Members Present: Carolyn Plumb, Jeanne Wilkinson, Nancy Filbin, Julie Tatarka, Erika Swanson, Jeff Littlefield

Others Present: Andy Sabalowsky, Professional Representative to the Sustainability (CSAC) Committee
Sheryl Dettmann, alternate for Betsey Pitts

Chair Filbin called the meeting to order at 11:02 am. There was a quorum.

New Business

Sustainability (CSAC) Update – Andy Sabalowsky

- Andy was appreciative of being selected to serve on the committee; his membership started in July 2010 and for the past several months, the Climate Action Plan (CAP), which will have a public unveiling during Earth Week (April) has been the primary focus of the group.
- The CAP is available for all campus stakeholders to review through a version of the document available at msucap.pbworks.com. All are encouraged to read and comment on the document. Andy will send out an email in the future with details on how to access and comment on the CAP.
- Andy will be providing information on the ongoing energy audits for campus. He also available to answer any questions (andy.sabalowsky@biofilm.montana.edu).

Old Business

Approval of Minutes

- There were no previous minutes available for review and approval.

Representative Reports

Professional Council President’s Meeting – Jeanne Wilkinson

- Wilkinson reported on the meeting held with President Cruzado, Wilkinson, and Pitts on Dec 20th. President Cruzado encourages that Professional Council work with staff senate in the future to share time as Bozeman is the only campus with organized professional representation. Discussion followed regarding the need for Professional Council to clarify its role in the MUS. Several members felt it was important that given the number of professional employees in the system, a clear and official avenue of communication would be preferred. Wilkinson will attend the Jan 13th MUS Staff BoR session to better understand the forum and topics.
- Pitts was encouraged to email Staff Senate representation regarding the nametag initiative.
- President Cruzado is still interested in doing some form of monthly employee recognition. Conversation will continue as to how Professional Council can encourage this program.
- Pitts & Wilkinson inquired about filling the Human Resources (HR) Director and Dean of Students (DOS) positions. Outside consultant will look at structure of the HR division and then an external search will commence. President Cruzado will ask Allen Yarnell, VP for Student Success, to put the DOS search on his “to do” list.
- President Cruzado feels it is important to determine how Professional Council elects members to university councils. Professional Council has questions on the tenure of some committees which will need to be clarified first.
- Pitts communicated to the President that she should still consider some ways to show employee appreciation and improve morale. Four day work weeks and closing the majority of the University between Christmas and New Years were discussed, neither of which are being considered for next year at this time.
- **University Council** – Nancy Filbin  
  - Leslie Taylor gave a presentation on changes, especially for front office staff and student services regarding program integrity rules. There are now more strict legal guidelines as to what can and cannot be communicated to parents, family, staff, and community members regarding programs, especially in regards to gainful employment. Taylor will be conducting training with key constituents in the future regarding new guidelines.  
  - Doug Young of the MUS Benefits Committee communicated that the University currently pays $733 per fiscal year for employee benefits. Costs of those benefits are expected to increase 26% in FY12, and 84% in FY13. There was an estimated savings of 15% because of changes in the MUS prescription plans.

- **ASGL** – Julie Tatarka  
  - There is some confusion and delay as to how the $200k in merit pay will be distributed.  
  - Staff senate was not asked for representation on the HR consultant visit. Faculty senate was approached for a representative. Professional Council does not have official representation although 5 professional staff members were invited. Professional Council members were concerned about bypassing the formal shared governance groups on campus, especially in regards to a reporting mechanism.

**Other Business & Announcements**

- The group decided to replace Chris Bauer, a previous Professional Council member from the Academic area in the upcoming weeks. The Professional Council population will be queried to see if there are any Academic employees interested in the remaining year and a half of Bauer’s term. Professional Council will appoint from the pool of interested employees.

- Chair Nancy Filbin reminded the group that an open meeting for professional employees with President Cruzado is still tentatively planned for Jan 20th. Filbin is in close contact with the President’s staff to see if the President will be able to keep this date due to her intense and inflexible involvement in the Legislature.

- Kathy Tanner, the Professional representative on the Benefits Committee will speak to the group in February about changes in insurance and other benefit costs.

- New Provost Martha Potvin will be visiting with Professional Council on Feb 2nd.

The meeting adjourned at 11:21 am, as there was no other business.

_Signature_

Nancy Filbin, Chair

_Signature_

Erika Swanson, for Gale Gough, Secretary