

GFCSSA Meeting Minutes

Call to Order

A meeting of Great Falls College Staff Senate Association held via WebEx on Thursday, April 8, 2021. Senators in attendance included Pam Buckheit, EJ Suek, Laramie Smovir, Courtney Rhodes, Paul Gallagher, Josh Archey, and Denise Ostberg. Others in attendance included Jeni Luft and Mandy Wright.

Meeting called to order at 1:35pm by President Pam Buckheit. Laramie asked if there was a quorum. It was announced that Andrea Fossen has stepped down from Staff Senate and that Michael Shell has been elected to finish out her term. In the meantime, Staff Senate is without a secretary. It was determined that a quorum was present at the meeting.

Approval of Minutes

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

Consent/Informational Items

I. Assessment Policy:

Mandy Wright presented the new proposed Assessment Policy. Broadly, she explained that this is what instructors have been doing since 2007, but the college has never had a policy for making sure it was done for accreditation and there wasn't a clear expectation for faculty to participate. The policy will articulate the importance of the process. It will be faculty driven and different roles and responsibilities need to be addressed. The policy will be more formal than just the webpage where the procedures currently exist.

Discussion: The policy should not affect staff in any way, including admins. Mandy will manage the policy and participation. She is hoping to use the data collected to improve assessment reports for the institution. It will help instructors improve the way they teach.

Jeni asked how long it takes an instructor to complete. Mandy said it depends on the program.

Since this policy has little to no impact on staff, and in the interest of time, Laramie moved to bring it forth as an action item on today's agenda. Paul seconded the motion.

Laramie made a motion to approve the policy as written, seconded by Joshua and passed unanimously.

The Senate appreciates Mandy's time to be here and the policy explanation and we will send a message to the Executive Team of our decision.

II. Round-Robin Reports:

- Facilities - Paul reports James will retire 4/20/20 but not much else. Construction is moving along.
- Communications/Marketing - Denise reports Scott has been busy doing interviews and new releases. She has been getting calls about public events after graduation. She will be posting photos for the new dental area as well as pinning photos for the PTA ceremony.
- Bookstore - Courtney reported that caps and gown were available as well announcements. Bookstore is also doing buy-back and getting ready for charging for Summer term. They also are working on the year-end fiscal report.
- Human Resources - Joshua reported that PTK will have a virtual ceremony, time TBA. Student government is planning to purchase charger banks for student cell phones with year-end money and they are also holding a scrub drive. Americorps is always looking for volunteers.
- Admissions - Laramie reported that they are busy preparing for Summer term as well as Fall 2021. The counselor college fairs will be in April.
- Information Technology - EJ reported they are preparing for graduation as well as waiting for the go-ahead to start wiring in the new dental addition.
- Administrative Assistants - Jeni reported that applications are coming in. HIT has a date of 4/28 and nursing on 5/7. RT will be coming up sometime in April.
- Lifelong Learning - Pam reported that they are looking for instructors for summer camps, especially the computer programming and game development. They hope to have instructors for the BlackRocket sessions for kids 12-14. It was questioned if maybe some of our computer students might be willing or interested. LLL did not have a physical catalog last term and that did not work well, but a printed catalog for the summer session is in the works.

III. Committee Reports:

- Laramie is taking food truck RFPs.
- Denise is working on updating the website including committees. Hopefully that will improve committee communication and structure.
- Laramie and Josh are working with the staff satisfaction survey but in waiting-mode.

IV. FY21-22 Staff Senate Elections:

- Elections for the FY21-22 Staff Senate officers will take place at the May meeting. All officers serve a one-year term, so elections will be held for president, vice-president, and secretary. Also, there are several senators whose terms are expiring in 2021, and there are several departments without representation. Information about open positions and nominations will be sent out within the next few weeks.

V. HB102:

- There was a discussion about HB102 weapons on campus. Emails and comments are being collected by OCHE. As of now the BOR is not planning on challenging the law in court.

- Suggestions for preparing for the new law on campus:
 - i. We should get a hold of GFD to see if we can get another active shooter training scheduled.
 - ii. The college community should discuss safety protocols and include students in those discussions.
 - iii. Refreshers of the current protocols is always a good thing.
 - iv. It was brought up that maybe we could get someone from the CCSO to come and give a presentation on concealed carry permits (Landon Koteski?).

Adjournment

Laramie Smovir made a motion to adjourn the meeting. The motion was seconded by Denise Ostberg.

The meeting was adjourned at 2:32pm.