
GFCSSA Meeting Minutes

Call to order

A meeting of [Great Falls College Staff Senate Association](#) held in [Room G122](#) on [3/21/2019](#). Senators in attendance included [Tony Bernatonis](#), [Priscilla Azure](#), [Josh Archey](#), [Ben Truman](#), [Greg Schauer](#), and [Shannon Marr](#). Others in attendance included [Heidi Pasek](#), [Carmen Roberts](#), [Susan Wolff](#), [Kayla McKinney](#), [Ben McKinney](#), [Steve Halsted](#), [Samantha Fairhurst](#), [Cheryl McGee](#), [Taylor Alexander](#), [Denise Ostberg](#), and [Stacy Lowry](#). Meeting called to order at 1:30 PM.

Approval of minutes

February 21, 2019 meeting had little discussion and low attendance; therefore, no minutes taken or presented.

Informational Items

A. Dr. Wolff's discussion about current legislative session:

- Dr. Wolff provided information on what is happening with the legislature session.
- Pay plan passed, \$0.50 per hour, starting in January 2020.
- State budget passed the House yesterday, will now go to the Senate.
- Infrastructure bill, Dental Hygiene expansion, was in House Bill 14, now in House Bill 652; it will go to a vote in the House on Monday. Once it passes the House, will go to the Senate. These bills are the most important that impact us.
- Questions:
 - a. Is there any time frame given?
 - No, usually the last day of the session.
 - Conceptual design done by LTW Architects to start, cost was \$4.75 million, we submitted to Bozeman, then commissioner's office reviewed was \$4.25 million, lost \$, didn't grant spending authority, build will be 18 months to 2 years, what a tremendous gift, no match requirement; a few sessions ago we would have to match donations.

B. 8-Week Advantage Student and Faculty/Staff survey results:

- Eleazar presented results from the 8-Week Advantage survey responses from students and faculty/staff.
 - Please refer to the PowerPoint for the presentation and the full report for comments and the entire survey. The links are on the last slide.
- Questions:
 - a. Were these questions asked before the 8-Week Block started?
 - No they were not administered to the students before, and I didn't put the exact instructions for these series of statements but it was pertaining to the 8-Week Block
 - b. Are you able to break down and say of the 15% of dual enrollment responded this was their response?
 - Yes, the full report will allow you to filter it off by category

- c. Is this broken down by programs?
 - No, not unless they indicated it in the comments
- Eleazar will send the links to Tony so he could add them to our webpage.

C. Information about the updated mileage policy:

- Carmen presented the updated policy on how much you are reimbursed when you use your own vehicle.
- We have to refer back to MT Code Annotated so the verbiage is now in our policy. It is not a change in practice; it is clarification in the wording of it.
- Two different rates. We follow the federal rate which is updated every year. If you choose to take your own vehicle then you 48.15% of federal rate. You will be asked why you are taking your own vehicle and “is in the best interest of the institution for you to take your own vehicle” which is the gray area.
- Updated the personal vehicle authorization form. Every time you put in for mileage reimbursement, a section has been added to indicate what rate you will be reimbursed after discussing it with your boss. This forces a conversation between the employee and manager.
- As employees, it is always in our best interest, from a financial perspective to take the college’s car or rental car. If you hit a deer in your own vehicle that is on your insurance that is why we are reimbursing you for your mileage so you are on the hook for that. If you are in the college’s vehicle then our insurance covers it and so on. We want to encourage employees to use college vehicle or rental car.
- Questions:
 - None

