Members Present: Jeanne Wilkinson, Chancey Ringer, Carolyn Plumb, Betsey Pitts, Jeff Littlefield

Others Present: Jake Dolan (University Communications), Donna Negaard (Graduate Education), Deborah Redburn (College of Education and H&HD)

1. Chair Wilkinson called the meeting to order at 10:02 am. A quorum of members was not present.

2. Minutes of the September 7th meeting will be emailed to members for approval.

3. Professional Council Website Update

Jake Dolan, University Communications, met with PC to discuss ways to improve the PC web site. Pitts pointed out that in general PC lacks the expertise for web page development. Dolan mentioned he would be willing to assist the PC to improve and modify the site.

Wilkinson logged on the current PC web page and compared the MSU page to a similar site at Idaho State University. In general the PC members thought the two were similar in informational content but differ in presentation. Several PC members stated that the MSU site is less visually interesting or engaging.

Ways to make the web site more visually appealing or inviting would be the addition of photos, photos of PE events, link to our video (currently difficult to locate), photos of PC members (with contact information), etc. From an informational perspective we need to emphasize our role in providing pertinent information to PEs, and who we are and how we serve the University or the PE group. Dolan suggested splitting the current page into two. One page would contain more current or pertinent information, e.g. PC meeting times, locations, agendas, PC events, speaking points as to who we are, surveys or feedback from PEs, etc. The second page would be more “informational”, e.g. mission statement, by-laws, constitution, archival information (previous members, minutes, etc.), links to other governing groups, etc.

PC continues the discussion for developing a banner on the website where we could rotate quotes obtained from the PE Student Contact Survey. Plumb has edited a page or more of suitable quotes. Plumb also suggested listing past PC members, officers, or PE committee members on the website. Pitts recommended that we also continue the Twitter communication.

PC briefly discussed whether funds were needed to help with modifications to the web site.
4. Announcements

Wilkinson was contacted by a professional employee from MSU Northern regarding the need for adding more structure to the process of determining PE compensation. The PE contacted Regent Lynn Hamilton who suggested she contact Professional Council at MSU.

Negaard mentioned efforts to compensate an employee in her office were scrutinized at various administrative levels at MSU.

Pitts mentioned that efforts to develop a personnel handbook specific to PEs at MSU had been determined by MSU administration to be unnecessary at that time (PEs Pitts and Scott represented PC in meetings on the subject two and three years ago).

Pitts questioned whether the PC at MSU represents other PE groups in the MSU system. There was a general consensus among members present that the PC Council only represents PEs at MSU. Nancy Filbin as former chair sent a letter to other MSU campuses to inquire as to PC groups and to try to engage these groups if present. The exact wording and response to this letter will be reviewed by Wilkinson.

Ringer mentioned that instead of helping PEs from campuses with the resolution of issues we should just provide guidance to these individuals or PE groups. It was a general consensus that the PC at MSU could serve as a model for setting up similar groups across the MUS system.

Negaard asked whether professional development opportunities and presentations were open to other PEs from other universities. Council members did not see why they could not be invited but would need better communication among the various professional employees or groups at other campuses.

Redburn suggested that presentations could be podcast to other campuses, depending upon cost.

Wilkinson reported that Smith contacted the Commissioner’s Office regarding a search committee to replace Commissioner Stearns. Commissioner Stearns will work through the remainder of the year. A search committee for her replacement is in the works.

5. Items

a. Pure Gold Program Update - President Cruzado will announce the Pure Gold Program soon. The plan is for the first winner to be announced the week of Homecoming. Nominations may be submitted by MSU faculty, staff, students, alumni and friends via the Pure Gold Nomination Form (web site). Paper nomination forms will be made available to those employees who do not have access to a computer. The Pure Gold Coordinating Committee will select one recipient per week for the Pure Gold designation. The weekly Pure Gold recipient will be announced in a Wednesday morning email from President Cruzado. Recipients will receive: 1) Recognition in the Wednesday email from President Cruzado, 2) Pure Gold congratulatory letter signed by the President, 3) An invitation to a reception with all of the recipients and nominators that semester where each recipient will be recognized and receive their Pure Gold certificate, and 4) A Pure Gold gift. The Pure Gold program does not replace, the annual Employee Recognition Awards.

b. Professional Development WG – Julie Tatarka – Tatarka was not present for an update.
c. PC Fact Sheet – Page 2, Carolyn Plumb - Plumb has put together select comments received during the PE Student Contact Survey. These will be placed on the second (blank) page of the PC Fact Sheet. A draft will be provided at a future meeting.

d. MSU Bozeman BOR Meeting PE Event – Wilkinson is trying to locate a room in which PEs can meet, interact with PC members, and to provided comments and input during the BOR meeting in Bozeman in November. If a room cannot be located then a table may be set up.

e. BOR and CHE approach for the year & discuss ideas - will be discuss at the next PC meeting.

f. President Cruzado Brown Bag Lunch – has been rescheduled to Nov. 7: noon-1pm, Montana Hall Room 105 - note date & room change. This meeting is for PC members only.

g. Future Agenda Items – Members briefly discussed a meeting with Senator Bob Hawks to determine the view of the legislature as to MUS employees and to discuss who we are and how we can help become more visible. Plumb mentioned that we should discuss any possible meeting with State legislators with the President’s Office.

The meeting adjourned at 11:02 am.

Jeanne Wilkinson, Chair