MSU PROFESSIONAL COUNCIL MEETING MINUTES
November 10, 2004
Montana State University-Bozeman
Strand Union 273
11:00 - 12:00 Noon

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

Others Present: Craig Roloff, Jo Oudshoorn

The meeting was called to order at 3:00 PM. A quorum was present. The minutes from October 18, 2004 were approved.

Jim Mitchell announced that there is an opening for a new Wellness Director. Lacy Heinzpetter, a graduate student, and Dr. Bob McKenzie are filling in until the position is filled.

Strategic Three to Five Year Plan (STFYP) for MSU – Craig Roloff, VP of Administration and Finance and Jo Oudshoorn, Director of Division Planning and Coordination

- The STFYP is being implemented with the formation of numerous committees across campus and in concert with the university’s five year vision.
- Handout (may be accessed at this website: http://www.montana.edu/wwwadmin/Docs/A&F%20Strat%20Plan%20Draft.doc) reflects statement of division mission and criteria in establishing priorities for specific strategic objectives and resource allocations. An organizational chart of the university is also included to indicate a common objective even though the range of responsibilities of each department is varied.
- University tactical committees are those targeted towards the university’s five year vision’s priorities and are a demonstration of committees already in place. Administration and Finance will be forming their committees for the SFYP after all university five year vision committees are in place.
- Evolution which brought the STFYP to this stage:
  - Environmental scan from each of the 8 departments on campus which provided leading questions and guidelines for all departments to answer. Example: What is it that your department does best? What is going on in your industry? What is our competitive advantage?
  - Admin & Finance looked at strengths, weaknesses, opportunities, threats across all departments and developed strategies to address them.
    - Common weaknesses were combined into a common, comprehensive strategy that would be applicable to all departments voicing it, e.g., more training for employees.
- Format of entire document’s intent is to align with the university’s five year vision and focus on current service, wise stewardship of resources, meaningful assessment, public accountabilities.
- The plan indicates timeframe, priorities, performance indicators, and the document is divided into 6 categories.
  - Priority column indicates importance of task.
  - MSU Link column have characters and digits that directly correspond to the university five year plan.
  - Administrative and Finance Strategy are draft strategies that indicate what is intended.
  - Performance Indicator show how it is known strategies are achieved. Some plans are abstract and indicators would be reported on a semi-annual basis once they are in place.
  - Leadership column indicates who will take the leadership role of the particular plan.
  - Involved parties column indicates areas that are involved in the strategy.
- Plan is large, however, the following highlights would include professional employees (and those managing classifieds):
## I A Student Body Increase

<table>
<thead>
<tr>
<th>Priority</th>
<th>MSU Link</th>
<th>Administration and Finance Strategy</th>
<th>Performance Indicator</th>
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<th>Involved parties (to be finalized)</th>
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<tr>
<td>A</td>
<td>IA</td>
<td>Identify and implement ways to accommodate increased workload due to <strong>enrollment growth and related growth in faculty, staff, and/or infrastructure.</strong>&lt;br&gt;• Benchmark and analyze current related workload measures in order to project future workloads.&lt;br&gt;• Explore technology enhancements that might be employed to reduce current/future workload; determine ROI and priority.&lt;br&gt;• Explore collaborative workload – sharing partnerships between campuses, related departments, etc.&lt;br&gt;• Review Best Practices to promote efficiency and effectiveness.&lt;br&gt;• Review array of current services to determine if some could be eliminated or reduced.</td>
<td>Develop implementation plan to progressively address high priority issues associated with MSU growth.&lt;br&gt;High priority issues could include:&lt;br&gt;• Increased automation of business processes,&lt;br&gt;• Document imaging and workflows,&lt;br&gt;• Accounts payable,</td>
<td>Director, Planning &amp; Coord</td>
<td>Controller, Budget, Police, ITC, Treasurer, SRM, PPS, Mail, Facilities, AIS Leaders, VP A&amp;F</td>
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## II Faculty & Staff