D. Dr. Pasek’s presentation of Ad-Hoc Northwest Association of Colleges and Universities Report:

- Dr. Pasek presented the Ad-Hoc Northwest Accreditation Report and explained what it is and why we do these things and why it is important and interesting to you.
- Dr. Pasek explained that we are accredited by the Northwest Commissions and Universities and how important it is for our institution to get Federal aid and a great way for us to get involved in the process of getting our colleagues throughout our region feedback and input on how we are doing. In addition, it gives us accreditation but uses all of us to work in higher education to go out in teams and conduct assessments of other institutions and hold one another accountable for doing good work.
- This particular report is an Ad Hoc report which means we have to report back to the commission on how we are doing on any recommendation we had on student learning outcomes assessment and how we do that and how we tie that back to our mission fulfillment. We did our year one report and now we are at the point where we are about year 3, starting year 4 in the fall, and we will do a year 7 report to talk about how we have been doing in this 7-year period with our goals.
- Dr. Pasek explained the importance of having measures in place so we can prove to the taxpayers we do what we say we are going to do. One of the really important components of all of this is our planning process. The CPAC group, the budget and transparency group, is a group where they close the loop on things, share information about the budget and planning, and assessment and accreditation. Anyone can attend.
- Please refer to the full official Ad Hoc Report on our Accreditation webpage. The full report includes pictures of faculty, staff and students.

- Questions:
 - a. How often do we have to be accredited or go through this process?
 - We are on a 7-year cycle.
 - Already did a year 1 report, talked about what our mission is and how we measure our progress towards the fulfillment of that mission, established core indicators, strategic plan and all the things that we do.
 - Another report is due at mid-cycle, where they come and visit and talk to you about how you are doing and provide feedback on how you are coming along, was last spring.
 - Required to do Ad Hoc report to keep on top of this.
 - We are working on our Strategic Plan; the feedback we received was that our mission was somewhat broad and vague.
 - We have a group looking at our goals, objectives, and core indicators.
 - A planning assessment expert is coming to the college (part of a grant, not costing institution any money); she will provide advice on our planning process and finish changes to our Strategic Plan.
 - By year 7 report, we should be able to say this is what we did, this is how we changed our plan, and this is how we progressed. Then we are really going to be focused on the 8-week advantage.

Action Items

A. Revised Tobacco Policy 601.3 - Leonard Bates is with the Tobacco Task Force Committee and they are proposing each governance to approve and endorse the revised tobacco policy:

- Mr. Bates mentioned the policy has been presented to Faculty Senate; they will vote on it tomorrow and then will be ready to pass it onto the Executive Team.
- The policy was revised to incorporate all methods of nicotine delivery since there is a new one every year and prohibits tobacco use on campus or in any location used by the college including anywhere on the grounds. We cannot prevent you from smoking in your car. We cannot 100% enforce it but hoping having the policy in place will reduce tobacco use than not having it in place.
- Employees affected by this policy voiced their concerns and had questions:
 - a. Is it safe to say that some of the biggest changes are making it 100% smoke free campus?
The only difference right now is the smoking area will be going away.
 - Yes that is the major change
 - b. Do we know how much money/taxes comes from tobacco for our facility?
 - We do not accept scholarship grants so forth from tobacco companies
 - The tax goes into general funds then distributed
 - c. Can anybody can go out to his or her vehicle in our parking lot and smoke?
 - Yes, their vehicle is private property
 - d. Can they be sitting in their vehicle but cannot be leaning on it? Will it be put in the policy? Comment following was, so they cannot come back later and say no we did not mean it that way. If you are on the outside leaning against your car, you are on technically on school property. What if we change administration and the new administration reads it differently?

