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. In attendance were Pam Buckheit, President; E.J. Suek, Vice-President; Andrea Fossen, Secretary; Denise Ostberg, Laramie Smovir, Courtney Brooks-Rhodes. And others included Jen Luft and Billie Perry.

Pam Buckheit called the meeting to order at 1:34 pm.

Approval of Minutes

Denise motioned to approve the minutes from December; Laramie seconded the motion. The minutes were approved unanimously.

Department Round-Robin (present departments only)

Communications – Denise Ostberg

• Coordinating w Connor (Admissions) on ways to improve social media.

Bookstore – Courtney Rhodes

• Modified hours during Spring Break:
  • March 3rd to March 16th – FA charging
  • New credit card machines ready to go.

Admissions – Laramie Smovir

• Big RT push via email and text messaging
• Online viewbook/virtual tour with marketing in the works

Financial Aid – Laramie Smovir (on behalf of FA)

• Refunds have been issued for 1st 8-weeks.
  • This means students cannot bookstore charge for 2nd 8-weeks if continuing from 1st

Registrar/Records – Andrea Fossen

• Census is currently going on
Graduation will be in person in May

Lifelong Learning – Pam Buckheit

- Spring catalog will be online within the next week or two
  - This catalog will not be printed.
- CNA cohort starting in March

Campus Committees & Other Reports

Curriculum Committee – Laramie Smovir

- 2nd year (AAS) Industrial Technician program is in moratorium immediately.
  - A replacement will be decided at a later date

First Year Experience – Laramie Smovir

- Developing a resources page for self-paced

Montana University Staff Senate – Laramie Smovir

- New door locks – automatic/electronic locks to auto close doors.
- Discussed staff satisfaction surveys (bringing them back)

CPBAC – Andrea Fossen

- Similar to previous CPBAC meetings.

Library Committee – Jen Luft

- Will be a meeting soon.

CEO/Dean Search – Pamela Buckheit

- Listening Sessions
  - Committee was pleased with conversations and input
- Advertisements for position have been released today
- Closing date is February 26, 2021
- Interviews will be conducted virtually in April 2021

Cross-Campus Communication

- Staff Satisfaction Survey
  - Are we interested in conducting one?
  - What topics would we want to discuss?
- Broad? Narrow? Rotate?
  - Laramie suggested keeping the survey specific to communication across campus.
    - If we do conduct the survey, we will need to get approval from ET as well as unions.

**Adjournment**

Laramie Smovir motioned to adjourn the meeting, Denise Ostberg seconded. The meeting was adjourned at 2:16 p.m.