Recent Events

Firefly Award
Every year there are multiple academic awards given to faculty and staff for outstanding performance. This year’s call for nominations was completed at the end of last month, and professional employees such as yourself have been part of the review processes to select the candidate that exemplifies each award, which recognize categories ranging from excellence in outreach to invention of new technologies. Professional employees can be candidates for several of these awards, but there is one award which is specific for professional staff: the yearly Firefly Award for Excellence recognizes an MSU professional who has demonstrated exceptional innovation, impact, and leadership.

This year we set a new record for nominations for the Firefly Award, and we would like to thank everyone that took the time to nominate a coworker for this recognition. It speaks volumes to the impact professional employees have on their coworkers and students to see the testimonials we received. Nominees were described as having “uncommon level of professionalism”, “Zen-like patience”, “tireless”, and “innovative”. Some of the work done by these nominees includes “[establishing] a solid financial foundation for our … department”, “created a statewide conference and coalition”, addition of new courses to the curriculum, and new budget processes with improved efficiency and transparency. Every nominee was truly exceptional.

The MSU academic awards will be officially presented at the 2016 Spring Convocation, but the Professional Council is pleased to announce in advance that the recipient of this year’s Firefly Award is Kathy Osen, the Director of Administration and Finance in the College of Engineering. We received multiple testimonials detailing how Kathy’s work has transformed their office operations, benefitting faculty, staff, and students. Importantly, these innovations are being shared and used as models across campus.

Congratulations to Kathy and to the other nominees: our environment here on campus is immeasurable improved thanks to your efforts.

Office 365
You’ve likely noticed the emails sent out recently about the Office 365 email migration for faculty and staff. This has been a huge project involving thousands of user accounts, but it is now largely complete. New employees will automatically have email addresses provisioned for them, so it will no longer be required to submit requests for new users. If you’ve been using an outside email address in the past for work, this is a great time to switch over to using an official email address provided by MSU. Staff are available to assist with migrating your old email and address any problems you have: contact ITC directly via phone at 994-1777 or helpdesk@montana.edu for more information. Make sure you know how to access your new email before the start of the holidays, and the rush at the start of next semester.

As part of the campus-wide email migration, new spam filtering software has been installed for the MSU email system providing advanced anti-spam features. You don’t have to install or configure anything new on your computer, and you should see a new “Junk Email” folder alongside your inbox. In addition to this folder you will get a daily summary of junk email which you can review and use to fine-tune the junk email settings. Be sure to check this summary to make sure you’re not missing important emails!

Active Shooters and Workplace Violence
On October 29th the Professional Council sponsored a presentation for the MSU Police Department: thank you to all those who helped to put on this presentation. If you weren’t able to attend but would like to know more,
Committee Vacancy – Professional rep needed!
One of the roles of Professional Council is to ensure that professional employees are represented at all relevant levels of governance at MSU. One of these committees has a vacancy: **Professional Council is looking for a new representative to sit on the Parking & Transportation Advisory Committee (PTAC).**
This appointment will go through Dec. 2017. The PTAC committee meets for 1.5 hours every other month. This committee is charged with business advisory activities for AVP University Services, VP Admin & Finance, and University Facilities Planning Board (UFPB) to review and make recommendations on things such as: Parking Services Business Plan, Annual parking Facilities Maintenance Plan.

If you are interested in applying, please email professionalcouncil@montana.edu with a brief statement on why you would like to serve on this committee and what you feel you could bring to the committee. Apply by Friday December 4th!

**Upcoming announcements and opportunities**

**PD&T Monthly Series: Employee Motivation**
Thursday, Dec 3, 1:00 to 3:00pm, Strand Union 233
This workshop still has some open seats, so sign up now to reserve your spot to learn about employee motivation via engagement and motivation theory, and to discuss what you can do to enhance your work environment.

**MD201, Institutional Leadership**
Monday, Dec 7, 8:00am, Strand Union tbd
• Key concepts of administration and leadership •
MSU History, What are Land Grant Institutions •
MSU Organizational Chart • MSU Strategic Plan •
Learning (Academic) • Discovery (Research) •
Engagement (Extension, plus) • Administration &
Finance at MSU • MSU Resources available to
managers • The MSU “alphabet”

**EndNote Basics**
Thursday, Dec 3, 4-5pm. Library Innovative Learning Studio
See how EndNote X7 makes formatting citations and managing bibliographies easy! Learn to search, import records, add notes, find articles, manage PDFs, and format papers using any one of thousands of citation styles. This workshop covers how to get EndNote, share references, and use both the desktop and online version.

**Zotero Citation Workshop**
Tuesday, Dec 8, 11am-12pm, Library Innovative Learning Studio
Zotero is a free, easy-to-use Firefox extension that enables you to collect, organize, retrieve and share your research sources. Zotero even lets you store web-page snapshots, PDF files, images, links and has a plug-in for Microsoft Office Word and OpenOffice Writer so you can add in-text citations and create a bibliography with over 1,200 styles to choose from.

**Paws to de-Stress**
The MSU Library has partnered with Intermountain Therapy Animals to bring stress-relieving canines into the library during the last two weeks of the semester! The schedule can be found here:
http://calendar.msu.montana.edu/events/17813

Best Wishes,
Jonathan Hilmer

Professional Council Membership Liaison