- Our experience with administration is we agree with you but it is somewhat hard to enforce it.
- e. Why does administration think that revision needs to be done any way?
 - Actually, this is not initiated from administration but the Truth Initiative, which is a student lead organization, funded by a grant. The Truth Initiative comes after the tobacco companies were sued in 1999.
- f. How are we going to enforce someone with a chew in their mouth, are you going to walk up to them and make them open their mouth?
 - Obviously not. We will not be able to enforce everything.
- g. The policy states it would be enforced with employee and student conduct, so with anyone with chew in their mouth or smoking not in their personal vehicle, could potentially (depending how many times they do it) be fired and/or dismissed from school?
 - My expectation is that when people are smoking, some people may choose to speak to them and some will not, this is a smoke free campus, and that usually is going to take care of it.
- h. If someone continually breaks this policy, it is possible for him or her to be dismissed, is that correct?
 - I do not know, is my answer.
- i. We can't take money for scholarships for tobacco industries and/or related sponsors, that is very broad, so we are going to limit some of the scholarships that our students can get based on tobacco?
 - Yes, if it comes from the tobacco industry. We are allowed to use it for research. The scholarships administered to us we will not be taking money and then administering those scholarships. If there is a student in Great Falls who applies for scholarship through Marlboro, how they are getting the money to pay for college is out of our hands. This is also consistent with university system policy and MSU policy.
- j. Has there been a large complaint about the one smoking area we have, is it just bothering people? It seems everything is about the same in this policy except for the one area on campus we are allowed to smoke.
 - Yes, that is the biggest single impact it has.
- k. I was wondering is there some negatively about that? I understand what you are saying about enforcing the policy but I really do not see how a new policy like this is going to help you enforce it if you can't enforce the current one.
 - This is a student initiative so this is happening across the board, across the nation.
- l. Has there been a vote by students? I know there has not been a vote by staff. Who gets to vote on the Senate?
 - Yes, there was a survey conducted in April 2018 that went to everyone. The link will be available for those who want to review it.
- m. What are we getting out of changing the policy? What is the push, what are we getting out of this, by taking our one smoking area away?
 - We are making it a more tobacco free campus and clarifying nicotine delivery devices. We are coming into line with Bozeman's policy. In addition, we received grant money from the Truth Initiative (mentioned NASPA in the meeting but it really is coming from the Truth Initiative which are two different organizations) that supports student activities on campus.

- The Montana Legislature agreed in 2009 that the right to breathe smoke free air has the priority over the desire to smoke, which is annotated quote. We want to ensure every area on campus is smoke free for our students.
 - n. Has anyone asked for a meeting for the current smokers, students & staff, on campus, this specific segment?
 - No; however, the revised policy was distributed via email to all classified staff in February to review.
 - o. Are you going to have anything for students to relieve their stress? Just sitting outside is not helping them relieve their stress. Have you talked to the students on what will help them relieve their stress?
 - Yes, the student group will start doing some programming in a week or two and offer a variety of things. This is not an anti-smoking campaign.
- Senators were reminded that when they are voting they are voting for their constituents as well. So if you have not talked to everyone in your department regarding this policy, you need to. As a Senator, it is your responsibility to represent everyone in your department. If you do not currently have a Senator, you do not have a voice or have anyone representing you.
 - It was noted that the policy approval process, once the Executive Team is ready to move on, Lorene sends it out for public comment then it goes back to the Executive Team. There will be an opportunity to send comments directly to the Executive Team.
 - A motion initiated to table voting on the revised policy until next meeting so that all constituents have a chance to review it; no one opposed, motion passed.

Old Business

A. Update on NASPA/HCM grant:

- Josh updated the group on what HCM is and the progress the student group has made. HCM is Healthy Colleges Montana and we received \$5,000 to work with students on campus to increase health. Whether it is mental health or physical health, just a wide variety of what it means to be healthy. \$2,000 goes to student scholarships, \$1,000 education purposes, \$2,000 towards large-scale area such as outdoor area. Collaborating with Welding Department to have students create tables.
- Three students on campus working on bringing some sort of programming to our campus.
- Last month they set up a tabling campaign in the cafeteria area “just because you are not sick doesn’t mean you are healthy.” Provided healthy breakfast items for students on the go between 9 to noon.
- For the remaining of the semester, they are focusing on Self Defense coming off of Women’s History Month and going into the No More Violence week. They are collaborating with Lifelong Learning to bring a free Self Defense class. Closer to finals, they will offer a free Meditation class.
- Tony updated those who are not aware of the collaboration between HCM and Staff Senate in regards to the outdoor area. This started out as a discussion for a meeting area for faculty, staff, and students to get outside more and soak up some vitamin D. It expanded with HCM’s help and worked out great.
- Josh and Priscilla are creating a survey directed towards student needs, mental health issues, or any other issues that prevent them from attending, focusing on student retention. It should be sent out before the end of the year.

- Questions:
 - a. Is there any update with the scholarships?
 - The first half of the money was divided between the students and then they will receive the second half of the money second semester after they complete their programming and do the commitment they are signed up for.

Adjournment

A motion was initiated to adjourn the meeting, no one opposed, motion passed. The meeting was adjourned at 2:47 PM.

Priscilla Azure
Secretary

4-3-2019
Date