PROFESSIONAL COUNCIL MEETING
MONTANA STATE UNIVERSITY
WEDNESDAY March 2, 2011
Reid 415, 10:00 am – 11:00 am

Members Present: Carolyn Plumb, Jeanne Wilkinson, Jeff Littlefield, Pat Lane, Nora Smith, Adam Edelman, Betsey Pitts, Erika Swanson

Other Present: James Rimpau, Director of Planning and Analysis

Chair Filbin called the meeting to order at 11:02 am. There was a quorum. Minutes from February 16, 2011 were unanimously approved.

NCAA Report - Jim Rimpau

- MSU is embarking on its NCAA re-accreditation, and the final report is due on April 29, 2011. In early September, the NCAA will send 4-5 people to campus for a site visit which will include interviews with employees having experience in and with athletics.
- MSU’s certification is meant to ensure the NCAA’s fundamental commitment to integrity in intercollegiate athletics. The program is structured to achieve its goal in several ways:
  - By opening the affairs of athletics to the university community and the public.
  - Key campus constituent groups must be meaningfully involved in the development of the institution’s self-study and may be asked to review the institution’s self-study report after it has been drafted.
  - Self-study reports are evaluated by teams of peer-reviewers from other institutions and conference offices.
  - Decisions of the Committee on Athletics Certification related to an institution’s status are announced publicly.
- Three committees provided input for the report: Governance & Commitment to Rules; Academic Integrity; and, Gender, Diversity and Student Athlete Well-Being. One significant outcome from the report is that Athletics now directly reports to the President. Formerly, Athletics reported to the Office of Student Affairs. Eighty percent (80%) of the report is completed and Rimpau stated that he is now looking for additional input from the campus community. Rimpau believes we will be certified with minimal critiquing from the NCAA.
- For more information about the NCAA process or to make comments, please go to this link: [http://www.montana.edu/opa/ncaacert_2010/](http://www.montana.edu/opa/ncaacert_2010/)

BoR – Jeanne Wilkinson

- The BoR will meet in Helena on March 3, 4 and Erika Swanson will attend.
- The November 2011 meeting will be in Bozeman and there will be a listening session open to MSU. President Cruzado and PC will plan how to coordinate a separate meeting with some members of the BoR. How professionals impact students and are a readily available resource to assist the BoR in their mission might be topics of discussion. Carolyn Plumb will conduct a survey among professionals to collect information about how professionals perceive their impact on students. These discussions segued into how to differentiate professional employee classifications. PC will consult with Chris Fastnow.
- PC will coordinate with Staff Senate when and if they might meet with Regent Buchanan during his campus in April.

Name Tags/Employee Recognition – Jeanne Wilkinson

- PC leadership and President Cruzado are continuing discussions about name tags.
- President Cruzado suggested a weekly employee recognition process, the results of which might be posted on the web.
**Employee Handbook – Jeff Littlefield**
- Jeff Littlefield is continuing his review of the Faculty Handbook as it relates to professionals. His goal is to consolidate language into a single document specific to professional employees.

**Student Mentoring/Retention – Jeanne Wilkinson**
- Anne Milkovich proposed a student mentoring program to PC as a professional employee project to assist in student retention. This aligns with President Cruzado’s 2011 Student Retention Initiative proposal, where funds are available. A call for proposals was emailed to campus employees, and they are due in two weeks.
- Different proposals were discussed. Pitts and Smith will brainstorm and bring ideas back to PC at the next meeting.

**Professional Employee Categories – Jeanne Wilkinson**
- With respect to PC elections and the four categories that its membership represents (academics, research, student affairs, administration), many professional employees are not clear where they reside. PC queried whether it was necessary to retain such classifications for positions on Professional Council. Discussions will continue about how professionals are classified.
- Chris Fastnow will be consulted.

**Updates – Adam Edelman**
- **Dean of Student Search** – The search committee is still collecting applications. The committee hopes to have selected finalists visiting campus in early April.
- **Planning Council** – The council is working on articulating key attributes that are characteristic to MSU, which will lead to core themes and, eventually, formulate a mission statement.
- President Cruzado would like to streamline administrative functions and consolidate redundant accounting/business endeavors to be able to deliver services more efficiently. Her initial goal is to maximize functions at MSU and then to include the other campuses.
- **PC Web site stats** – 89 visits since 1/1/2011. For more complete information, please email Adam Edelman: aedelman@montana.edu

**Signature**
Nancy Filbin, Chair

**Signature**
Gale Gough, Administrative Associate