PROFESSIONAL COUNCIL MEETING
MONTANA STATE UNIVERSITY
WEDNESDAY, December 7, 2005
STRAND UNION ROOM 271 – MONTANA HALL
1:15 PM – 2:15 PM

Members Present: Diane Allen, Jeff Butler, Sandy Rahn-Gibson, Kim Rehm, Doralyn Rossmann, Rita Rozier

Members Absent: Jim Mitchell, Stacey Scott

The meeting was called to order at 1:20 PM by Chair, Doralyn Rossmann. A quorum was present. The minutes of November 9, 2005 were approved.

Announcements – Chair Rossmann

- Chair Rossmann attended the President’s Cabinet meeting on December 5. These meetings usually take place after a BOR meeting.
  - An external audit firm representative surveying the MSU athletic department, for the next 5 years, was present. Presently, there is $120,000 over budget; funds that have not been committed. Other revenue issues discussed were ticket sales, donations from sponsors, etc.
  - Additionally, there is a separate Athletic Scholarship Association audit underway (contributions from ASA to athletics as part of an NCAA athletic requirement). The auditors identified some changes in the way bookkeeping should be done in the future.
  - There is a three-stage capital campaign underway:
    - Museum of the Rockies is in the “stealth phase” meaning they are campaigning for money and have $5M and $25M, so far.
    - Athletics would be next. They are in the exploratory phase, and aiming for $12M.
    - The University Capital Campaign - $100-$130M – ½ for endowment and ½ for influx into the university, and they have not begun.
  - MSU Foundation is looking for a new director, as Dave Gibson is retiring.

- The executive salary issue from the BOR meeting was discussed. The BOR stated that they were raising MSU administrative salaries to be commensurate with peer institutions. Also, George Dennison is retiring and in order to hire someone highly qualified, a salary must be commensurate with those skills and expertise.

- The student/research dollars issues (IDC’s) are being reviewed by an outside person.

- Budget initiatives will be submitted to the BOR by Christmas for discussion during the January BOR meeting. Each of the campuses and agencies are able to submit budgetary proposals. They are to be based on 3.31% estimated appropriated expenditures for FY 06. That total cannot exceed $5M total for all campuses.

- Black Box Theatre came in over budget.

- Dave Dooley mentioned that a PR firm, who values higher education, has approached educators and asked if they could do a pro bono capital campaign for them. Their ads would be placed in the Washington Post and the Wall Street Journal. The three areas they will highlight with respect to high education and what it offers are:
  - Personal opportunity;
  - Knowledge and innovation; and
  - A route to safety and security of the United States of America

- Regarding professional contracts, Chair Rossmann discussed the global communication that should take place among Kevin McRae, Leslie Taylor and PC with President Gamble. Leslie Taylor referred to a document that Kevin McRae had distributed and PC did not have an opportunity to review. Leslie Taylor forwarded it to Chair Rossmann, after discussions had ensued. Leslie Taylor and Kevin have no obligation to share documents, but PC has made it known that they would like to participate in its evolution. The BOR will discuss it January, 2006 and will have a comprehensive plan in March, which may include plans for multi-year contracts for coaches.
The Parking Garage Committee has hired Western Transportation Institute to do traffic studies as the garage is proposed.

**RAISE DISTRIBUTIONS – Chair Rossmann**
- There is to be a 4% raise increase this AY. It is PC’s understanding the Provost would retain ½% for equity raises. How should the remaining 3.5% be allocated?
- Administration believes that merit should factor, to a large part, in the equation, as it separates a unionized entity versus a non-unionized entity.
- PC, hypothetically, proposed 2 COLA; 1.5% merit and ½% equity. It was suggested that the heads of departments get the lump sum raises and distribute amongst their departmental employees.
- PC will conduct a survey asking for professional input. The ½% will be noted as going towards equity raises. How will the research professionals’ raises be determined? Sometimes their raises are determined by a different process.
- Chair Rossmann will create the survey for PC members to review before sending out via Survey Monkey.

**Reports from University Committee Members on the Professional Council Web - Gale Gough**
- Gale has been asked by Moss Hartt, MSU Web Communications Director, and ITC to switch Web design programs. There is a learning curve for this new software. She has notified committee representatives about the web site and is awaiting feedback about committee minutes.

**Other Issues**
- Meeting time for next semester will remain the same; 1:15-2:15 PM; first meeting will take place January 18, 2006 and then every other Wednesday.
  - Meeting with Tom McCoy and Leslie Schmidt will be February 1, 2006.
  - Chair Elect Rehm stated that during the last leadership meeting, President Gamble stated he would hire a part time person who would assist in creating the Professional Handbook. Chair Elect Rehm will solicit volunteers and the project should progress well into the next AY. The Burns Technology Center Handbook will be electronically distributed to all PC members, as it provides basic information about and a good starting point for the Professional Handbook.

The meeting adjourned at 2:15 PM, as there was no other business.

Signature
Doralyn Rossmann, Chair, Professional Council

Signature
Gale R. Gough, Secretary