Members Present: Donna Negaard, Sean Cleveland, Liz Grant, Abbey Keene, Lisa Brown, Jonathan Hilmer, Chancey Ringer, Karen Steele

Guests:

Approve 10/17/13 minutes – yes approved by council

Update:

- Sean update on sign-on simplification – one username and password
  - NetID will be used going forward and we will not have to change NetID
  - Never has to be changed, email not affected
  - Many other Universities use this identifier system
  - Transition into this in summer 2014, Fall roll-out (all 4 MT Universities)
  - This is not a single sign-on: if you log on to any service you are continued to be logged in for multiple services

Awards

1) Loyalty Award/Years of Service Award
   - possibly 20 years of service
   - concern: need to do it well if offering a new award
   - date still TBD but possibly kick-off would be along with Employee Recognition in Spring 2014
   - criteria is still to be determined
   - waiting to hear back from Dennis’s meeting with the President and how to move forward
   - FYI the SUB will be renovated possibly starting December 2014 and being shut down Spring 2015

2) Firefly Award – selection process
   - Received 2 nominations
   - Committee’s thoughts on the nominations
     - It will be helpful to have a rubric/template for Committee to be able to follow to decide who is best fit for the Award
     - All Professional Council should refer to the Firefly Award Application Requirements (can be found on PC website) and review both nominations decide on who is the best fit for the award. We will come with our top choices for next meeting on Nov. 20th. Please include the rubric you used for making your decision so we can potentially use it for evaluating next year.
     - For the future, put on PC website a highlight of last year’s recipient of the Firefly Award. Could be helpful to get more nominations. Possibly in the future have a template that nominations can follow so we make sure it fits criteria and is structured.

University Council Updates (Donna):

- Limited Grant submission policy – trying to figure out a clearer method to process the limited submissions. Make sure everyone is aware of them and who is actually submitting.
- Director of Extension and Dean of Graduate School and VP for Research all accepted and positions filled.
- Common hour exam policy – Proposed: that class comes first and exams would have to be moved around. This is up for vote next month.
- International Travel Policy for Students: proposed proposal = so all students are following same procedures and keep parents informed. Also incorporate a database to keep track of everyone traveling abroad.
- Space Management policy – what is the usage of the room and what are the needs of the faculty/students
- MSU return/stay at work policy was approved
- Strategic Plan Goal update – moving toward goals of Strategic plan; on target
- Lilly Ledbetter will be coming in March and hold a State Summit at the same time.

Jake Dolan – Web CMS – postponed to next meeting Nov. 20th

Adjourn – next meeting is November 20, 2013