

**PROFESSIONAL COUNCIL MEETING
MONTANA STATE UNIVERSITY
WEDNESDAY September 14, 2009
Reid Hall Room 415
11:00 AM – Noon**

Members Present: Woody Cranston, Erika Swanson, Betsey Pitts, Stacey Scott, Carolyn Plumb, Chris Bauer, Adam Edelman, Nancy Filbin, Linda LaCrone for Sheryl Dettmann, Julie Tatarka

Others present: Pat Lane, Aaron Troxinger

Chair Pitts stated that today's meeting will contribute to PC's overall goal for 2009-2010 of establishing and solidifying the means by which PC communicates with its constituents. Professional Council also intends to use the other two goals on our list, professional development and impacting student retention, as subject matter to communicate to professionals once PC has established the means of communication via web, email listserve, and various personal interactions.

Professional List Serve

- Setting up the ability to reach professionals satisfactorily via email - PC still needs to decide on the breakdown of professional constituencies— i.e., do we continue to use the identifiers “academic, research, admin and student affairs (which aren't clear descriptives in Banner)?” Adam Edelman refined the entire professional list serve to capture names more efficiently via a manual manipulation. He stated that the research professional list serve does not correctly list all research professionals. Additionally, the four constituent professional groups cannot be segregated. He suggested that PC might be able to create an opt-in portion on the professional website for research professionals after they receive an email generated through the universal professional list serve. PC members queried why separating out constituents would be necessary and two main reasons emerged: voting within specific constituent groups, and identifying specific groups to apprise them of their specific representative on Professional Council. After further discussion, it was decided that if a specific constituent group were to be targeted via email, the chair and/or chair-elect would send out an email to all professionals and note who it was specifically for in the subject line. As a major step in effectively communicating with their constituents, PC now has a mailbox that works, emails are now coming from the chair and chair-elect, and the list serve works.

Coordination of an MSU professional employee reception at the November Board of Regents meeting at MSU-Bozeman – Nancy Filbin, Chris Bauer

- PC members will coordinate a meet and greet with the BoR to have a presence with them during the meeting.
- Guests might include the president, administrators and, perhaps, professionals from other MUS campuses.

Coordinating a Professional Development Seminar or Opportunity with a Creative Speaker from Campus - Stacey Scott, Sheryl Dettmann

- PC members discussed hosting a brown bag lunch once a month with an invited a speaker. Topics might include:
 - Nutrition
 - Sustainability

Refining the List of 10 things Professional Can Do to Impact Student Retention, Communicating with Professionals About It, Distributing It – Erika Swanson

- PC members will review the draft list Erika Swanson crafted and refine. Once the list has been finalized, PC members would like to have the list graphically presented for distribution.

Designing a New PC Website, Work with PC to Determine Content, Future Maintenance Requirements – Carolyn Plumb

- What does PC want the website to do? (PC members stated that they were not developers and that the site should be easy to view and maintain.)
 - It was suggested that it be a resource for pod casts, personal or professional development.
 - Another idea was an “institutional knowledge project” powered by a search engine backed up by professionals. It would answer basic questions professionals have.
- Adam Edelman volunteered to assist Carolyn.
- Adam Edelman suggested capturing information and using MyPortal as the architect to segue information to professionals.

Video streaming of BoR Meetings – Chair Pitts

- President Gamble encouraged Chair Pitts to present a letter to the OCHE about video streaming the BoR meetings.

Questions for Presidential Candidates – Chair Pitts

- It was suggested that professionals make a general statement and ask for an example of how each of the candidates have included professionals in their decision-making within the realm of their present position.
- PC believes it would be advantageous to send out an email to all constituents to attend the presidential presentations. Also, all professionals should be encouraged to read the letters from the candidates; they are posted on the web.

University Committee Reps – Chair Pitts

- PC members unanimously voted in favor of having Kathryn Tanner continue on the Benefits Committee for a second term. Chair Pitts will forward the nomination to President Gamble for appointment.

Professional Employee “Benefits” – Chair Pitts

- The one-time \$450 bonus (employees making less than \$45,000 per year and cannot be grant funded) has not gone through for all professionals, yet. Originally, it was announced that the bonus would be included in the August pay check. PC believes that communications from HR could be improved.

Other Business

- TOEFL is a requirement for all students prior to registering for a class.

The meeting adjourned at noon, as there was no other business.

Signature

Betsy Pitts, Chair

Signature

Gale Gough, Secretary