

**STAFF SENATE**

*Minutes*

*09/06/2023*

**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.

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Howard, Beau /President  
 Mousel, Melissa /Vice-Pres  
 Adamek, Marika /Secretary  
 Anderson, Kelsey/Treasurer  
 Benasky, Ed  
 Bengel, Jeremy  
 Bennett, Josh  
 Caldwell, Kim  
 Carr, Kylie  
 Collins, Brad  
 Ferro, Paige

Fife, Tyler  
 Fontaine, Virginia  
 Gifreda, Laura  
 Hansen, Nina  
 Kalderon, Jelena  
 Kincheloe, Brandy  
 Marston, Mike  
 Miller, Candice  
 Mortimore, Kathy  
 Neace, Atalyssa  
 Nelson, Jeff

Palen, Dana  
 Pierson, Patricia  
 Ravenscroft, Cheryl  
 Reddington, Kasandra  
 Rogers, Tony  
 Rose, Andy  
 Stergar, Christy  
 Thennis, Anna  
 Thompson, Greg  
 Wagner, Cole  
 visitor-Emily Schuff

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**AGENDA**

I. **Called to Order 10:00 AM and led by Beau Howard**

II. **Review of Minutes** – Ed made a motion to approve, and Melissa seconded. The August minutes were approved unanimously.

III. **Treasurer’s Report --**

**Budget:** Kelsey reported Petty Cash -\$289.42

Budget in UMDW- \$500.00

IV. **Old Business**

a. Building Senate Community – Feedback from Committee Rush

- The ‘Food’ and ‘Outdoor’ category got the most votes at the committee rush staff senate table
- The most popular outdoor activity was hiking
- The most popular food idea was still having our re-gifting brunch and having charcuterie boards
- People were also interested in wine tasting and doing paint a pot for crafting activities

**Our first “planned” activity will be Thursday, September 14<sup>th</sup>:**

Interested in going on a hike after work? Join Kelsey for a medium intensity hike on Mt. Helena. We'll meet at the Mt. Helena trailhead parking lot at 5:30 and head out from there! Plan on a 3-4 mile hike. Bring water and hiking snacks.

- b. Activity Committee
- c. Potluck Meetings

**V. New Business**

- a. **Senate Guest: Kelley Turner** (Did not attend. Will ask if he can give a written follow up.)
- b. Introduction of new members, Dana, Anna and Paige F.
- c. **Senate Guest: Emily Schuff** – September is National Suicide Prevention Month and Emily is the HC community contact for the Lewis & Clark Suicide Prevention Coalition. The following resources will be added to our Teams site:
  - 988 Suicide Hotline and website: <https://988lifeline.org/>
  - Kognito mental health literacy and suicide prevention training (45 min) training portal and enrollment code are located on the HC wellness page: [https://helenacollege.edu/campus\\_safety/wellness\\_counseling.aspx](https://helenacollege.edu/campus_safety/wellness_counseling.aspx)
  - QPR poll will go into the Helena College main page for a September Faculty/Staff QPR training, Emily will put one on the calendar for December as well
  - September events/activities for Suicide Prevention Month, brought to you by the Lewis and Clark County Suicide Prevention Taskforce and Coordinator, Jess Hegstrom. [Final SPM23 activities.pdf](#)
  - NAMI Walk information is located at the HC Events page here: <https://calendar.time.ly/98f69zmy/event/76804790/20230924120000?r=https%3A%2F%2Fhelenacollege.edu%2F%23event%3D76804790%3Binstance%3D20230924120000%26popup%3D1>
- d. BMT representation – Budget Management Team (BMT) is requesting a staff representative. If you are interested please submit a statement giving reason/s why you would like to serve on the committee and submit to Staff Senate Board.
- e. Next month's speaker? – Beau will reach out to Ed, IT and Amy Kong, E-Learning for October and November respectively.
- f. The next 1:1 with Beau and the Dean is scheduled for next week. He will discuss scheduling our next Staff Senate/Dean mtg. and an idea for a Staff Senate "coffee hour/team building" suggested by a member.
- g. Beau went through the Committee reports. Kim Caldwell volunteered to report for Quality of Work Life committee to replace Melanie H.

**VI. Additional Items**

- a. No further comments. Please reach out to one of the officers or use the form in Staff Senate Teams file to share ideas

**VII. Committee Reports** (See below)

- VIII. Adjournment:** Meeting was adjourned at 10:45 a.m.  
**Next Meeting:** October 4, 2023 at 10 a.m. via TEAMS

## Committee Reports

### Budget Management Team (BMT) – TBD

### Dean's Office – Paige

Melanie started her new position on September 1<sup>st</sup>. Please include her in all correspondence to the Dean's Office.

The Dean's Office would like to schedule a Q & A with the Dean and Staff Senate in October, December, February, and April. (Bi-monthly). Please suggest some days and times.

### 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.

### IDEA – Atalyssa

- Working on items for our 7<sup>th</sup> year accreditation visit, Strategic Plan KPI's, Strategic Goals and Annual Work Plan Final reviews form AY 22/23.

### Quality of Work Life - Melanie

- Three new members were added to the committee during Club Rush! YEAH!
- First meeting of the semester: Friday, September 15.
  - 3rd Friday of the month from 11:00 AM-12:00 PM
  - You are welcome to join at any time as an employee of HC!
- Committee Members:
  - Cari Schwen
  - Christine Stergar
  - Mary Twardos
  - Melanie Heinitz - Chair
  - Rick Henry
  - Robyn Kiesling
  - Patricia Pierson
  - Keri Jaynes
  - Kim Caldwell
  - Anna Thennis

### MUSSA – Beau

- New leadership was elected and meetings are to resume in September

### Professional Development – Marika

- Professional Development How to Apply for Funds is available here:  
[https://helenacollege.edu/campus\\_facilities/committees/ProfessionalDevelopment/default.aspx](https://helenacollege.edu/campus_facilities/committees/ProfessionalDevelopment/default.aspx)
- Funds are available for the current AY. Watch for PD opportunities and campus survey in the upcoming MMM's.

### Safety – Melissa

- Nothing at this time. Melissa added during the meeting that their upcoming meeting may be discussing upcoming fire and earthquake drills.