Members Present: Nancy Blake, Sheryl Dettmann, Patty Inskeep, Julie Pester, Betsey Pitts, Matt Rognlie, Doralyn Rossmann, Stacey Scott, Patty Yasbek for Jeff Butler

Members Absent: Rita Rozier

Others Present: Nancy Dodd

The meeting was called to order at 2:00 PM by Chair Matt Rognlie. A quorum was present. The minutes from the March 20, 2008 meeting were unanimously approved.

**OMBUDS – Dr. Nancy Dodd**

- Dr. Nancy Dodd from the College of Business has been the University Ombuds since 2002. The University Ombuds is a neutral, independent, and confidential resource providing informal assistance to MSU professional staff, faculty, and classified employees in addressing work-related issues. The Ombuds is an independent, neutral person designated to assist in resolving conflicts and addressing concerns. The Ombuds reports directly to the President and issues an annual report of Ombuds activities. This report is designed to identify trends and patterns and is strictly demographic, with no information available that would identify individuals who have used the office. The annual report is provided to the President, Provost, Faculty Senate, Professional Council, and Staff Senate. The Ombuds will not reveal the identity of individuals who come to the Ombuds office, the identity of contacts made by the Ombuds in resolving an issue, specific details and circumstances of matters handled, or any materials related to specific cases. (Sexual harassment cases should consult Affirmative Action.) The Ombuds website is: [http://www.montana.edu/ombuds/](http://www.montana.edu/ombuds/)

- When to contact the Ombuds:
  - When you are unclear about MSU policies, processes, and procedures and how they apply to you;
  - When you are uncertain where to take a work problem;
  - When you want an independent facilitator to assist you in working through a problem;
  - When you feel you have been unfairly treated or an MSU policy has been applied unfairly or erroneously or is itself unfair; and
  - When you have a question regarding some aspect of MSU.

- The Ombuds does the following:
  - Acts impartially and confidentially;
  - Advocates for fairness and equality;
  - Provides a mechanism for early problem resolution;
  - Considers all sides of an issue in an informed, unbiased fashion; and
  - Promotes better communication.

- Services provided by the Ombuds include:
  - Provides a safe place to share confidences;
  - Listens without criticizing;
  - Helps analyze complex and difficult situations;
  - Answers questions;
  - Helps access MSU policies and procedures;
  - Helps construct non-adversarial approaches;
  - Facilitates a just resolution of problems and disputes; and
  - Refers individuals to appropriate MSU resources.

- The Ombuds uses conflict resolution methods such as mediation, facilitation, conciliation, and shuttle diplomacy to help resolve issues. What the Ombuds cannot do:
  - Accept or provide notice of an alleged violation
  - Serve as part of any formal grievance or complaint process;
  - Advocate for any individual;
  - Share information with others without an individual's knowledge or permission;
  - Conduct formal investigations;
  - Issue investigative reports of any kind;
Testify or serve as a witness;
- Make or change policy or administrative decisions;
- Make binding decisions or determine rights; and
- Require anyone to follow Ombuds recommendations.

**ELECTIONS – Gale Gough**

- A PC Vice-chair needs to be elected.
- Gale will send out to the professional listserv, university committee vacancies. If no one or not enough nominees apply, Gale will request the Nominating Committee find volunteers.

**PROFESSIONAL COUNCIL DESCRIPTION – Stacey Scott**

- Gale will print 50 color copies of the final Professional Council Description document Stacey Scott composed, and ask personnel to include in new-hire packets.

**SALARY DISTRIBUTION – Chair Rognlie**

- Chair Rognlie will send an email to all professionals regarding salary distribution guidelines and how salaries are assessed. Non-fully grant funded employees receive raises via state and grant generated revenue that goes into a pool totaling 3.6%. Everyone who received a “meets Expectations” get a 1.5% COLA.

The meeting adjourned at 3:00 PM, as there was no other business.

*Signature*

Matt Rognlie  
Chair, Professional Council

*Signature*

Gale Gough  
Secretary, Professional Council