PROFESSIONAL COUNCIL MEETING
MONTANA STATE UNIVERSITY
WEDNESDAY October 6, 2010
Reid 415, 10:00 am – 11:00 am

Members Present: Chris Bauer, Carolyn Plumb, Jeanne Wilkinson, Nancy Filbin, Jeff Littlefield, Adam Edelman, Erika Swanson, Pat Lane

Others Present: Susan Raph, Director of Nursing, Great Falls Campus; Donna Negaard

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

Old Business

Past PC Minutes – Chair Filbin
The minutes from September 15, 2010 were unanimously approved, as were all previous unapproved minutes.

By-Laws Revisions – Jeanne Wilkinson, Jeff Littlefield
An introduction was added to the bylaws clarifying the rules under which PC operates. Additional modifications for clarity were included in the following texts:

- Article One: Elections
  - Section One: Eligibility
    - 1. “Article Three” was added at the end of the first sentence.
  - Section Two: Election Dates
    - 1. Changed month from April to May.
      - The second sentence was modified to read: “…elected representatives’ term will begin at the first regular meeting in the fall…”
      - A third sentence was added which states: “To facilitate a smooth transition, newly elected members may begin attending meetings immediately after being elected.
  - Section Three: Terms
    - Added a new #2 to read: “Should a Council member leave prior to the end of their term, the Professional Council may appoint a professional employee to represent that division. The term of the newly appointed member shall be to the end of the vacated member’s term.”
  - Section Four: Alternates
    - 1. Changed the word “shall” to “may.”

- Article Two: Conduct of Professional Council Meetings
  - Section Two: Meetings
    - In #2, the phrase, “…or their alternates…” was removed.

- Article Three: Duties and Responsibilities of Officers
  - Section One: General
    - Verbiage added: “See procedures for election under the following: Section Two: Duties and Responsibilities of the Chair Section Three: Duties and Responsibilities of the Chair-Elect.”
    - “…and a vote determines who shall serve…” was negated.
  - Section Two: Duties and Responsibilities of the Chair
    - 1. Duties
      - C. “Governance,” “Steering,” and “Committee” were removed.
      - D. was added: “The Chair may delegate authority/responsibility to other Council members to complete various tasks.”
    - 2. Election
      - A. “position of” and “filled by the previous year’s Chair-Elect were added and “elected by and from the membership of the Council at its last spring semester meeting.” was negated.
B. “[new]ly elected” was struck
A #4, entitled “Vacancies” was added. “A vacancy in the office of Chair will be filled by the Chair-Elect. It is possible, however, for the Chair-Elect to decline the Chair vacancy in which case the Council membership may elect a Chair from current members. The term of a newly elected Chair shall be until the end of the vacated Chair’s term.”

○ Section Three: Duties and Responsibilities of the Chair-Elect
   • 1. Duties
      • Paragraph B. was negated.
   • 2. Election
      • A. “and from” and “at its last spring semester meeting” were negated and “Professional Council members, including those whose term begins the first meeting of fall semester, may be elected to Chair-Elect.” was added.
      • #4, entitled “Vacancies” was added. “When a Chair-Elect vacancy occurs, the elected members may elect a Chair-Elect from within their membership.”

The bylaw changes will be posted on the PC website for 15 days for comment.

Jeff Littlefield would like to discuss other changes in the bylaws at a future PC meeting such as:
• How formal future PC meetings should be.
• If policy-related issues are being addressed, he discussed having it brought forth for a first and second reading and include as an agenda item so professionals attending the meetings might be able to comment.

BOR Visit/Communication – Chair Filbin

The November BoR agenda is full and PC will not be able to meet with the regents. Past Chair Pitts wrote back, expressing a strong desire to meet with them at a future date. President Cruzado continues to encourage PC to attend BoR meetings and PC members interested in doing so should communicate with Chair Filbin.

Wellness Fair

Chair Filbin passed around a sign-up sheet for volunteers to man the PC table at the Wellness Fair. Information about what PC does, professional development and other professional activities will be the main thrust of our presence at the Wellness Fair. Chair Filbin will contact Woody Cranston, the past PC member who suggested a presence at Wellness, to ask for his help in coordinating.

New Business

Response to Changes in Dependent Tuition Waiver Policy
• Susan Raph discussed transferring/donating dependent tuition waivers to other faculty members within the MUS. She suggested that one employee might donate unused credits (up to 40 hours/one semester at a time) to another employee.
• Julie Hitchcock contacted PC to explore how part-time employees, who had been at the university a long time, might also be eligible for a tuition waiver.
• Donna Negaard presented another scenario: She wanted to split six (6) credits between her and her daughter however, current policy does not allow that practice.
• It was noted that dependents may only use tuition waivers for undergraduate studies; employees may use tuition waivers for any degree.
• Any changes in policy would require a BoR vote.
• Member Wilkinson contacted Greg Young to discuss how this policy might be changed and he suggested contacting FS and the MEA/MFT.
• Maintaining their mission as a communicative body, PC recommended that Chair Filbin contact Julie Hitchcock, to see if she would be interested in contacting Chair Lansverk, Kevin McRae, MEA/MFT reps on campus to brainstorm on how this policy might be modified.
Meeting with President Cruzado

The earliest President Cruzado may meet with professionals is January 20, 2011. She expressed an interest in meeting with professional in the fall, spring and summer.

ASGL – Julie Tatarka

Julie will be gone for the next two meetings and asked a PC member to attend in her stead. Chris Bauer volunteered for one; Nancy Filbin for the other.

Update from Chair/Chair-elect monthly meeting with President Cruzado

Chair-elect Wilkinson and President Cruzado discussed name tags, interaction with all employees. She also approved the PC budget.

The meeting adjourned at 11:00 am, as there was no other business.

Signature
Nancy Filbin, Chair

Signature
Gale Gough, Secretary