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

Others Present: Terry Beaubois

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

Staff Impact on Student Retention Project/Reference Card Update – Nancy Filbin
  o Nancy reported that she is continuing to work on the project. PC members suggested a target date of completion be in the fall 2010.

Update on Student Retention Video Project Update – Betsey Pitts, Erika Swanson
  o Students have been interviewed and Chair Pitts is awaiting communications from Tracy Ellig on the status of the video.

PC on Twitter/New Website Updates – Adam Edelman
  o Adam met with Jake Dolan, who has created an account for PC to be able to tweet important issues on the main MSU Faculty/Staff website. It may be viewed at: http://www.montana.edu/facultystaff/
  o Discussion of tweet comments will be shared with all PC members before being posted.
  o Gale will move the old web page information into the new PC shell.

BoR Update – Stacey Scott
  o The budget reduction for the university is 4.5% and is in line with other state agencies. There is a 2.6% academic reduction, as well.
  o The Ag experiment stations, extension, fire service training, bureau of mines, conservation experiment stations will have a 10% cut. The COHE and some tribal programs will also have large reductions.
  o There were discussions about tuition increases and how tuition may be set aside as a need-based scholarship pool held either centrally or locally.
  o There is $30M in tuition waivers distributed throughout the MUS each year; $8M is set aside in specific categories mandated by the state legislature. Out-of-state students with partial waivers are still contributing monetarily to the MUS.
  o Long-range building plans were discussed. Cooley Lab renovation may be accomplished through a grant that must be approved by the state.
  o IT integration is moving forward across the MUS, but not concurrently.

Survey Update – Carolyn Plumb
  o Carolyn Plumb reported on the results of the communications/professional development survey sent to all professional employees.
  o 223 professionals began the survey and 211 completed it.
  o 83% said they received info in a predictable and reliable manner; 72% said they received communications in a timely manner; 52% knew how to find the appropriate communication channel; 64% said they received just the right amount of emails; 10% too few; 26% too many; 60% read MSU Today when they received it via email; 19% read MSU Today all the time; 17% seldom read it; 60% said they don’t read it because they don’t have time; 90% said they prefer to read MSU Today as a response to their daily email about it.
  o 73 people responded to the written portion of the survey, which asked the question: What specific suggestions do you have about communicating important information?
  o Chair Pitts and other members of PC will summarize the data. It will be (it is now) available on the web:
Other Business  
  o Carolyn Plumb has been elected to represent professionals on the provost search committee.  
  o Chair Pitts will write a summary of PC accomplishments during 2009-2010 and post on the website.  
  o To preserve historical information about PC, such as mailbox access, passwords, etc. it was suggested that a notebook be compiled; Gale would update it each year when new members were elected. 

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

Signature  
Betsey Pitts, Chair

Signature  
Gale Gough, Secretary