Members Present: Nancy Filbin, Betsey Pitts, Erika Swanson, Stacey Scott, Carolyn Plumb, Chris Bauer, Adam Edelman, Sheryl Dettmann, Woody Cranston, Julie Tatarka

Chair Pitts called the meeting to order at 11:00 am. There was a quorum.

Finding Students to Interview for the “Staff Impact on Students” Video – Betsey Pitts, Erika Swanson
- Betsey has recruited a COE student. The ideal number of interviewees would be ten students.
- ASMSU president, Teresa Snyder, will discuss the project with Chair Pitts later today.
- The communications office will be doing the filming.
- The deadline to recruit students for the video will be another week.
- The branding of the video might be from MSU; not specifically Professional Council.

Update on Staff Impact on Student Retention Project Reference Card – Nancy Filbin
- Member Filbin summarized the ten points of positive student impact on a student’s work experience memo which originated from Erika Swenson. Suggestions for presentation included a colorful cardstock with important and key contacts on the back with explanations of who to call and when. The Sub Graphics office might be able to produce a design.
- PC members suggested placing “You are the University” as the first bullet point.
- PC members discussed employees wearing name tags to help students identify employees.
- PC would like to post the ten-point memo on the website.
- PC suggested that Nancy go to Sub Graphics and begin the project.

Reaching out to our sister PE organizations that may exist on other campuses of the MUS (Havre, Billings, Great Falls, COT)
- In concert with President Cruzado’s message of [one] Montana State University system, Member Filbin suggested communicating with other professionals on the other campuses.
- Because PC is not certain of the other professional campus structures, inquiries will be made.

Meeting with President Cruzado
- Chair Pitts will discuss how internal communications might be improved.
  - A single crafted message going to all staff?
  - Important issues such as benefits, salary issues are not being directly communicated to the employees e.g., $450 bonus.
- Perhaps MSU Today could reformat by including a designated area to post important employee-related issues.
- A single contact who knows when, where and what to send might also enhance communications at MSU.

Other Business

The meeting adjourned at noon, as there was no other business.

Signature
Betsey Pitts, Chair

Signature
Gale Gough, Secretary