Professional Council Meeting Minutes
9/7/11, 415 Reid

The meeting was called to order at 10:00 am by Chair Jeanne Wilkinson. Present were Jeff Littlefield, Carolyn Plumb, Adam Edelman, Chancey Ringer, Betsey Pitts, Pat Lane, Nora Smith. Others present were Donna Negaard, Kate Jo

Minutes from August 17, 2011 were unanimously approved.

Announcements – Chair Wilkinson was asked to join the President’s commission on the status of university women to investigate why the advancement of women in academia is so slow.

The PC budget was approved last June by President Cruzado for $3,500.

UFPB Update – Lane reported that within the context of the Long Range Building Plan, UFPB proposed top ten priorities for consideration by them: Campus classroom renovations (Linfield, Reid, Wilson) - $2M; HVAC replacement in Tietz Hall - $1.7M; Creative Arts complex upgrades (Cheever, Haynes, Howard) - $2M; Reid Hall renovation - $38M; Campus-code and deferred maintenance - $4.7M; Campus utility infrastructure upgrades (H2O & sewer) - $6.8M; Renne expansion (Phase I) - $6M; Linfield Hall renovation - $29.5M; Campus ADA projects (multi and separate buildings) - $2M; Campus roof replacements - $2.4M. There is an Academic Building R&R fund that might go to fund a renovation of the Writing Center. Proposals for fund use will be solicited once a process is in place.

University employee salary increases are awaiting approval by the BoR.

Pitts would like to post all past PC members (1990 – present) on the PC website.

Planning Council – Edelman reported that the council has been working with the new Associate Provost, Ron Larsen, on accreditation and honing language for the CORE THEMES in preparation for MSU’s report submission due on September 15. The council has been asked to recognize and articulate strategic priorities to present to President Cruzado by the end of this semester. Once these two tasks are completed, the council will resume working on strategic planning.

Budget Council – Wilkinson reported that the council is developing a process to distribute non-allocated money, which should be in place by February. President Cruzado will attend the next meeting to provide guidance in developing the process.

University Council – Wilkinson reported that an Identity Theft Prevention program was presented by Laura Humberger and Daniel Adams and the policy is now posted on MSU’s legal counsel website for review: [http://www.montana.edu/legalcounsel/identitytheft_draft_20110829.pdf](http://www.montana.edu/legalcounsel/identitytheft_draft_20110829.pdf) The Interim Student Conduct Code and Academic Grievance Procedures is also posted on the legal counsel website for review for thirty (30) days: [http://www.montana.edu/legalcounsel/interimconductcode_20110907.pdf](http://www.montana.edu/legalcounsel/interimconductcode_20110907.pdf)

Wilkinson reported that Cliff Montagne, chair of the Sustainability Advisory Council, has posted a climate action plan on the web. The council is asking for input on the plan between now and September 16. The council’s goal is to reduce carbon emissions by 20% by 2025. Human Resources will host four candidates for Chief Human Resource Officer at MSU-Bozeman in October. The four vitae are posted on the HR website.
PC Committees/Working Groups- Chair Wilkinson named chairs of the different working groups and they are noted in green typeface.

**Professional Council – Proposed Committees/Working Groups AY 2011/2012**

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<tr>
<th>Committee</th>
<th>Projects</th>
<th>Chair*/Members</th>
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<tr>
<td><strong>1. Professional Development</strong></td>
<td>a. Find, obtain advertise speaker events&lt;br&gt;b. Peer Mentoring&lt;br&gt;c. Explore whether professional employee may apply for grants for specialized training - Plumb</td>
<td>Tatarka* to Chair? Will ask since she was not at meeting.</td>
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<td><strong>3. Student Impact</strong></td>
<td>a. Student mentoring - Filbin (contact person), Swanson, Lane, Milkovich, Ringer, Smith&lt;br&gt;b. Advising Task Force – there is already a campus wide group which include Provost Potvin, Alan Yarnell, Lane, Swanson. Pat will give regular updates to PC.&lt;br&gt;c. Spring 2011 Survey results - Plumb</td>
<td>Wilkinson*</td>
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<td><strong>4. Internal Communications</strong></td>
<td>a. Website – PC needs a new, more dynamic website – Edelman spoke to Jake Dolan, who will transform the PC website, with the help of a student.&lt;br&gt;b. Twitter - Swanson&lt;br&gt;c. Listserv&lt;br&gt;d. Pure Gold employee recognition – Wilkinson Met again; Executive Council gave Julie Kipfer more direction on what the program and awards should be.&lt;br&gt;e. BOR November MSU meeting Task Force –Wilkinson, Lane&lt;br&gt;f. MSU campuses – outreach to other PEs&lt;br&gt;g. PC Fact Sheet Update – Present at BB Lunch w/Cruzado – Pitts, Lane (Main agenda item on 11/7)&lt;br&gt;h. Pres. Cruzado brown bag lunch 9/27/11 – rescheduled to 11/7/11&lt;br&gt;i. Pres. Cruzado/Provost Potvin monthly mtngs</td>
<td>Wilkinson*</td>
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### External Communications

- **PEs as MUS brand ambassadors**
- **MSU Communications Director continued meetings**
- **BOR luncheons/meetings**
- **Commissioner of Higher Education communications (staff/PE Summit in Helena) and search for new Director.**
- **Legislative contact eg: invite candidates to talk, panel discussions, etc.**
- **Video showcasing PEs – “Work that Matters” - Swanson**

### Internal Communications

- **Jake Dolan** will attend the next PC meeting to discuss how to make the PC web site more dynamic. Jake recommended having a student make immediate changes: a scrolling box to showcase responses from PC’s recent survey, which asked professionals to describe how they interact with students. Wilkinson met with University Communications about Pure Gold and Julie Kipfer followed up via e-mail regarding direction on what the program and awards should be.

- President Cruzado’s brown bag lunch has been rescheduled to November 7 – Monday.

- Pitts suggested working on scheduling some event to include professional employees during the November BOR meeting hosted by MSU.

- Wilkinson and Lane will attend the September BoR meeting on 9/21.

### External Communications

- **Smith reported on an idea, in its conceptual stage, for the new stadium opening and will follow up with more information at the next PC meeting.**

- Wilkinson would like to reconnect with Tom Calcagni to discuss, again, PC’s external communications endeavors.

- Edelman suggested having a professional employee on the search committee for a replacement for the Commissioner of Higher Education.

- There being no further business, the meeting was adjourned at noon.

Jeanne Wilkinson, Chair
Gale Gough, Secretary