Staff Senate Meeting Minutes  
Wednesday, July 17, 2013  
9:00 – 11:00 a.m.  
SUB 236

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

Attendance Code Key:  
X = Attended  
A = Apologies for Absence  
Staff, Joan Ford, was present.

I. Call to Order. The meeting was called to order by chair, Bill Van Horn. Guests Joe Robbins, Phyllis Bock, and Roy Pino were present.

II. Approval of Minutes. Minute of June 19, 2013 were approved.

III. Committee Reports  
A. Association of Shared Governance Leaders – Staff Senate Chair – did not meet.  
B. Budget Council – Dave Court – did not meet.  
D. Facilities Services Advisory – Justin van Almelo – did not meet.  
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 – IUBC is meeting today in Helena.  
G. Outreach & Engagement Council – Diane Dorgan – Chris Fastnow met with the Council and reported on metrics for the Stewardship section of the Strategic Plan. Measurements are being worked out at the faculty and professional level. Once these have been determined metrics for classified staff will be determined.

H. Parking & Transportation Advisory – Vacant – no report.  
I. Planning Council – Shana Wold – the meeting was cancelled.  
J. President’s Commission on the Status of University Women – Ariel Donohue – did not meet.  
K. Space Management – Bill Van Horn – the meeting was cancelled.  
L. University Facilities Planning – Mandy Hansen – no report.  
M. University Council – Staff Senate Chair – did not meet.  
N. Other Committee reports

IV. Old Business  
A. Training Task Force – Justin van Almelo (Chair), Dave Court (Co-Chair), Julie Heard, Bill Van Horn, and Eric Wold – the TF met with Betsy Webb and discussed both what the TF is looking for in professional development and training and what she is in the process of developing. The TF requested that Betsy’s email with the attached Pro 3 Series Modules be forwarded to all Senate members.  
B. PublicRelations Task Force – Shana Wold (Chair), Bill Van Horn, and Sylvia Sparkman - no report.  
C. Staff Senate Office Manual/Procedures Task Force – Linda Roberts (Chair), Sylvia Sparkman, Bill Van Horn, and Joan Ford – the Procedure for the Election of Staff Senate Members was circulated for comment and voted on via Survey Monkey. One grammatical correction was made and the policy was accepted. Staff Senate Procedures will be maintained both in the office as well as on the Senate web page. Additionally, the office will maintain an Office Manual with internal office processes. With the Senate’s acceptance of this Procedure the TF completed its mission and the TF was dissolved.

V. New Business  
A. Bill requested that interested Senators’ contact either himself or the office to volunteer to be on an Employee Recognition Task Force. To date Donna Kelly, Diane Heck, and Phyllis Bock have volunteered.

VI. Information Items  
A. Shana reported that she, Eric, Bill and Joan met with CHRO Dennis Defa, Talent Acquisition & Management Manager Tricia Wimbish, and HR Operations Director Cathy Hasenpflug. Topics of discussion included who is the voice of classified staff that do not have union affiliation, the effect of the policy hiring new employees...
at the lowest pay, how to gather peer group salary data for classified employees and who are those peer groups. The final topic of discussion was MSU’s Strategic Plan, Stewardship, Metric S.1.1: “By 2019, increase the average MSU staff salary to the representative peer market average”. From this discussion the question for both groups consideration was “how do we operationalize MSU’s Strategic Plan”?

B. Bill Van reported that he is at the beginning stages of looking into Student Success at MSU, a task the Board of Regents requested. The first step is to look at the number of staff by department and compare it to the number of students in each department to create a student to classified staff ratio. According to department data dated 2009 the ratio is 200 to 1. More current data is being pursued. The new ratio will reflect a larger student to classified staff ratio since enrollment has continued to increase while classified staff has remained stagnant. Research into staff at the College level is being considered but is on hold until more is known about the direct department student support. The Regents tasked MUSSA members to investigate both Student Success as well as best practices, a discussion broader than just Bozeman’s Staff Senate. Bill has identified three areas when it comes to Student Success and best practices – Entry/Admissions, Persistence/Retention, and Student Life/Outreach & Engagement. A Task Force may be formed soon.

C. Get to know your fellow Senators
   i. Deb Wilke – works in Custodial Services during the summer and in Avogadro’s Number during the academic year. She is always surprised at what is found while cleaning after the students have left the dorms.
   ii. Wendy McCarty – works in University Business Services and will be reaching her 20 year anniversary with MSU in September. Her duties include collections and centralized accounts receivable. 90% of her job is working with students setting up payment plans.
   iii. Dave Court – works for Administration and Finance. He moved from London 14 years ago and has been employed by MSU for the past 10 years. He is more commonly known around campus as the Banner guy. Part of his job is working with all four campuses to assure that changes to Banner do not impact other campuses and to test Banner up grades. The majority of his job is IT project management as it relates to Banner Finance, for instance, the recent implementation of the online tuition and fees e-billing. The currently project is the document management and automated workflow product.

VII. Motion to Adjourn. The meeting was adjourned at 10:00 a.m.

Next Meeting: Wednesday, August 21, 2013 at 9:00 a.m., SUB 168