

GFCSSA Meeting Minutes

March 2021

Call to Order

A meeting of Great Falls College Staff Senate Association was held via WebEx on Thursday, March 11th, at 1:30 pm. In attendance were Pam Buckheit, President; E.J. Suek Vice-President, Laramie Smovir, Joshua Archey, Courtney Rhodes and Paul Gallagher. Other attendees Jen Luft and Oceane Weldele.

Pam Buckheit called the meeting to order at 1:31 pm.

Approval of Minutes

Laramie motioned to approve the minutes from December, EJ seconded the motion. The minutes were approved unanimously.

Policy Discussion

Oceane Weldele: Initial review of draft policy 510.1 Honoria and Non-Employment Stipends.

Background for policy request: People are going to Oceane saying they need to pay someone for something and the conditions are not clear as to what they are paying for or why. These payments need to be accurately run through Accounts Payable according to GFC and the IRS for accounting and tax purposes. This policy would clarify the process.

Clarification of terms:

Honorarium is for guest speakers that agree to come & speak but do not request payment for their time and talents. This honorarium payment is a small amount, a Thank You gesture per se, that GFC pays to the speaker without having been obligated to do so.

Non-Employment stipends are as their title implies, stipends that are not tied to employment. Non-Employment stipends, for example, can be paid for participation in programs such as the Native American Enrichment Program. They are a stipend that is paid at a specified time, such as the end of the semester, for completion of participation in a program.

This policy would not cover regular employment, or employment stipends that go through HR.

Discussion:

Josh: Appreciate this direction, utilize this a lot, worded really well.

EJ: No problem with this policy. If it makes the back end easier, it is a good thing.

Jen: As an admin, it is nice to have specific direction for these payment.

Quorum for a vote to accept the Policy as written: Yes

Policy moved to Action Item: Accepted motion by Laramie to approve this policy as written, EJ seconded, vote was conducted, and motion passes unanimously.

Department Round-Robin (present departments only)

Student Engagement/HR – Josh Archey

- Continuing to try to get students involved in something.
- HR – for Mallory, Emotional Intelligence Seminar coming up.
- HR – Staff positions are available, please check website or visit with Mallory

Bookstore – Courtney Rhodes

- Finishing up Book Buy Back for 1st eight weeks.
- Finishing up 2nd eight week charges.
- Graduation Order Forms are due by first week of April, cost is \$23.
- Textbook orders due March 16th.

Admissions – Laramie Smovir

- Block B started yesterday, pushing forward to Summer and Fall.
- Virtual Fair with the rest of the schools in the State in April.
- Connor has started going out to schools. If you need to contact him, please send him an email.
- Please put out the word to fill the Dual Enrollment position.

IT/Technology Assistance Center – EJ Suck

- Cares Act funding.
- Almost all of the instructional rooms are up to the original specifications.
- Starting to put Solid State drives in the lab computers B Wing to speed up start-up.
- Replacing all of the wireless access points in the whole building. This is for compatibility to the new wireless hardware in the new Dental addition.
- Back end switches and hardware upgrades due to end of life conditions. Life span is a 3-4 year window.
- Graduation pieces – streaming, cameras, angles, Arne will be producing a show.

Facilities - Paul Stafford

- Dental – Moving right along and have been able to keep things heated with the cold.
- Dental – New ramp will be poured soon to connect the new addition to the original space.
- Ben has finished replacing all the pole lights in the atrium with LEDs. Moving on to the can lights.

Lifelong Learning – Pam Buckheit

- Spring catalog is online, huge email push to nearly 1,000 people.

- Summer camps – kids only, will be fun. Hoping to build a relationship with the clubs at the high schools to have them run camps (with help) for us. Stipend or honorarium may be given to the club.
- CNA has 4 student going through the first class.

Campus Committees & Other Reports

Library Committee – Jen

- Committee has met. Working on mission and policies.

CPBAC – Laramie

- Dental Hygiene Department is looking to create a new position. Dental Hygiene Clinic Coordinator and Lab Assistant.
- Lifelong Learning started CNA classes.
- Mandy Wright is official the Director of Library Services, Assessment and Teach & Learning Center, no longer interim.

Union – EJ

- Need to have a Union meeting, EJ is the unofficially the President of our Local.
- Our contract was up this year, contract was extended as-is until 2023 except for wages. We still start bargaining wages in May 2021
- Concealed carry has passed the Legislature. Will go to the court system, probably sometime in May.
 - Laramie pointed out that we have more than one union on campus and that all should be asked for their input.

CEO/Dean Search – Pamela Buckheit

- Moving along as quickly as possible.
- Next week will be first round interviews via WebEx.

Discussion

- Staff survey and moving it forward.
 - Created sub-committee, members are Laramie and Josh.
- Pam has talked to the COVID Taskforce regarding communication. They feel they are doing the best they can to inform campus and maintain confidentiality. If you were not contact traced it was determined that you were not close enough to the infected person.

Adjournment

Laramie Smovir motioned to adjourn the meeting. The meeting was adjourned at 2:12 p.m.