helena College to share their stories – April 21.

There will be an open mic event on April 21<sup>st</sup> in the Student Center. Event approval is pending. This is sponsored by the Safe Place Club and the Diversity and Inclusion Committee. Grab bags will be available

### Quality of Work Life – Mary Ann

- Nominations for the Annual QWL Employee Excellence Award will be accepted until Friday April 16. The form is available on the QWL webpage.
- Food Trucks are baaaack!! Watch for more information. They will be here during the last week of April.
- Welding instructor, Glen Ziegler will no longer be making gifts for our longevity recipients. QWL members are working on ideas for other gifts to give to our employees who reach their 5, 10, 15, etc. year anniversaries.

### Safety - Melanie

Safety Committee:

The EverAlert Emergency Communication Systems have been purchased, and they will be placed throughout both campuses. This will help all communication.



### MUSSA – Anna

- No updates.

### IDEA – Julie

- No updates.

**Professional Development - Beau**

- No updates.

**Dean's Office Report – Paige**

The vaccination clinic went well. Forty-six signed up for the event and there were 7-8 no shows. May 3 is the scheduled date for the 2<sup>nd</sup> shot.

**VIII. Additional Items**

- Next Meeting May 20, 2021.
- ASHC bought picnic tables for both campuses. They are wooden and Hunter will be staining them with a non-porous stain so that they can be easily sanitized. The Maintenance department also have bought some picnic tables as well. All should be put out by the end of April.

The ASHC has also donated \$300 to be used to buy hygiene items for the student shelves. Nicole has ordered these.

**VIII. Adjournment**

Meeting Adjourned at 10:50 a.m.