### II A Improve competitive status as employer

#### II B Competitive compensation packages

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<td>A</td>
<td>II A II B</td>
<td>Develop and implement a program to improve classified staff retention and recruitment, with a specific focus on:&lt;br&gt;• programs recognizing and publicizing employee excellence and service,&lt;br&gt;• promoting existing under utilized benefits and “total compensation package” value,&lt;br&gt;• attracting the best employees, including areas specifically supporting enrollment and research growth activity.&lt;br&gt;Analysis should include recruiting, retention and salary benchmarking and trends, as well as analysis of EEO categories.</td>
<td>Indirect measures of recruitment, and retention&lt;br&gt;Annual report to include progress report on specific initiatives, and a stratified report on turnover levels.&lt;br&gt;Establishment of benchmarks for staff salaries against local and regional averages. Report due by xx/yy/zz&lt;br&gt;Recommendations for comparative MSU staff compensation packages supported by analysis and benchmarking. Report due by xx/yy/zz</td>
<td>PPS</td>
<td>Budget, Treasurer, Police, PPS, Banner, ITC, SRM, Controller’s Purchasing, Facilities</td>
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## II D Professional Development

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<td>Assign a task force to develop and promote a sustainable A&amp;F training and development program&lt;br&gt;• Conduct a needs assessment survey to all employees about what kind of training development they would like as well as identifying what is already being provided&lt;br&gt;• Publicize current internal and external offerings&lt;br&gt;• Identify delivery methods&lt;br&gt;• Establish a quality assurance methodology to ensure quality training, e.g training evaluation for each session&lt;br&gt;Areas of particular need include:&lt;br&gt;• Federal, State and Private Grants,</td>
<td>Development and implementation of an A&amp;F staff training program.&lt;br&gt;Implementation of quality assurance for the training program.</td>
<td>PPS</td>
<td>AFLC</td>
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- business process, and
- computer literacy/technology training,
- support service quality, and
- professional development/career growth.

### IV A Increase in Research activity to $130M (cont.)

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<td>Provide cost effective organization IT support to facilitate the growth and development in the changing education profile, research expansion, and growth of partnerships and outreach initiatives, including the stronger presence of COT Great Falls in MSU Bozeman, and County Extension offices.</td>
<td>Develop implementation plan to progressively address growth and development in the changing education profile, research expansion, and growth of partnerships and outreach initiatives. Client satisfaction survey will show an agreed satisfactory level of cost effective IT support for MSU growth. Implementation to be reported on a semi annual basis.</td>
<td>ITC</td>
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### V Partnership and Outreach

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<td>V B</td>
<td>Implement initiatives to deliver required Bozeman services to COT employees and programs such as revenue distribution, class space, parking, and offices.</td>
<td>Identified initiatives to be reported on a semi annual basis.</td>
<td>Controller</td>
<td>Budget Police ITC Facilities PPS</td>
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<td>A</td>
<td>V B</td>
<td>Enhance communication and partnerships between Bozeman/Great Falls, as well as affected Bozeman departments.</td>
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<td>VP Office</td>
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### V Partnership and Outreach (cont.)

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Identify and implement initiatives which result in cost-effective, mutually-beneficial integrated A&F services throughout the 4 campuses and 3 agencies of MSU.

- Benchmark and analyze current services and productivity levels.
- Explore technological functions or enhancements that may facilitate integration.
- Review array of all services to determine if some could be eliminated/reduced.
- Enhance communications between units.
- Review related policies/procedures.

Develop implementation plan to progressively address high priority issues associated with the integration of business systems.

High priority issues could include:

- Electronic course catalog
- Admission form & accept/reject,
- Assignment, transcript evaluation
- Registration
- Payment options,
- Financial aid info & docs
- Crime report (IPEDS info, etc.)
- Aux. Svcs. (RLUFS, Health Svcs., bookstore, parking)
- Student identification and authentication (GID)
- Online drop and withdrawal
- Electronic payroll and reporting
- Accounts payable

Implementation to be reported on a semi annual basis.

- PC suggested refinement of document architecture:
  - More concise document would be easier for employees to decipher and implement.
  - Ag Extension stations and fire services training schools should be added into Section 5, Partnerships and Outreach.

- January, 2005 departments will be targeted to develop their plans. Reporting and monitoring cycle semi-annually will be done.
- Achievement process will allocate a champion to provide leadership and support.

**Chair’s Report – Sandy Rahn-Gibson**

- Regents would like to meet with Professionals from all campuses on a regular basis. Chair Gibson will follow up with the Commissioner.
- Supervisor survey will be out in January.
- Handbook refinements to begin next semester.
- Future agenda items for next time should include having payroll & personnel explain VEBA.

Meeting adjourned at 4:00 PM as there was no other business.

_Signature_

_Sandy Rahn-Gibson_
Chair, Professional Council

_Signature_

_Gale R. Gough_
Secretary