Staff Senate Meeting Minutes
Wednesday, August 21, 2013
9:00 – 11:00 a.m.
SUB 168

Call to Order. The meeting was called to order by chair, Shana Wold. New Senators Amy Sadosky, Culinary Associate RLUFS, serving on the Parking Appeals Board and Jacob Hahn, Windows Server Systems Manager ITC, serving on the Parking and Transportation Advisory Committee were introduced. Guest Jake Dolan was present.

Approval of Minutes. Minute of July 17, 2013 were approved.

Guest Speaker, Jake Dolan, Director of MSU Web and Digital Communications, MSU Web Coordinator, showed a PowerPoint presentation on Google Indoor Maps. Over 10,000 public buildings have been mapped using the Google Indoor Mapping system including many Universities. There is no cost to map the MSU campus other than the time of MSU employees. According to Jake, the first step is to work with the University constituents to identify which buildings and resources should be mapped. Then customize the plans to meet the needs of the University, goals of the indoor mapping project, and the constituents of each building. Followed by scheduling a visit with Google in order to map the public spaces and align the floor plans with their measurements for accuracy. Finally ITC, Web Communications and Facilities will work to develop integrations with existing systems to provide further benefits with the indoor maps. Some identified benefits include integration with mobile applications, interactive building directory information, enhanced campus directory information, schedule of classes, and event mapping to rooms. Through October he plans to meet with constituent groups and councils then in November or December schedule Google begin the mapping process.

Committee Reports

A. Association of Shared Governance Leaders – Staff Senate Chair – did not meet.

B. Budget Council – Dave Court – meeting next week.

C. Campus Sustainability Advisory Council – Jill Flores – met 7/24 topics of discussion were replacement of fleet vehicle with Rental company options, combining recycle containers into one container, and developing campus gardens.

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 met last month. The Benefits Committee has not met.

G. Outreach & Engagement Council – Diane Dorgan – did not meet.

H. Parking & Transportation Advisory – Jacob Hahn – did not meet.

I. Planning Council – Shana Wold – met 8/20 items covered included a Long Range Building Program (LRBP) Priority Projects presentation, discussed online tracking of faculty outreach and engagement activities, and a highlight of the accomplishments on the Strategic Plan. Shana noted that staff currently does not track outreach and engagement activities, she will follow up on this item.

J. President’s Commission on the Status of University Women – Ariel Donohue – no report.

K. Space Management – Bill Van Horn – met 8/16 selected chairs, discussed a class room scheduling program that may be accessible online, and gender neutral facilities.

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

M. University Council – Staff Senate Chair – met 8/14 voted and passed the Student Union Building Room Reservation Policy. Informational items included presentations on the Enterprise Policy Project, Research Compliance Code, of a Champion, and LRBP.

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

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<td>Phyllis Bock</td>
<td>Ron Brekke, Benefits</td>
<td>Dave Court, Budget</td>
<td>Ariel Donohue, Women’s Status</td>
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<td>Diane Dorgan, O&amp;E</td>
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<td>Jacob Hahn, PTAC</td>
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<td>Mike Hansen, Parking Appeals</td>
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<td>Julie Heard, Benefits</td>
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<td>Wendy McCarty, Personnel</td>
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<td>Joe Robbins</td>
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<td>Amy Sadosky, Parking Appeals</td>
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<td>Owen (O.P.) Taylor</td>
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<td>Shana Wold, Market &amp; Planning</td>
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Staff, Joan Ford, was present.
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 update
B. Public Relations Task Force – Shana Wold (Chair), Bill Van Horn, and Sylvia Sparkman – Shana requested topic suggestions for the September newsletter be submitted to the office.

VI. New Business
A. Employee Recognition Task Force – Bill Van Horn (Chair), Phyllis Bock, Jill Flores, Diane Heck, Donna Kelly, Merry Paceley, and Joan Ford – met 7/30 to review and discuss the current program. Outcome from the meeting was a need to break into smaller work groups.

VII. Information Items
A. Shana reported that work with the Office of Planning and Analysis regarding MSU’s Strategic Plan, Stewardship, Metric S.1.1: “By 2019, increase the average MSU staff salary to the representative peer market average” was placed on hold at the request of OCHE.
B. Student Success at MSU, Bill continues to gather data on degree granting department staffing in relation to student enrollment. He plans to work with the Office of Planning and Analysis to assure the data being gathered is correct. Focus continues to look toward best practices for Entry/Admissions, Persistence/Retention, and Student Life/Outreach & Engagement.
C. Get to know your fellow Senators
   i. Deb Harrison, Administrative Associate, is located at the Western Agricultural Research Center in Corvallis in the Bitterroot Mountains. She is the representative for off-campus employees and has been employed by MSU for 10 years. Her interest in Staff Senate was peak by decisions and activities that seemed Bozeman-centric and did not recognize the nearly 100+ employees located in the other 55 counties in Montana. She noted that sometimes it’s a challenge being Bobcat in Griz Country.
   ii. Julie Heard, in addition to her duties as the Personnel Officer for the Extension Director she is an Adjunct Professor for Gallatin College and provides training for Extension in every county and reservation. After 15 years with the FBI she and husband relocated from Butte to Bozeman where she began her 7 year career at MSU. She joined the MSU Benefits Committee to gain a better understanding of and play a role in the governance of MSU.

VIII. Updates and Other Business
A. Shana noted that MSU is working to update its Emergency Plan. Witt O’Brien won the RFP to review and make improvement recommendations to MSU’s Emergency Plan and Management System.
B. ASMSU Outdoor Recreation Program hired Ryan Diehl as their new director. It was noted he may be interested in meeting the Staff Senate sometime in the future.
C. Jake Dolan, Director of MSU Web and Digital Communications, MSU Web Coordinator will make a presentation on Web Content Management System at the September meeting.

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

Next Meeting: Wednesday, September 18, 2013 at 9:00 a.m., SUB 236