Staff Senate Meeting Minutes  
Wednesday, September 18, 2013  
9:00 – 11:00 a.m. 
SUB 236

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

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, Shana Wold. Guests Adam Edelman and Jake Dolan were present.

II. Approval of Minutes. Minute of August 21, 2013 were approved.

III. Guest Speaker, Adam Edelman, Interim Chief Information Officer, announce a four-campus effort to simplify login user names and passwords. It will use a Net ID, a 7 digit alpha numeric login, estimated to be implemented in early 2014. For the latest information and FAQ go to http://www.montana.edu/loginsimplification/.

IV. Guest Speaker, Jake Dolan, Director of MSU Web and Digital Communications, MSU Web Coordinator, showed a PowerPoint presentation on a Web Content Management System (Web CMS). Web CMS is a software system that provides website authoring, collaboration, and administration tools designed to allow users with little knowledge of Web programming languages or markup languages to create and manage website content with relative ease. OmniUpdate was selected by RFP and estimates MSU CMS testing and training will be completed by the end of the year followed by web page migration in early 2014.

V. Committee Reports
A. Association of Shared Governance Leaders – Staff Senate Chair – did not meet.
B. Budget Council – Dave Court – met 8/27 President Cruzado was the guest speaker.
C. Campus Sustainability Advisory Council – Jill Flores – will be meeting on 9/23.
D. Facilities Services Advisory – Justin van Almelo – met and discussed utility outage announcement messages and notifications and their usage. Also discussed was the Casa Grande sight lines survey which compares our campus to other peer Universities. Staffing was below the average in the trades and facilities custodial staff. These finding will be discussed with upper management.
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 – Financial trend update

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<td>$53</td>
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ACA (Affordable Care Act) exchange rates are less than expected but benefits may also be less and ACA members may be allowed to only attend certain selected hospitals. ACA will have an impact on the MUS health plan. The MUS is proposing a tiered approach (see the July 17 2013 IUBC meeting notes on the MSU Benefits & IUBC link for more detail).

G. Outreach & Engagement Council – Diane Dorgan – discussed O&E awards.
H. Parking & Transportation Advisory – Jacob Hahn – no report.
I. Planning Council – Shana Wold – discussed defining Strategic Plan metrics for non-faculty.
J. President’s Commission on the Status of University Women – Ariel Donohue – is meeting 9/18.
K. Space Management – Bill Van Horn – met 9/13 discussed online classroom scheduling with classroom capacity, technology capabilities in each room, location, etc. Faculty is concerned with competing for space.
L. University Facilities Planning – Mandy Hansen – no report.
M. University Council – Staff Senate Chair – met 9/4. New Item: Environmental Health & Safety Policy presented by Mary Cloninger, Department Head, Chemistry & Biochemistry. Informational Items presentations: Gallatin College 2 Year Mill Levy Election by Bob Hietala, COO, Gallatin College; Update on Single Identifier Decision by Adam Edelman, Chief Information Officer; and Sustainability Tracking Assessment and Reporting (STARS) program by Kristin Blacker, Director, Sustainability. YEAR of Engaged Leadership presentation Industry-Partnered Community Service Learning to Address Drinking Water Quality on the Crow Reservation: A Case Study in Engaged Leadership by Eric Dietrich, MSU Alumni & Research Associate, Center for Biofilm Engineering

N. Other Committee reports

VI. Old Business

A. Training Task Force – Justin van Almelo (Chair), Dave Court (Co-Chair), Julie Heard, Bill Van Horn, and Eric Wold – plans to meet with Betsy Webb, Professional Development Manager.

B. Public Relations Task Force – Shana Wold (Chair), Bill Van Horn, Sylvia Sparkman, and Diane Dorgan – a discussion was held regarding the production of a Staff Senate newsletter. Senators voted to suspend production in lieu of timely, relevant e-updates.

C. Employee Recognition Task Force – Bill Van Horn (Chair), Phyllis Bock, Jill Flores, Diane Heck, Donna Kelly, Merry Paceley, and Joan Ford – broke into two smaller work groups.

VII. Information Items

A. Shana noted that during a meeting with President Cruzado the idea of a Loyalty, Longevity, or Years of Service type award was raised. The President met with Dennis Defa, CHRO and requested he, the leadership of Professional Council and Staff Senate meet. The proposed launch is November, 2014 however there may be a November, 2013 launch event if it can be arranged in time.

B. Get to know your fellow Senators:
   i. Sylvia Sparkman, Computer Specialist with ITC for five years. She is responsible for administration and billing of the phone system, student evaluation of faculty and exam scoring.
   ii. Justin van Almelo, Security Associate with ITC focusing on Banner security and security training.
   iii. Linda McDonald, Program Coordinator with Land Resources & Environmental Sciences. Has been employed by MSU since 1981.
   iv. Diane Dorgan, Admissions Evaluator, is a Bozeman native, MSU alumni, and has been employed at MSU for the past 10 years.

VIII. Motion to Adjourn. The meeting was adjourned at 9:53 a.m.

Next Meeting: Wednesday, October 16, 2013 at 9:00 a.m., SUB 236