

## Staff Council Meeting Minutes

Wednesday August 27, 2025  
12:02 PM – 12:59 PM  
Selover Board Room

### In Person Attendees

Shaydean Saye  
Marcy Buster  
Rachel Osburn  
Beth Schatzke  
Kevin Kuenn  
Steven Peterman

### Virtual Attendees

Holly Braubach  
Tanya Baum  
Jay Baum  
Tiffany Canning

### Guest Presenters

Brad Nason  
Cedric Snelling

Staff Council Chair Shaydean Saye called the meeting to order at 12:02 pm; attendees went around the room to introduce themselves before Shaydean introduced the first Guest Presenter.

- Guest Presenter
  - Executive Vice President - Brad Nason
    - Hazing legislation
      - VP Nason summarized the new Hazing legislation that was formally adopted in December 2024 with required implementation by June 2025
        - The new legislation's intention is to, first and foremost, prevent hazing but also to inform. It's estimated that one in two students will be hazed at some point during their time in college.
        - The legislation expands reporting requirements, potentially requiring 3 reports/year, depending on when incidents occur.
        - All students, faculty and staff will now be required to take annual Hazing Prevention Training; additionally the college is required to provide ongoing Educational Development.
        - More information can be found on the Campus Safety page of the RMC website <https://rocky.edu/rocky-mountain-college-hazing-policy/>
        - Please contact VP Nason if you have any questions or would like more information.
      - QUESTIONS ASKED/ANSWERED DURING PRESENTATION
        - Rachel Osburn - will the required training be an annual requirement, not just one time?
          - Yes, it will be required to be taken annually.
  - Faculty Chair - Cedric Snelling
    - Early Alert System
      - Professor Snelling described what the Early Alert System was and how it is used to currently support students who have been identified as needing support or assistance.
        - The Early Alert System consists of a group of faculty and staff, representative of all departments on campus, to assist students who may be in need of additional support, be it academic, financial, emotional or anything else.
        - If any faculty or staff member identifies a student who may be in need of additional assistance, they can submit a form with some basic information about the student and Professor Snelling will create a post within the group to help identify the best individuals to assist. Sensitive alerts will be handled with discretion and only involve those who will be directly involved.

- Professor Snelling estimates that he receives 20-25 submissions/semester, of which about 5-10 are from staff. He feels the system works very well to get students the help they need early on.
- To submit a student alert, perform the following steps:
  - Go to the Faculty and Staff Resources page of the RMC website found here.
  - Once you have signed in with your credentials, scroll down and click on 'Early Action Form' found under Staff Resources.
  - Complete the form.
- Please reach out to Professor Snelling if you have any questions or would like further information.
- QUESTIONS ASKED/ANSWERED DURING PRESENTATION
  - Shaydean Saye - is there anything staff can do to help faculty?
    - Not at this time
  - Steven Peterman - How can we close the loop between the person who submits the form and any actions or resolutions?
    - There is an open comment section where any member of the group can post updates to keep the group apprised of progress. Additionally, Linda Eliason regularly reaches out to any faculty to follow up, however, there is currently no one that does so on the staff side. There is an opportunity to encourage more robust use of the comments section by the group.
  - Tiffany Canning commented she has found the Early Alert System helpful in her position for conversations with students and families and enjoys being involved.
- New business
  - None
- Old business
  - Discount List - work continues
    - If you currently receive an educator discount from somewhere, please let us know and we will add them to the list!
- Announcements:
  - Hourly employees can remain clocked in for the meeting while in attendance. Please coordinate an alternate lunch break with your supervisor if the meeting is during your normal lunch break period.
  - Benefit Reminder - you are allowed 3 hours paid time during the work week to workout at Fortin Fitness Center; please coordinate with your supervisor
  - Athletics is looking for work-study students (or staff volunteers) for home game activities such as ticket sales; if you are interested or know anyone who is, please contact Ethan Davis at [ethan.davis@rocky.edu](mailto:ethan.davis@rocky.edu).
  - Please note, Staff Council meetings are now the 2nd Wednesday of each month to encourage more faculty participation.
  - Upcoming dates/reminders
    - MASTER CALENDAR - <https://rocky.edu/calendar/>
    - ACADEMIC CALENDAR - <https://rocky.edu/academics/academic-calendar/>
    - ROOM BOOKING SPACE USE SCHEDULE - <https://mrbs.rocky.edu/>

The next meeting will be Wednesday, September 10th, 12 pm-1 pm in the Selover Board Room; more information can be found on the RMC Staff Council webpage <https://rocky.edu/faculty-staff/staff-council/>.

Shaydean adjourned the meeting at 12:59 pm

Questions regarding this meeting? Please contact one of our staff council representatives:

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