

**STAFF SENATE**

*Minutes*  
02/01/2023

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|--|--|--|
| <input checked="" type="checkbox"/> Merchen, Kyra/President    | <input type="checkbox"/> Gifreda, Laura              | <input checked="" type="checkbox"/> Pierson, Patricia    |
| <input checked="" type="checkbox"/> Caldwell, Kim/Secretary    | <input type="checkbox"/> Hansen, Nina                | <input type="checkbox"/> Poole, Angela                   |
| <input checked="" type="checkbox"/> Anderson, Kelsey/Treasurer | <input checked="" type="checkbox"/> Heinitz, Melanie | <input checked="" type="checkbox"/> Ravenscroft, Cheryl  |
| <input checked="" type="checkbox"/> Adams, Julie               | <input checked="" type="checkbox"/> Howard, Beau     | <input checked="" type="checkbox"/> Reddington, Kasandra |
| <input checked="" type="checkbox"/> Adamek, Marika             | <input type="checkbox"/> Marston, Mike               | <input checked="" type="checkbox"/> Rogers, Tony         |
| <input checked="" type="checkbox"/> Benasky, Ed                | <input checked="" type="checkbox"/> Miller, Candice  | <input checked="" type="checkbox"/> Stergar, Christy     |
| <input type="checkbox"/> Benge, Jeremy                         | <input checked="" type="checkbox"/> Mortimore, Kathy | <input type="checkbox"/> Thompson, Greg                  |
| <input type="checkbox"/> Bennett, Josh                         | <input checked="" type="checkbox"/> Mousel, Melissa  | <input type="checkbox"/> Wagner, Cole                    |
| <input checked="" type="checkbox"/> Carr, Kylie                | <input type="checkbox"/> Neace, Atalyssa             | <input type="checkbox"/> Zigan, Amanda                   |
| <input type="checkbox"/> Fife, Tyler                           | <input type="checkbox"/> Nelson, Jeff                | <input type="checkbox"/> visitor                         |
| <input checked="" type="checkbox"/> Fontaine, Virginia         | <input checked="" type="checkbox"/> Payne, Paige     |  |
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## AGENDA

- I. **Call to Order 10:04 AM.**
  
- II. **Review of Minutes** – January minutes were approved unanimously. Ed made a motion to approve, and Kathy seconded.
  
- III. **Treasurer’s Report Kelsey**
  - a. **Budget:**
    - i. Petty cash: \$357.93 (several cents added after Kelsey counted the change in the safe box)
    - ii. Budget: \$655.12
  
- IV. **Old Business**
  - a. Kelsey will look into what we’ve spent our budget on in the past and share at next meeting.
  - b. Thank you for coming to the January brunch.
  
- V. **New Business**
  - a. **Board of Regents update/Paige:** Paige shared the schedule and plans for the March 14-16 Board of Regents meeting to be held here at Helena College. Students will be using the LLH during that week while the Student Center is in use. Some staff help will be requested to help greet and direct during busy times. More info was shared in the email with the February meeting agenda.

- b. Nominations for new VP/President-Elect:** Beau Howard volunteered and his self-nomination was seconded by Kathy.
- c. Dean's Forum:** Thoughts were shared regarding the success of the comment form online and the process of sharing that info with the dean. The Cabinet did discuss the items shared. Directors should be reaching out to staff for further communication. Melanie requested a copy of the final questions sent to the dean. Kyra will share this to all. One option is to keep a spreadsheet of the comments. Kyra will confirm with Sandy that she and the Cabinet are onboard with this process.
- d. QWL Giving Baskets:** Melanie shared information. Departments and individuals are welcome to participate. A photo of the basket is due to Christy by Feb. 17. Tickets will be sold in the Cashier's Office Feb. 21-28. The drawing will be held on the 28<sup>th</sup> at 12:30PM. Proceeds will benefit the Friendship Center and the Humane Society. Kyra will send out a vote for funding and ideas. Kylie, Kathy, and Kim will work on this for Staff Senate.
- e. Manager Appreciation:** In lieu of gifts for supervisors, a Food Pantry "Pay-it-Forward" event will be held in April (rather than March because of calendar conflicts).

**VI. Committee Reports (Attached)**

- VII. Adjournment:** Meeting was adjourned at 10:44 AM
- a. Next Meeting:** Not announced

## **nsertADDITIONAL 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**

- The Giving Basket Event has begun! Get together as Committees, Departments, or Individuals and create a basket for our raffle. Please note only Debit Cards and Cash can be accepted as Montana law has a rule that Credit Cards cannot be used to purchase raffle tickets.

### **Safety – Melissa**

- Tommi is working with Officer Petty with the Helena Police Department to set up Active Shooter training. There would be an in person training hopefully in February and a hands on component tentatively in April. This would be a free training for those that would like to participate. With the first part being recorded for those that could not make it in person.
- Fire Extinguisher training will be tentatively in April as well (warmer weather as it is an outside event)
- There is also a possibility of Narcan training as well. Valerie and Emily are looking into that.

### **Customer Relationship Management (CRM)**

- Implementation stages still

### **MUSSA – Kyra**

- Kyra didn't make meeting will update next month
- Anna went, notified she was leaving, continued conversations around hybrid work and tuition waiver changes as well as MUSSA yearly goals.

### **IDEA – Kyra**

- Kyra has been added to the committee, and will provide updates once she has attended for first time

### **Professional Development – Marika**

- CPR/First Aid training is available again in February – last day to sign up was Jan. 31st. Reach out to Joyce Walborn today to see if you can still sign up.
- Watch for PD offerings in March's MMM – we will be offering Microsoft Outlook trainings. These offerings will be listed in your Vector under "Available Events". Previous trainings are still listed in Vector under the "Available Events" tab as well.

- And please consider applying for Professional Development. Apply in your Vector Solutions account through the Employee Portal page – in the Professional Development section – select “Vector Solutions Login”.