

STAFF SENATE

Minutes
9/7/2022

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|--|--|---|
| <input checked="" type="checkbox"/> Ebert, Anna/President
<input checked="" type="checkbox"/> Merchen, Kyra/Vice-Pres
<input type="checkbox"/> Caldwell, Kim/Secretary
<input checked="" type="checkbox"/> Anderson, Kelsey/Treasurer
<input checked="" type="checkbox"/> Adams, Julie
<input checked="" type="checkbox"/> Adamek, Marika
<input checked="" type="checkbox"/> Benasky, Ed
<input type="checkbox"/> Benge, Jeremy
<input type="checkbox"/> Bennett, Josh
<input type="checkbox"/> Colpitt, Janice
<input type="checkbox"/> Fife, Tyler
<input type="checkbox"/> Fontaine, Virginia | <input checked="" type="checkbox"/> George, Mary Ann
<input checked="" type="checkbox"/> Gifreda, Laura
<input type="checkbox"/> Heinitz, Melanie
<input checked="" type="checkbox"/> Howard, Beau
<input checked="" type="checkbox"/> Jackson, Lewis
<input type="checkbox"/> Johnson, Brenda
<input type="checkbox"/> Marston, Mike
<input type="checkbox"/> Miller, Candice
<input checked="" type="checkbox"/> Mortimore, Kathy
<input checked="" type="checkbox"/> Mousel, Melissa
<input checked="" type="checkbox"/> Neace, Atalyssa
<input type="checkbox"/> Nelson, Jeff | <input checked="" type="checkbox"/> Payne, Paige
<input checked="" type="checkbox"/> Poole, Angela
<input checked="" type="checkbox"/> Reddington, Kasandra
<input type="checkbox"/> Rogers, Tony
<input checked="" type="checkbox"/> Stergar, Christy
<input type="checkbox"/> Thompson, Greg
<input type="checkbox"/> Mary Twardos
<input type="checkbox"/> Wagner, Cole
<input type="checkbox"/> Zigan, Amanda
<input checked="" type="checkbox"/> visitor - Emily Schuff |
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AGENDA

- I. **Call to Order** 10:00 AM
- II. **Review of Minutes** – August minutes approved unanimously. Beau Howard made a motion to approve August minutes, and Kyra Merchen seconded.
- III. **Treasurer’s Report Kelsey**
 - a. **Budget:** No updates
 - i. Petty cash: \$473.88
 - ii. Budget in UMDW: \$670.00
- IV. **Old Business**
 - a. **Corn Hole Boards**—Voting survey result was to use the HC star logo outlined in black. Anna will request an invoice from Virginia for the logos.
 - b. **Florence Crittendon Fundraiser**—Melanie and Paige had offered to take this on, but because of the short notice, there was not enough time to do it this year. We hope to have more time to work on it next year.
- V. **New Business:**
 - a. **Update about Maxient and CARE Team from Emily**
 - i. Emily shared an informational document about CARE. The CARE team acronym stands for crisis risk assessment risk evaluation. The team is made up of staff on campus who have regular student contact. The

“report an incident” link is public and on all HC website pages and covers multiple situations (conduct, care, Title IX, etc.). If you see concerning behavior, say something; when in doubt, submit the report. The information will be stored which is important if multiple incidents occur. Maxient will filter the reports and send them to the right person for case review. The CARE team is not an emergency response team.

- b. Introduction of Angela Poole**—new Dual Enrollment program coordinator assisting Lewis and Stephanie. Her cubicle is across from Atalyssa’s office.
- c. Update on storage from last month**—Anna, John, and Abby went through the storage shed outside near the nursing hallway to inventory and label boxes. We will be able to store the corn hole boards and ladder ball games there. Storage underneath the stairs still needs to be inventoried and labeled. Could we use this area for Staff Senate storage? Anna will look into this.

VI. Committee Reports (Attached)

VII. Additional Items

- a. Scholarship**—Julie and Anna met with someone at Montana Tech to discuss their employee scholarship. Theirs is managed through a foundation. A future discussion about whether we are interested in creating and funding a new scholarship is needed. Important points to discuss: how to manage and award the money, the current status of professional development funds and employee and dependent tuition waivers. Staff senate members should send thoughts and comments about this to Anna and Kyra.
- b.** Mary Ann reported that the library is cataloging the corn hole and ladder ball games for check-out.
- c.** Ideas for our next guest speaker: Valerie Curtin regarding Title IX compliance and Joyce Walborn for professional development information.

Adjournment: 10:58 AM Kyra motioned to adjourn the meeting and Lewis seconded. Motion carried unanimously.

- a.** Next meeting – October 5, 2022 at 10:00 AM on 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

- No meetings this summer

Safety - Melanie

- Currently in a holding pattern until we get a new chair.

Customer Relationship Management (CRM) –

- Implementation stages

MUSSA – Anna/Kyra

- Discussion about low retention rates amongst the other colleges in addition to low hiring rates and low wages
- Each campus gave updates followed by nominations (and accepted) of new chair and vice chair at meeting 8/31/22

IDEA – Anna

- Finalizing 2021-2022 work plans. 2022-2023 work plans are underway and uploaded for editing. Due by 9/16.

Professional Development –

- No updates

Dean's Office – Paige

- Power outage yesterday 9/6

DRAFT