

# GFCSSA Meeting Minutes

## February 2021

### Call to Order

A meeting of Great Falls College Staff Senate Association was held via WebEx on Thursday, December 10, 2020, at 1:30 pm. In attendance were Pam Buckheit, President; E.J. Suek, Vice-President; Andrea Fossen, Secretary; Denise Ostberg, Laramie Smovir, Courtney Brooks-Rhodes. And others included Jen Luft and Billie Perry.

Pam Buckheit called the meeting to order at 1:34 pm.

### Approval of Minutes

Denise motioned to approve the minutes from December; Laramie seconded the motion. The minutes were approved unanimously.

### Department Round-Robin (present departments only)

#### Communications – Denise Ostberg

- Coordinating w Connor (Admissions) on ways to improve social media.

#### Bookstore – Courtney Rhodes

- Modified hours during Spring Break:
- March 3<sup>rd</sup> to March 16<sup>th</sup> – FA charging
- New credit card machines ready to go.

#### Admissions – Laramie Smovir

- Big RT push via email and text messaging
- Online viewbook/virtual tour with marketing in the works

#### Financial Aid – Laramie Smovir (on behalf of FA)

- Refunds have been issued for 1<sup>st</sup> 8-weeks.
  - This means students cannot bookstore charge for 2nd 8-weeks if continuing from 1st

#### Registrar/Records – Andrea Fossen

- Census is currently going on

- Graduation will be in person in May

#### **Lifelong Learning – Pam Buckheit**

- Spring catalog will be online within the next week or two
  - This catalog will not be printed.
- CNA cohort starting in March

#### **Campus Committees & Other Reports**

#### **Curriculum Committee – Laramie Smovir**

- 2<sup>nd</sup> year (AAS) Industrial Technician program is in moratorium immediately.
  - A replacement will be decided at a later date

#### **First Year Experience – Laramie Smovir**

- Developing a resources page for self-paced

#### **Montana University Staff Senate – Laramie Smovir**

- New door locks – automatic/electronic locks to auto close doors.
- Discussed staff satisfaction surveys (bringing them back)

#### **CPBAC – Andrea Fossen**

- Similar to previous CPBAC meetings.

#### **Library Committee – Jen Luft**

- Will be a meeting soon.

#### **CEO/Dean Search – Pamela Buckheit**

- Listening Sessions
  - Committee was pleased with conversations and input
- Advertisements for position have been released today
- Closing date is February 26, 2021
- Interviews will be conducted virtually in April 2021

#### **Cross-Campus Communication**

- Staff Satisfaction Survey
  - Are we interested in conducting one?
  - What topics would we want to discuss?

- Broad? Narrow? Rotate?
  - Laramie suggested keeping the survey specific to communication across campus.
- If we do conduct the survey, we will need to get approval from ET as well as unions.

### **Adjournment**

Laramie Smovir motioned to adjourn the meeting, Denise Ostberg seconded. The meeting was adjourned at 2:16 p.m.