Members Present: Nancy Blake, Jeff Butler, Sheryl Dettmann, Julie Tatarka, Patty Inskeep, Nancy Filbin, Kathy Osen for Carolyn Plumb, Betsey Pitts, Stacey Scott

The meeting was called to order at 3:00 PM by Chair Sheryl Dettmann. A quorum was present, and minutes from August 14, 2008 were unanimously approved.

Committee Reports – Julie Tatarka
• Faculty Senate Sick Leave – Administration believes some faculty are not recording their sick leave. Therefore, there is a large liability with 25% pay out when faculty retire. Sometimes faculty hire lines are stalled because money that would have been spent on new hires is going to paying out sick leave. There are other subtleties to reporting sick leave with respect to faculty employment and their schedules.
• Exit Interviews – The Retirement Assistance and Exit Interview Process of Montana State University is a formal process for facilitating communication between the institution and a retiring faculty member or retiring academic administrator. The purpose is to enable transfer of knowledge and experience to and from retirees during their transition to retirement status. The process provides information for helping retirees cope with retirement policies and procedures and for helping the university gather important evaluative information. The process provides a mechanism for identifying mutually beneficial post-retirement links between the university and the retiree.
• Transferability - Some 5000 course transferability equivalencies from all MUS campuses are being driven by a BOR policy and a process being run by the COHE office. The goal is to make transferability among MUS higher learning institutions seamless and transparent. Idiosyncratic courses (mostly upper division courses) would, most likely, not be under common course numbering. Student outcomes need further investigation.
• Union – The University has submitted their proposal regarding the make-up of bargaining unit to the COHE, and it has been accepted. The deadline for the signatures endorsing the union has expired; the union will have to collect them again.

Announcements – Chair Dettmann
• Payroll and Personnel asked PC if they would like to participate in job fairs on campus. It was discussed that high school recruitment may be an option for those jobs not being filled on campus.
• There will not be a meeting on September 24, 2008.
• University Leadership Meetings (formerly the President’s Cabinet Meeting) with President Gamble will take place on:
  o September 29, 9:00 – 10:00 am, Foundation Great Room
  o November 24, 9:00 – 10:00 am, SUB Ballroom C
• The Leadership Group has asked the Professional Council to speak about what Professional Council is, what we do and general information about professional employees.
• Professional Council members would like an update on how the raise pool was allocated. After the November paychecks and paperwork are done, then PC will be informed.
• The chemistry building is emitting a very loud noise that can be heard throughout the immediate neighborhood. Facilities will be working on a solution to reduce the noise levels of the outside venting fans.

Marketing Advisory Council - Stacey Scott
• Additional steps are needed to recruit in-state students. There will be a decrease of 2000 Montana high school graduates in the next 10 years; down 20%. U of M, even with the decline in graduation, is experiencing an increase in Montana student enrollment. U of M students pay less tuition for the first two years; the next two years are more expensive. This is aligned with the way the financial aid package is presented to students; less given the first two years and more the following two years. To entice enrollment, MSU may give renewable scholarships (based on ACT scores), present less expensive meal packages in their recruiting tools, or freeze the first two years’ tuition, while increasing the second two years.

Employee Manuel – Stacey Scott
• Leslie Taylor is editing the last section of the professional employee manual, and there should be something ready to review in a month.

The meeting adjourned at 4:00 PM, as there was no other business.

Signature
Sheryl Dettmann
Chair, Professional Council

Signature
Gale Gough
Secretary, Professional Council