Members Present: Diane Allen, Jeff Butler, Gale Gough, Jim Manning, Jim Mitchell, Sandy Rahn-Gibson, Kim Rehm, Doralyn Rossmann

Others Present: Susan Alt, Geoff Gamble, Kathy Hendricks

The meeting was called to order at 8:10 AM by Professional Council Chair-Elect, Sandy Rahn-Gibson. A quorum was present.

Introductions

- All PC members and non-members introduced themselves.

Strategy of Pay Raises - Geoff Gamble

- MSU cannot build the strategic plans for salaries; we do not have the authority to do so.
- MSU needs to ask Regents to address the issue, look into the future and strategize a pay increase plan.
- Regents do have a salary study underway via the Commissioner’s Office, but it has been disappointing due to the benchmark used namely, the Carnegie Intensive Classification Study. This study includes colleges and universities across the United States that are entirely different (e.g., admissions, salary structures, etc.) from MSU and really has no bearing on our structure.
  - Carnegie only have two studies that are relevant to us; Intensive and Extensive. MSU is under the Intensive Study scrutiny.
  - These studies illustrate profound differences for administrative salaries:
    - If you benchmark administrative salaries with the Intensive Study, they are 89% of the average.
    - If you benchmark with a blend of Intensive and Extensive studies, our administrative salaries are at 75% of the average.
- Dr. Gamble will be presenting both sets of data to the Regents, as differences are predicated on which study you are represented by. This comparison will illustrate the better a selective group, the more realistic your comparison will be.
- Carnegie will eliminate the two classifications in 2005, and they will no longer be relevant.
- The state has a fiscal surplus this year due. The fact that Montana has not yet had major fires is a contributing factor; $100,000,000 was set aside.
  - Fixed cost increases for state agencies (power, etc.), however, will start state off with, at best, a neutral and maybe even a negative, budget.
  - State has gone through a two-year dry cycle with salaries, and will be forced to do some small salary increases. Such small increases, in part, will be due to lawsuits involving K12.
  - Dr. Gamble is encouraging Regents to put together a strategic plan for university employees by asking how far off the mark we are, then ask what the funding sources would be.
  - For most of us, there are two major funding sources; the state and students. We do not have authority over salary setting or tuition setting.
    - Gamble working with student leadership to make sure they have a healthy work force to ensure they get a good education. Student leadership is supportive of small tuition increases to support salary increases.
    - State was making salary adjustments based on whole state’s economy cost of housing.
  - Cost of housing in Sydney, however, not the same as in Bozeman.
  - Some faculty cannot find affordable housing in Bozeman and must look elsewhere.
- Dr. Gamble suggested that PC invite Jim Rimpau to discuss classification study and strategy for PC salary increases (via verbal or written testimony), as he is well-versed in the process and outcomes.
- The Montana State Attorney General and State Internal Auditor got a 9% salary increase this year.

Professional Development Document - Geoff Gamble

- Modeled after the faculty professional development document.
- Dr. Gamble is very supportive, and his approach to management is to encourage people to develop professionally and personally. Almost ever year does something for development of leadership.
  - Had 50 top leadership employees go through two days of media training (print and
broadcast) to learn how to do an interview to provide a message for our organization.
-Conducted another seminar on conflict resolution by bringing in a trainer and coaching
participants on how to deal with emotionally charged situations.
-Will contact Sandy Rahn-Gibson for participants when another seminar is scheduled.
-Document is moving its way through the President Executive Council.
-Would like to have document move parallel with Professional Handbook being crafted.
-Examples of professional development

*Health Insurance Status - Geoff Gamble*
-Craig Roloff and Geoff Gamble met with head of Allegiance.
-Started the meeting with the statement that Allegiance had ignored MSU, even though we
represent over half of their business.
-Got their attention and now Allegiance is working hard to meet all our requests.
-We ended up doing the work now that should have done during the RFP process.
-Provider network is about at the 91% acceptance level.
-Deaconess Hospital stated that they would sign on.
-Radiologists and anesthesiologists didn’t like BX/BS, and this is what forced the issue of
change in providers.
-Retired benefits - Allegiance purchased the software to address criteria such as Medicare.
-Interunits benefits membership should be re-evaluated and, perhaps, restructured.
-Dr. Gamble is watching the progression of Allegiance and is determined not to settle for
diminished coverage/benefits.

*MAP Survey - Sandy Rahn-Gibson*
-Survey is progressing and should be distributed late September/early October.

*Professional Handbook - Jim Mitchell*
-Met with Corky Bush.
-PC members would like to begin with website links to sites that reference Professional policy.
-When links have been formed, Leslie Taylor should review.
-Leslie Taylor and Virginia Key may be able to help. However, Dr. Gamble stated that if PC needed
additional help with the handbook project, he would find someone.
-Important to have policy written as people who have worked for the university for many years are leaving,
and take away the information in their heads with no written policy left behind. Dr. Gamble established a
meta-policy whereby running the university business needed documentation.
-Geoff Gamble enthusiastically endorses this project.
-PC should follow up on goals of this project and move forward.
-Next meeting - bring first blush to September 20 meeting.

*Additional Time Off for Professional Employees - Doralyn Rossman*
-Professional employees generally have same responsibility level that should warrant the same amount of
time off as the faculty.
-Good way to make employees happier if you cannot give raises.
-Faculty get 21 days off/12 month contract.
-9 month faculty do not accrue leave time.
-Administrative employees regulated by state rules/faculty by Regents’ rules.
-If Professionals want change, they need to get a major change for all admin employees by the state.
-However, Geoff Gamble stated that we first need to find out what is guiding the current policy.
-Ask Susan Alt to review and what guides current policy.

