

STAFF SENATE
Minutes
08/02/2023

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.

Howard, Beau /President
 Mousel, Melissa /Vice-Pres
 Adamek, Marika /Secretary
 Anderson, Kelsey/Treasurer
 Benasky, Ed
 Bengel, Jeremy
 Bennett, Josh
 Caldwell, Kim
 Carr, Kylie
 Fife, Tyler
 Fontaine, Virginia

Gifreda, Laura
 Hansen, Nina
 Heinitz, Melanie
 Kalderon, Jelena
 Kincheloe, Brandy
 Marston, Mike
 Miller, Candice
 Mortimore, Kathy
 Neace, Atalyssa
 Nelson, Jeff
 Palen, Dana

Payne, Paige
 Pierson, Patricia
 Ravenscroft, Cheryl
 Reddington, Kasandra
 Rogers, Tony
 Rose, Andy
 Stergar, Christy
 Thompson, Greg
 visitor
 Wagner, Cole
 visitor

AGENDA

- I. **Called to Order 10:02 AM and led by Melissa Mousel**
- II. **Review of Minutes** –Atalyssa made a motion to approve, and Kelsey seconded. The May minutes were approved unanimously.
- III. **Treasurer’s Report --**
 - a. **Budget:** Kelsey reported \$623 was left in the 22/23 AY Budget
 - i. Petty cash: \$289.42
 - ii. 23/24 AY Budget: Budget in UMDW – Not yet confirmed
- IV. **Old Business**
 - a. What time / day should we host meetings starting August – no comments (keep as is)
 - b. Budget discussions – budget will be used for travel to MUSSA/BOR for upcoming 23/24 AY
 - c. BOR May 17-18 – pay increases effective July 1, 2023
- V. **New Business**
 - a. **Senate Guest: Kelley Turner (Unable to attend. Will invite to Sept. 6th mtg.)**
 - b. Building Senate Community – Kelsey described our goal of building community through activities like after work hike, painting, etc. Requested ideas from members – no further

comments. Also requested volunteers for our Staff Senate table at the HC Committee Rush on Thursday, Aug. 24th fro 2:00-4:00. Kylie volunteered

- c. Head up Activity Committee w/in Senate – Kelsey described role of committee. No comments. Volunteers accepted, please reach out to one of the officers.
- d. Potluck Meetings – Kelsey explained that we could meet in person and possibly bring items to share during meetings. Budget could not be used. No further comments.
- e. Schedule conflict with next month’s mtg. was discussed - Back to back mtgs. with Dean and our regular Staff Senate mtg. A vote was proposed by Ed – “Vote not to have back to back meetings and reschedule our Staff Senate mtg.”
 - Kelsey seconded
 - Approved unanimously
- f. Next month’s speaker? – Cassandra from Accessibility Services was suggested. Officers will reach out to Kelly to reschedule for next month, Ed from IT was previously suggested.

VI. Additional Items

- a. No further comments. Please reach out to one of the officers to share ideas

VII. Committee Reports (See below)

VIII. Adjournment: Meeting was adjourned at 10:28 a.m.

- a. **Next Meeting:** September 6, 2023 at 10 a.m. via TEAMS (TBD)

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

- Melanie is on vacation – no update to QWL

Safety – Melissa

- We are working on scheduling upcoming trainings for this upcoming year. We have some ideas in mind, but would welcome suggestions.
- IT is updating the mass text and email messaging systems
- There are a few fire doors on both campuses that should be kept shut and we are working on signage to that effect. This would include the ones at the top of both sets of stairs on the Donaldson campus and the fire doors leading to the Welding Lab on the Airport campus
- Safety procedures are being designed by Cabinet over the summer to cover when/how, etc the Lockdown buttons located at the main desks on each campus should be activated. These lockdown buttons lock every single door on the respective campus

• MUSSA – Beau

- Holding elections for MUSSA board
- **IDEA – Atalyssa**
 - Working on items for our 7th year accreditation visit, Strategic Plan KPI's, Strategic Goals and Annual Work Plan Final reviews form AY 22/23.
- **Professional Development – Marika**
 - Professional Development How to Apply for Funds is available here:
https://helenacollege.edu/campus_facilities/committees/ProfessionalDevelopment/default.asp
[x](#)

Dean's Office – Paige

Important upcoming dates

- [RSVP](#) for the August 5th Fun in the Sun event if you have not registered already. Bring a salad or dessert to share.
- Tuesday, August 22:
8 a.m. Welcome Back Breakfast Potluck.
Bring a dish to share, and/or OJ, fruit, etc. in the DON Student Center. The Dean's Office is seeking volunteers to help set up, organize the dishes as they come in, and clean up. Contact Paige by email if you would like to help.