Meeting started at 2:05pm

Welcome and Intros
- Present:
  - Lisa Brown
  - Karen Steele
  - Abbey Keene
  - Amy Stix
  - Jonathan Hilmer
  - Brian O'Connor
  - James Tobin
  - Pol Llovet
  - Brian Rossmann
  - Guests
    - Matt Caires
    - Sara King
    - Steve Erickson

Professional Council Positions and Liaisons Review
- Research Council
  - Campus data survey recently - 150 respondents
  - If there are any opinions about data in ITC and how it's managed, people should contact ITC staff and they will assist and will be guiding future decisions based on feedback
  - The instrument is going to be posted in a professional journal for other schools to use as an example of how to get data from your campus staff and professionals

- Parking Garage Info
  - Start date is early October
  - Parking spaces that will be displaced will be marked at the end of September
  - Currently the project is $400,000 over budget
  - 550 spaces with no compact spaces
  - There will be bike racks on site, the Biking Task Force has given recommendations on location for bike racks and type of bike racks
  - No charging stations will go in for the initial construction, but infrastructure will be provided for future charging stations to be installed
  - No Wi-Fi or cameras will be installed in the garage initially, but conduit will be installed for future systems

- Betsy Webb Meeting
  - Discussed professional development opportunities and how to work together and not plan events over each other
  - Possibly working on an active shooter professional development exercise for later in the year on how to respond to these situations

- High Performance Computing Committee
  - There aren’t many policies on high performance computing

Format of Meetings
- Approve Meeting Minutes
- Position Updates based on Liaison reports
- Old Business
- New Business
- Guests and Presenters
- Minutes will get the approved minutes to Paul to put on the website

Review of Constitution and By-Laws
- On-going documents that we look at and offer changes and suggestions to
- Goal for the year - complete some edits and suggestions on what we are able to do and update the documents to be more current
- Change - President of University is referred to as "him" in preamble
- Any change to constitution needs a professional employee vote - unsure if it’s just the Pro Council or full campus
- By-Laws can be amended at any time by the committee at the monthly meetings
- Division of the Professional Council
  - Need to evaluate the division of where committee members come from and how it’s broken down between the various constituency groups on campus
- Definitions of positions
  - Need to define what the positions do and the responsibilities that each position must complete
- Committee Reps
  - Make the statement in a generic sense that committee liaisons are assigned as needed and not specific breakdown of who reports to who
  - Don’t make it black and white in the by-laws, but that assignments will be made each year
  - Chair appoints the members to the specific committees
    - Chair appointing people to the positions on committees vs. being elected to committees
    - If there is a conflict between people being appointed to committees there isn’t an easy way to resolve conflicts and bring them to the chair if there are issues with a decision that’s been made
    - Abbey was told that she appoints people to committees based on her transition
    - She would like to see a sub-committee that would evaluate applicants and move forward
    - Suggestions was made to have a presentation from the Chair on what she’s thinking
- Brian and Abbey will make the proposed revisions - in the next meeting or two we will review the updates and then go to a vote on the changes to the by-laws

- **Firefly Award**
  - Jake Dolan has been working with the Provost Office on a nomination/award website for all of these types of awards
  - 2 handouts were given (description of award and timeline of the award)
  - Pol, Abbey and James will send it out through the website, professional employee listserv and MSU Today
  - All members are encouraged to promote and recruit nominations for the award
  - Start a sub-committee of Jonathan, Amy and Karen as the Firefly Award Committee
  - 3rd week of September we would get the call for nominations

- **Meeting with President Cruzado, September 11th**
  - Now is on September 24th
  - If anyone has any questions or suggested topics for the meeting please send them to Abbey

- **Guests**
  - Sara King, Human Resources
    - Compensation Manager
    - Re-Org happening in HR currently
      - Had vacancies and just about done finished filling them
      - HR Operations (payroll/benefits) used to be separated from recruitment which was also separated from labor relations
      - Brings all of the functions (recruitment and Compensation) back under the umbrella of services
      - Labor Relations is a little bit separated reporting to Denis
      - Everyone else reports to Kathy
    - The law doesn’t allow for anything other than professional employees to be paid salary - HR is looking into this and trying to figure out how to proceed and move forward and what the elements are for professional employees and what issues can be solved right away and what need more direction
    - There are no changes to professional employees - the only thing is that the laws are being more closely complied with
• The one change that has happened and communicated is the CAC - President’s Compensation Advisory Classification - Giving data sets to administrators to give structure and data to make adjustments to professional employee salary bases

• Committee is comprised of Sara and she would work with originator of the case, look at duties, look at plan, gather info and put together business pace and the originator and their superiors up to the VP level all collaborate and at the VP level the VP will decide if a proposal is moving forward

• Provost, 3 VPs, and President are the committee
  o Chief HR Director, Chris Fastnow and Sara are there are advisories
  o All revolves around the strategic plan and getting professionals to 80%
  o The Provost and 3 VPs will make recommendation to President and the President will make a decision to adopt or change or do her own thing
  o Approvals are submitted quarterly to the Commissioner’s Office and they review them and either pass them or deny them
  o When the Commissioner signs the proposal it is final

- Difference between professional and classified - FLSA (Fair Labor Standards Act) - each state can have their own adaptation with the law, there to provide employees and ensure that OT eligible are OT eligible and divide the employees
  - Professionals are exempt from FLSA from the OT piece
  - FLSA calls for certain requirements of the job - MUS and State of Montana has a sophisticated classification system and many are FLSA OT Exempt

- The reason that we look at Classified positions before Professional classification is because it's in the best interest of the employee to ensure that they are getting paid for everything they need and are paid correctly

- OCHE does recognize that we are a little different than other campuses because of our requirements and even though it's a research position it doesn’t always fit with the other aspects of the employment (sponsor requirements etc.)

- They are trying to actively work on improving the classified side with regards to pay and min/max pay amounts - discussions are being had with OCHE all the time

- No employee is being told that HR doesn’t like their classification and telling them that they are being reclassified

- We use Cooper codes to compare ourselves to other higher ed schools
  - They are looking at internal and Cooper comparisons and how to be competitive
  - Some of the coding in Banner for Professionals have been broad and not specific to what they are actually doing

  o Matt Caires, Dean of Students
    - Presentation on the President’s Commission on Substance Abuse Prevention
    - Steve Swinford is co-presenter, faculty member
    - Committee started work in 2012
    - Met with stakeholders, gathered information for a semester and a half
      - Intentionally didn’t meet with people who deal with these types of things day in and day out
    - Formulated the thoughts and plans of what came from the committee in an initial draft proposal
    - Proposed Plan is in draft format to the campus community for input
    - 10 Topic Areas handout provided for committee to discuss and gather feedback
    - The committee and the University are trying to determine if they have community support to do more with these topics and move forward with action plans
    - There are no policies in this report, just recommendations and thoughts; policies will be in the next phase of the plan based on feedback from community
    - The committee is looking for allies on these recommendations and plans for improvement
    - Not asking to endorse, spend some time on the website, read the report and give some feedback to the committee who will get the feedback to the President
    - Professional Council will look at the website and have a discussion at the next meeting about the recommendations

• Announcements
  o Procurement Open House
• 19 Montana Hall
• September 17
• 2-4pm Open House
• Meeting ended at 3:40pm