PROFESSIONAL COUNCIL MEETING
Wednesday, June 15, 2005 at 3.30 pm.

Present: Sandra J. Rahn-Gibson (Chair), Doralyn Rossman (Chair-Elect), Kim Rehm, Rita Rozier, Stacey Scott, Jim Mitchell
Absent: Glenn Puffer, Jeff Butler, Diane Allen
Minutes: In the absence of Gale Gough, Sara France (CEPAC) took minutes

Minutes of the Last Meeting:
Council members present had not reviewed Minutes from May, and these will be approved electronically.

New Members:
Sandra Rahn-Gibson welcomed new members, Rita Rozier and Stacey Scott, to their first Professional Council meeting.

Summary of 2004-05 Activity:
Sandra Rahn-Gibson summarized Professional Council activities in 2004-05. She stated that it had been a busier year than those of the recent past, involving a variety of important issues, from salary to proposed Board of Regents contract policies. The work had been interesting and challenging, and the Council is now truly being recognized as representing the Professional staff.

Details of salary and contract issues were specifically reviewed and discussed. Sandra Rahn-Gibson will provide copies of all relevant documentation to the Council’s new members. Sandra also said that, after obtaining updates on the progress of each item, she would produce a summary of Professional Council accomplishments (similar to last). Suggestions for inclusion were Professional Council’s:
1. formal response to MSU’s proposed raise distribution
2. input into draft proposals governing Board of Regents contracts, including attendance at a Regents’ meeting
3. participation in the Employee Recognition process
4. supervisor survey
5. regular meetings with President Gamble
6. involvement in the Fitness Center remodeling project
7. input into the MSU logo design
8. meetings with Commissioner Stearns
9. participation in President Gamble’s performance review
10. attendance at President’s Cabinet meetings

Methods of improving constituent communications were discussed. Not all employees in professional positions are covered by Professional Council (as described in Professional Council’s By Laws/Constitution), and an effective way to track new hires and terminations has yet to be established. It was suggested that the reduction in constituent participation in Professional Council elections this year may be due to inadequate communication. Doralyn Rossman will coordinate with ITC and Affirmative Action to explore the feasibility of a centrally driven email listserv.
Election of Officers:
Doralyn Rossmann spoke of her experiences as a new member of Professional Council fulfilling the role of Chair-Elect, and the extra duties involved for officers. Sandra Rahn-Gibson mentioned that, although extra duties are usually performed by the Chair, Chair-Elect and Past Chair, the responsibility can be shared. Officers’ recent obligations have included:

1. Professional Council meetings (3rd Wednesday, 3-4 pm)
2. University Governance Council Steering Committee meetings (every Thursday 9-10 am)
3. University Governance Council meetings (2nd Wednesday, Sep-May, 4-5 pm)
4. President’s Cabinet meetings (9-noon, the Monday following each Board of Regents meeting)
5. House Appropriations Committee hearing, Helena (testimony, one time, January 24, 2005)
6. Board of Regents meeting, Billings (testimony, one time, May 19, 2005)
7. various campus meetings with Administrators in regards to proposed Board of Regents contract policies
8. campus meetings with the Commissioner of Higher Education (April 26, 2005)

Sandra Rahn-Gibson reminded the Council that Doralyn Rossmann, as the 2004-05 Chair-Elect, will assume the role of Chair for the coming year, and election of a Chair-Elect for 2005-06 is due. A discussion ensued regarding eligibility for nomination. For example, since the Chair-Elect normally assumes the role of Chair, candidates must have at least two years of their term on Professional Council remaining. Coincidentally, an incongruity in Rita Rozier’s term was raised, and Gale Gough will be asked to confirm whether Rita serves for two or for three years.

As there were eligible members absent from the meeting, and new members were given time to consider today’s discussion, election was deferred to the next Professional Council meeting. Meanwhile, Sandra Rahn-Gibson will send a message to the full Council membership asking for nominations and volunteers.

Sandra Rahn-Gibson reminded Professional Council that Glenn Puffer’s term is ending, and that she will confirm arrangements for the hand over of two on-going projects in his care: the Professional Council Resource Page (something equivalent to an on-line handbook/policy manual for professionals); and Committee Representative Communications Policy (coordination of reports from Professional Council-nominated reps on committees across campus). A brief discussion about the progress and purpose of the two projects then followed.

Date of Next Meeting:
Although Professional Council has not traditionally met over the summer, the members present supported the concept of meeting year-round. Sandra Rahn-Gibson will circulate the date and time for a meeting in July.

Doralyn Rossmann suggested increasing the frequency of meetings during the academic year, but no decision was made at this time.

The meeting adjourned at 4.30 pm.