MSU PROFESSIONAL COUNCIL MEETING MINUTES
May 19, 2004
Montana State University-Bozeman
Strand Union 274
2:00 - 3:00 PM

Members Present: Glenn Puffer, Sandy Rahn-Gibson, Jim Manning, Jim Mitchell, Leslie Schmidt, Gale Gough, Rebecca Ward

The meeting was called to order at 2:00 by Professional Council Chair, Glenn Puffer. A quorum was present. The minutes of the March 24, 2004 meeting were approved.

Policy Review for Time Reporting - Kerry Evans
- Review draft Employment Categories and Conditions (Policies & Procedures sections 310.00 - 330.40) policies, and new policies specifically addressing time reporting procedures for temporary and classified employees (with 3 new forms).
  -PC had no comments on the modifications of Employment Categories and Conditions sections. They will be posted in the Staff Bulletin in time for further review.
  -New forms review:
    -“Request for Approval to Work Overtime or Compensatory Time” form was modified to read “Approval to Work Overtime or Compensatory Time.”
      -Second line was modified to read “To be completed by Employee prior to work being done.”
      -“I would like to request approval to work (check one):” was modified to read “Approval to work (Check one):”
      -“Your request to work additional hours as noted above has been (check one)” was changed to “Additional hours as noted above has been (circle one).”
      -Addition of a signature line for supervisors prior to work being done.
    -“Request to Use Compensatory Time, Annual Leave or Sick Leave” form was suggested to be optional.
    -“Individual Time and Attendance Report” form was accepted as presented.

PC Elections
-44.5% of the Academic Professionals and 69.3% of the Administrative Professionals returned voting ballots. Some professionals have chosen not to vote and some have deleted the ballot email without reading the contents. Deadline was extended to May 31, 2004.

Future Meetings with Geoff Gamble
-PC would like to establish a regular monthly meeting schedule with President Gamble.
  -If entire PC cannot meet, at least Chair, Chair-Elect and Steering Committee rep be present.
  -Chair Puffer with follow up with President’s Office.
  -At next meeting on June 2, 2004 discuss:
    -Update on health plan
    -Salary
    -Professional Development Document
    -Athletic Situation - Missoula

Update on Supervisor’s Survey (MAP)
-SR-G submitted a draft survey to CEPAC for review of questions.

Professional Development Document
- Glenn to finalize proposal
  -“Lab training/techniques” was a suggested language addition under “SCOPE”.

-Please note: The next PC meeting will be on June 2, 2004 at 7:00 AM with Geoff Gamble in SUB 272.

The meeting adjourned at 3:00 PM

Glenn Puffer, Chair

Gale R. Gough, Secretary