

## December 2020

### 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. Senators in attendance included Pam Buckheit, President; E.J. Suek, Vice-President; Andrea Fossen, Secretary; Denise Ostberg, Laramie Smovir, Courtney Brooks-Rhodes, Paul Gallagher and Joshua Archey.

Pam Buckheit called the meeting to order at 1:30 pm.

### Approval of Minutes

EJ Suek motioned to approve the minutes from October; Paul Gallagher seconded the motion. The minutes were approved unanimously.

### Department Round-Robin

#### IT – EJ Suek

- CARES funds to outfit rooms for distance learning and instruction upgrading camera and speaker functions.
- Help desk powered by Thrift Services. Having a central request system has been helpful so items aren't forgotten and can be used for reporting and analysis on types of requests received.

#### Student Engagement – Joshua Archey

- Reminder: Julie Freshly is retiring mid-January.
- ACHA-NCHA National College Health Assessment; GFC has never participated in this before. Getting approval from MSU legal to perform survey.
- Ever-fi contract is ending.
  - Looking at other products offering trainings in alcohol education, sexual assault prevention, diversity, and other HR related items.

#### Admissions – Laramie Smovir

- Admissions deadlines in January.
  - Application and document deadline is January 6<sup>th</sup> at 5pm.
- Challenges of recruiting during COVID and if anyone has suggestions on how to reach prospective students, please let Laramie know.
- Opening day is January 7<sup>th</sup> and format has changed this year to all day rolling events.
- College in a Day is also January 7<sup>th</sup> and will be held virtually.

#### Bookstore – Courtney Rhodes

- New registers in the bookstore and today is first live day.
- December 29<sup>th</sup> is the start of Spring charging.
- January 4<sup>th</sup> the bookstore is returning to normal hours.

### **Communications – Denise Ostberg**

- Documenting Dental Clinic progress.
- Scott is working on a series of press releases.
- If you have items to post on our Facebook page, please connect with Denise.

### **Registrar/Records – Andrea Fossen**

- Applications are picking up.
- Registrar's office is working on End of Term.

### **Maintenance – Paul Gallagher**

- Keeping up with construction and COVID cleaning requirements.
- Intersession is deep cleaning time.
  - If you're going to be out of your office, let maintenance know and they can deep clean your office.
- Installing new vinyl boards in a few classrooms; these are water and microfiber cloth only.

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

- Winter catalog, new this year, will run January until Spring Break.
  - Online available Thursday, December 17<sup>th</sup> and printed catalogs will be available the week after that.
- Tammie Hickey is interim director while maintaining duties with CCRC.

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

#### **Food Truck Update - Laramie**

- No trucks are interested during winter season.
- Others have expressed concerns over our location and getting traffic worth their time.
- Expect an update in Spring (March/April).

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

- Laramie had two suggestions:
  - 1 – to have emails weekly and monthly about camps events once we are open to the public.
    - Denise agreed once we have events she would continue this practice
  - 2 – concerned about the communication (or lack thereof) regarding different groups on campus being required to quarantine and not notifying others who may have been in contact with them that they are quarantined.

- Example given: Laramie was in contact with the Physical Therapy students just before they were all quarantined for the second time this semester and she was never notified.
- Pam will bring this to the COVID task-force's attention

### **Development Team**

- Denise reported on the Dental Clinic fundraising.
  - So far, \$51,000 has been raised and another \$30,000 pledged.
  - \$200,000 is needed.
- EJ asked what the money fundraised is used for.
  - Denise provided clarification that money from the legislature for the project is for the building/facility only and equipment and other furniture would be purchased thru funds raised

### **Adjournment**

Laramie Smovir motioned to adjourn the meeting, Joshua Archey seconded. The meeting was adjourned at 2:00 p.m.