*Faculty & Staff Tactical Planning Committee - Susan Alt, Kathy Hendricks*
-Susan Alt met with PC to solicit nominations for committee members on both Professional and Classified
Tactical Planning Committees.
-This committee will brainstorm and formulate strategies to promote the following:
   A. MSU Bozeman will have a strong sense of campus community and improve its
      competitive status as an employer.
   B. MSU Bozeman will offer competitive faculty and staff compensation packages.
   C. Faculty and staff will have increased access to professional development programs.
   D. As University grows, there will be an increase in faculty, professional and staff positions.
-12 to 15 people in size from all constituencies across campus who are open minded, big picture people,
open to problem solving, differing points of view, to generate ideas.
-We would like to know why they want to be on the committee.
-Gale Gough to send out announcement. Collect volunteer names, circulate to PC members who will make selections and present names to Payroll & Personnel.
-Names due in by August 18, end of the business day.

**Professional Council Appointments/Nominations**
-Excel spreadsheet distributed and reviewed.  
-Committees needing nominations, PC members volunteered to contact those already in place to see if they would like to renew.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Member Needed</th>
<th>Nominated By</th>
<th>Appointed By</th>
<th>Member Now</th>
<th>Length of Term</th>
<th>When Due</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Planning</td>
<td>Professional</td>
<td>NC→PC</td>
<td>Provost</td>
<td>Mary Noll</td>
<td>3 years-renewable</td>
<td>Jun-04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traffic Appeals &amp; Regulations</td>
<td>Professional</td>
<td>NC→PC</td>
<td>President</td>
<td>Jeff Bondy, Daniel Wise</td>
<td>3 years</td>
<td>Jun-04</td>
<td>Jim Mitchell to contact Jeff Bondy; Daniel Wise is now an adjunct; Kim Rehm would like to continue in the professional capacity. Will speak with Paul Burns.</td>
<td></td>
</tr>
<tr>
<td>Debt Planning &amp; Management</td>
<td>Professional</td>
<td>NC→PC</td>
<td>President</td>
<td>Leslie Scmidt</td>
<td>3 years</td>
<td>Jun-04</td>
<td>Sandy Rahn-Gibson to contact Leslie</td>
<td>May be renewed</td>
</tr>
<tr>
<td>Facilities Planning Board</td>
<td>Professional</td>
<td>NC→PC</td>
<td>President</td>
<td>Brad Garnick</td>
<td>3 years</td>
<td>Jun-04</td>
<td>Doraly Rossman to contact Brad</td>
<td>Need new member</td>
</tr>
<tr>
<td>Personnel Board</td>
<td>Professional</td>
<td>NC→PC</td>
<td>President</td>
<td>Christy Cousino</td>
<td>2 years</td>
<td>Jun-04</td>
<td>Sandy Rahn-Gibson to contact Christi</td>
<td>May be renewed</td>
</tr>
<tr>
<td>ITC</td>
<td>Professional</td>
<td>NC→PC</td>
<td>President</td>
<td>John Ritchie Boyd</td>
<td>2 years - renewable</td>
<td>Jun-04</td>
<td>Sandy Rahn-Gibson to contact</td>
<td>May be renewed</td>
</tr>
</tbody>
</table>

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-New members were solicited for Chair-Elect, Steering Committee, and Nominating Committee positions.
-Selection was postponed until September so new eligible board members may think about and observe (by going to the meetings) what the positions entail.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Member Needed</th>
<th>Nominated By</th>
<th>Appointed By</th>
<th>Member Now</th>
<th>Length of Term</th>
<th>When Due</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC</td>
<td>Chair Elect/PC</td>
<td>PC</td>
<td>Elected by PC</td>
<td>Sandy Rahn-Gibson</td>
<td>1 year</td>
<td>Sept</td>
<td>Appoint at August</td>
<td>Need new Chair Elect meeting</td>
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<tr>
<td>Steering Committee</td>
<td>Member Current PC</td>
<td>PC</td>
<td>Elected by PC</td>
<td>Jim Mitchell</td>
<td>1 year</td>
<td>Sept</td>
<td>Appoint at August</td>
<td>Need new member meeting</td>
</tr>
<tr>
<td>Nominating Committee</td>
<td>Professional</td>
<td>PC</td>
<td>Elected by PC</td>
<td>Debra Lyn DeBode</td>
<td>3 years</td>
<td>Sept</td>
<td>Need someone to ask her again?</td>
<td>May be renewed</td>
</tr>
</tbody>
</table>

**PC Meeting Time**
-Gale to solicit what days and times that would work via email (gough@montana.edu) as tradition time will (every third Wednesday) not work this semester.

The meeting adjourned at 10:05 AM

_Sandy Rahn-Gibson,
Chair-Elect_

_Gale R. Gough
Secretary_
To Do:

- Dr. Gamble suggested that PC invite Jim Rimpau to discuss classification study and strategy for PC salary increases (via verbal or written testimony), as he is well-versed in the process and outcomes.

- Next meeting - bring first blush of Handbook to September 20 meeting.

- Ask Susan Alt to review and what guides current policy regarding PC employee time off.

- Nominations
  - Quick review of nominations process
  - Steering Committee
  - Nominating Committee
  - Chair Elect