

GFCSSA Meeting Minutes

Call to Order

A meeting of Great Falls College Staff Senate Association held via WebEx on Thursday, May 13, 2021. Senators in attendance included Pam Buckheit, EJ Suek, Laramie Smovir, Courtney Rhodes, Paul Gallagher, Michael Shell, and Denise Ostberg. Others in attendance included Carmen Roberts, Levi Rabel, and Becky Sullivan.

Meeting called to order at 1:35pm by President Pam Buckheit.

Approval of Minutes

EJ motioned to approve the minutes from March; Paul seconded the motion. The I's were unanimous.

Consent/Informational Items

I. Safety Smart Funds:

Carmen Roberts joined us to discuss safety smart funds at the request of Laramie. Safety smart is a statewide program. MUS is a self-funded workers compensation program. Since there was an overage in our workers compensation fund and the money needed to be spent down in order to increase worker safety on campus. This can include ergonomic issues such as chairs, keyboards, standing desks, and vertical mice. We have also purchased larger things such as a genie lift for maintenance. Slips, trips, and falls are our highest claims on this campus, so some of the funds went to purchasing two new plows and ice grippers. Think about the safety things that can be updated or purchased to keep employees on campus safe, big or little.

If we see something, you need to fill out the application that is then given to the safety committee. If someone needs an ergonomic item, we ask Brad Bechard to do an ergo assessment (with the exception of a chair). Encourage people to ask for the things that they need to make sure they are comfortable and safe in their workspace. Form will be attached to the meeting minutes.

II. Development Work Update:

There will be two trees that have been donated in memory of Nancy Weaver and Dr. Wolff's mother that will be planted in front of the dental clinic along with a bench/plaque. Informational document will be attached to minutes.

III. Campus Departmental Reports:

- Communication & Marketing: They took over 2000 pictures of graduation. They completed the student of the year event last week. Scott is working on a video for the

Board of Regents meeting. We have added 6 members to the Development Board including Dr. Erdmann.

- IT: They streamed graduation live and they have the video archived for later viewing. They learned a lot about doing graduation at the Pacific Steel and Recycling Center and feel confident in a better event there in the future. The dental clinic wiring is almost complete. They are pulling extra wiring into the pods just in case they need it in the future because it's cheaper to do it before the walls are closed up. They are replacing their main digital storage device on campus so we have room for videos and such. EJ is working on getting laptops into faculty hands before the summer exodus. E-learning received a 33% on their student satisfaction scores. Which is impressive and they plan to shoot for 40% next year.
- Registrar & Record: Getting ready to start processing the after graduation paperwork and graduation apps.
- Admissions: We have started in-person recruiting. We finished wrapping up the summer semester intake. We have a new orientation software that we are hoping to have in place for fall of next year.
- Maintenance: Have completed one round of interviews for the open custodial position but have chosen to re-post the job for more applicants.
- Bookstore: Finishing up the 2nd week of buy back and summer charging is still open. They will start their summer hours M-R 8-4 and F 9-1.
- Lifelong Learning: They are about to mail out their summer catalog. They have made some changes for this summer. They are working with some of the high school clubs to provide a fundraising opportunity for them. The club will run a camp and get 75% of the profit from the camp. They have coordinated with the school district and will be providing lunch for the kids that are attending camps here on campus.
- Library: There will be meet and greets for the librarian interviewees over the next couple weeks.

IV. FY21-22 Staff Senate Board Elections:

President Nominees: Laramie Smovir or Denise Ostberg

Vice-President Nominees: EJ Suek or Paul Gallagher

Secretary Nominees: Denise Ostberg or Pam Buckheit

Elected FY21-22 officers are:

President: Laramie Smovir

Vice-President: EJ Suek

Secretary: Denise Ostberg

V. Campus Communication Survey

We have been working with MSU-Billings to get a student intern for the Fall semester. They will be in charge of designing, sending out, and analyzing the communications results. This will help the student by allowing them to get credit for the project. It will also benefit the school by being a person that is not connected to campus and will have no bias. We will wait until the fall to offer this internship.

VI. HB 102 – Draft Policy Proposal from OCHE for Board of Regents

Link was provided in agenda. There is an article in the Bozeman Chronicle and the Great Falls Tribune about the public comment session for those interested.

VII. Meeting Times and options

We are now able to meet in person. We will offer both in-person and online options.

Adjournment

Denise Ostberg made a motion to adjourn the meeting. The motion was seconded by EJ Suek.

The meeting was adjourned at 2:11 pm.