Staff Senate Meeting Minutes
Wednesday, June 19, 2013
9:00 – 11:00 a.m.
Wilson Hall, Bradley Conference Room 2-257

Attendance Code Key:  X = Attended   A = Apologies for Absence

| A | Steve Beasley, PTAC | X | Ron Brekke, Benefits | X | Dave Court, Budget | X | Ariel Donohue, Women’s Status |
| X | Diane Dorgan, O&E | X | Jill Flores, CSAC | A | Mandy Hansen, UFPB | X | Mike Hansen, Parking Appeals |
| X | Deb Harrison | A | Julie Heard, Benefits | X | Kerri Marx, Benefits | X | Wendy McCarty, Personnel |
| X | Linda McDonald | A | Merry Paceley, Personnel | X | Linda Roberts | X | Sylvia Sparkman |
| X | Owen (O.P.) Taylor | A | Justin van Almelo, Facilities | X | Bill Van Horn, Space & University | X | Deb Wilke |
| X | Eric Wold, Rec Sports | X | Shana Wold, Market & Planning |

I. Call to Order. The meeting was called to order by chair, Bill Van Horn. Guests Joe Robbins, Lindsay Murdock, and Lukas Smith were present.

II. Approval of Minutes. Minute of May 15, 2013 were approved.

III. Guest Speakers. Lindsay Murdock, ASMSU President, and Lukas Smith, ASMSU Vice President, met with Staff Senate. Lindsay outlined three goals that ASMSU will be focusing on: 1) inclusiveness, 2) making ASMSU a sustainable organization, and 3) encouraging students to engage and make the most of their time at MSU. The question of what metrics will be used to measure student engagement according to the Strategic Plan was asked. Metrics are being discussed. Staff Senate chair encouraged Lindsay and/or Lukas to attend ASGL meetings regularly so that all constituent groups could share best practices and discuss ways to meet metrics outlined in the Strategic Plan.

IV. Committee Reports
   A. Association of Shared Governance Leaders – Staff Senate Chair – did not meet.
   B. Budget Council – Dave Court – moving forward with budgeting planning without pay plan in place. The Council discussed training for new members and their mission in light of the Strategic Plan.
   C. Campus Sustainability Advisory Council – Jill Flores – next meeting is in July.
   E. Fitness Center Oversight Committee & Recreation Sports Advisory Board – Eric Wold – did not meet.
   F. MSU Benefits & IUBC – Ron Brekke, Julie Heard and Kerri Marx – the next IUBC meeting is 7/17. Ron handed out proposals being discussed by IUBC and requested feedback. The MUS Wellness website has informational videos at http://www.wellness.mus.edu/ then select “Wellness Videos”. Ron recommended “MUS Wellness Media Intro (Standard)” as good starting point.
   G. Outreach & Engagement Council – Diane Dorgan – met 5/17 and discussed a monthly outreach and engagement award tentatively named “True Blue”.
   H. Parking & Transportation Advisory – Steve Beasley – no report.
   I. Planning Council – Shana Wold – has met twice since the last report. They are reviewing the Strategic Plan on its one year anniversary starting with the core themes and discussed metrics. Shana noted that the Strategic Plan has a number of metrics that apply to staff and referenced Stewardship, Metric S.1.1: “By 2019, increase the average MSU staff salary to the representative peer market average”. Meetings outside of Planning Council on this metric and other staff related topics included:
      a. Staff Senate leadership met with Chris Fastow to talk about how to gather data for Metric S.1.1. The first step is to define a “peer market”. Eric volunteered to draft a definition. It was noted that the last time the data was gathered the information was aggregated and the results gave the impression staff salaries were within the market average.
      b. Staff Senate leadership have a planned meeting scheduled on Friday, 6/21 with HR to talk about the MUS Compensation Plan, flex pay options, and peer groups.
   J. President’s Commission on the Status of University Women – Ariel Donohue – no report.
   K. Space Management – Bill Van Horn – no report.
   L. University Facilities Planning – Mandy Hansen – no report.
M. **University Council** – Staff Senate Chair – met 5/1. Follow up from Tobacco Free Initiative and SUB Room Reservation Policy rewrite were presented. The Honorary Degree Policy passed with no discussion. Metrics for the Stewardship section of the Strategic Plan was presented.

N. Other Committee reports

V. Old Business

A. Training Task Force – Justin van Almelo (Chair), Dave Court (Co-Chair), Julie Heard, Bill Van Horn, and Eric Wold – no report.

B. Public Relations Task Force – Shana Wold (Chair), Bill Van Horn, Sylvia Sparkman, and Deb Wilke - emailed talking points to use while sharing some information about yourself to fellow Staff Senate members. Due to time constraints the getting to know each other section of the meeting was postponed.

C. Staff Senate Office Manual Task Force – Linda Roberts (Chair), Sylvia Sparkman, Bill Van Horn, and Joan Ford – the Procedure for the Election of Staff Senate Members was re-written and copies will be emailed to Senators. An e-vote will finalize the policy, after which it will be posted to the Senate's web page. The TF recommended the “Orientation Packet” referenced in the Policy be turned over to the PR Task Force for review.

VI. Information Items

A. Bill, Shana, and Dave gave a recap of the MUSSA meeting held on 5/22 in Great Falls and the breakfast meeting with the Board of Regents on 5/23. Bill noted that discussion planned regarding Eric’s MSU Classified Staff Wage Comparison document was not presented. The OCHE office deemed the subject matter a union negotiated item and therefore could not be discussed with the Regents. The resulting BoR discussion requested MUSSA look into student success as it applies to each campus and identify best practices. A methodology for developing a staff survey is being discussed and developed. As this survey moves forward there will be opportunities for Senators to participate.

B. The Senate is looking for volunteers to participate on an Employee Recognition Task Force. To date Donna Kelly and Phyllis Bock have volunteered. Senate leadership met with President Cruzado regarding the creation of a longevity award. The idea was well received. Removing longevity from employee recognition is a step towards revamping the current system.

C. A number of employees have or will receive a letter regarding a personal information security breach. The letter is legitimate and employees are encouraged to take advantage of the services offered.

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

*Next Meeting: Wednesday, July 17, 2013 at 9:00 a.m., SUB 236*