Call to Order. The meeting was called to order by chair, Bill Van Horn. Bill introduced Kerri Marx and Diane Dorgan.

Approval of Minutes. Minute of February 20, 2013 were approved with one grammar correction.

Approval of Outreach & Engagement Council representative. Shana reported that four candidates applied for the opening on the O&E Council. Diane Dorgan, Admissions Evaluator in the Office of Admissions, was identified as the recommended representative. Senators voted to approve Diane’s appointment.

Committee Reports

A. Association of Shared Governance Leaders – Staff Senate Chair – no report.

B. Budget Council – Dave Court – ranked proposals were sent to the President. The ranked strategic investment proposals can be found on the Budget Council website: http://www.montana.edu/budgetcouncil/investmentproposalprocess/index.html.


D. Facilities Services Advisory – Justin van Almelo – moving forward with the RFP for using vehicle rental agencies instead of maintaining a motor pool. An analysis from a study of five comparative universities about the number of campus buildings and the resources needed to maintain them is being reviewed. Bozeman has roughly the same number of building as the other campuses but spends more to maintain them. The extra cost, in part, is due to the fact that MSU’s buildings are not clustered as closely as the other campuses.

E. Fitness Center Oversight Committee & Recreation Sports Advisory Board – Eric Wold – no report.

F. MSU Benefits & IUBC – Ron Brekke, Julie Heard and Kerri Marx – Ron handed out IUBC meeting notes from the 1/24 meeting and MUS Wellness Workshop offerings (Wellness MUS, Montana moves, Montana meals, and the Bozeman Wellness Champion roster). Next IUBC meeting is 2/21 in Helena.

G. Outreach & Engagement Council – Shana Wold – introduced Diana as her replacement on this council. The Council meetings next week to discuss a white paper sent to President Cruzado and Provost Potvin.

H. Parking & Transportation Advisory – Steve Beasley – no report

I. Planning Council – Shana Wold – Defining a peer set to make benchmarks to measure the Strategic Plan. What should we be measuring such resources, research base, etc.

J. Space Management – Bill Van Horn – no report.

K. University Facilities Planning – Mandy Hansen – no report.

L. University Council – Staff Senate Chair – 2/6 new Item discussed: Student Trip Policy revisions. Information Items: Building plans are before Legislature in HB 14 & 5 should hear about projects in late April and parking changes will begin after Commencement on Saturday, May 4, 2013 and be done by late August. 3/6 new Items: Motor Pool Operational Analysis and Recommendations to Contract out Motor Pool - the Council voted to endorse the RFP; Commemorative Tributes-building naming guidelines and Extended the comment period for the Student Trip Policy. Information Items: IT Governance Policy.

M. Other Committee reports – Bill reported he was contacted to participate in the Motor Pool RFP/contract process noted in Facilities and University Council’s reports. On 4/17 at 4 p.m. the President’s Commission on the Status of University Women is sponsoring an Advance grant presentation.
V. Old Business

A. Bylaws Review Committee – Sylvia Sparkman (Chair), Deb Harrison, and Julie Heard – discussion continued with the reworded section IV Officers 4.5 Vacancies. The rewording was accepted. An objection was raised to passing the bylaws changes without reviewing policies and procedures first because a number of items had been removed from the bylaws. Discussion was held. A quorum of elected Senators, 7 of the 11 elected members, was present and voted. A super majority, or 2/3, is required for bylaws changes. The motion failed with four voting for and three voting against passing bylaws changes without review policies and procedures first. Senators requested the formation of a Staff Senate Office Manual Task Force to review and/or develop policies and procedures which could include:
   a. Election of Senate members
   b. Selection of committee representatives
   c. Describe duties Program Coordinator, chair, and vice chair
   d. Definition of how vacancies are declared for elected members
   e. Leadership election
   f. Define “approved means” of voting

B. Training Task Force – Justin van Almelo (Chair), Julie Heard, Bill Van Horn, and Eric Wold – Justin reported that the TF continues to promote Library workshops and Lynda.com training access. He noted that the dynamic of this TF will most likely change with the hiring of Betsy Webb, Professional Development & Training Manager. Betsy will be the guest speaker at the April meeting. Dave Court volunteered to co-chair this TF with Justin.

C. Public Relations Task Force – Shana Wold (Chair), Bill Van Horn, and Deb Wilke – the next Staff Senate newsletter will be published by the end of April. Senators were requested to email topic ideas to the Senate office.

VI. Guest Speakers – Dewitt Latimer and Susan Alt joined the meeting to discuss on the Confidentiality Agreement and Data Policy. The Policy will include an agreement signed by employees that handle highly sensitive information, establish a Data Stewards group with members from all four MSU campuses with the goal of maintaining confidentiality and protection of highly sensitive information.

VII. Information Items
   A. Betsy Webb, Professional Development & Training Manager, will be a guest speaker at the April Staff Senate meeting.

VIII. Updates and Other Business
   A. Deb Wilke requested ideas from Senators on ways to learn more about each other. She suggested the possibility at the Senate meetings a few members introduce themselves and tell a little about their role on campus.

IX. Motion to Adjourn. The meeting was adjourned at 11:00 a.m.

Next Meeting: Wednesday, April 17, 2013 at 9:00 a.m., SUB 232