Staff Senate Meeting Minutes
Wednesday, November 20, 2013
9:00 – 11:00 a.m.
Wilson Hall, Bradley Conference Room 2-257

<table>
<thead>
<tr>
<th>X</th>
<th>Phyllis Bock</th>
<th>A</th>
<th>Ron Brekke, Benefits</th>
<th>A</th>
<th>Dave Court, Budget</th>
<th>A</th>
<th>Ariel Donohue, Women’s Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Diane Dorgan, O&amp;E</td>
<td>A</td>
<td>Jill Flores, CSAC</td>
<td>X</td>
<td>Jacob Hahn, PTAC</td>
<td>X</td>
<td>Mandy Hansen, UFPB</td>
</tr>
<tr>
<td>X</td>
<td>Mike Hansen, Parking Appeals</td>
<td>A</td>
<td>Deb Harrison</td>
<td>X</td>
<td>Julie Heard, Benefits</td>
<td>X</td>
<td>Kerri Marx, Benefits</td>
</tr>
<tr>
<td>X</td>
<td>Wendy McCarty, Personnel</td>
<td>X</td>
<td>Linda McDonald</td>
<td>A</td>
<td>Merry Paceley, Personnel</td>
<td>A</td>
<td>Roy Pino</td>
</tr>
<tr>
<td>X</td>
<td>Joe Robbins</td>
<td>X</td>
<td>Linda Roberts</td>
<td>X</td>
<td>Amy Sadosky, Parking Appeals</td>
<td>A</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>Eric Wold, Rec Sports</td>
</tr>
<tr>
<td>X</td>
<td>Shana Wold, Market &amp; Planning</td>
<td></td>
<td></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, Shana Wold. Guests Betsy Webb and Ron Ramsfield were present.

II. Approval of Minutes. Minute of October 16, 2013 were approved.

III. Guest Speaker. Betsy Webb, Professional Development and Training Manager handed out a spreadsheet with FY2014 professional development, training, and outreach sessions. PD&T has served 588 customers in 38 sessions between July 8 and November 19. Betsy spoke about the future of PD&T and the many challenges she anticipates. One example is to define service excellence versus customer service, in January Teri Yanovitch co-author of “Unleashing Excellence: The Complete Guide to Ultimate Customer Service” written with Dennis Snow will be on campus for several days to present the topic. Betsy is forming a service excellence team and requested volunteers – Diane volunteered to be part of the team. She continues to look for topics and speakers for the monthly PD&T series on the fourth Thursday of each month. A list of PD&T trainings and opportunities can be located on the Human Resources calendar at [http://calendar.msu.montana.edu/?cal=56](http://calendar.msu.montana.edu/?cal=56).

IV. Committee Reports

A. [Association of Shared Governance Leaders](#) – Staff Senate Chair – no meeting.

B. [Budget Council](#) – Dave Court – no update.

C. [Campus Sustainability Advisory Council](#) – Jill Flores – no update. An email with Facilities Services vehicle maintenance will be forwarded after this meeting.

D. [Facilities Services Advisory](#) – Justin van Almelo – reviewed a Facility Services survey.

E. [Fitness Center Oversight Committee & Recreation Sports Advisory Board](#) – Eric Wold – new student senators.

F. [MSU Benefits & IUBC](#) – Ron Brekke, Julie Heard and Kerri Marx – meet tomorrow

G. [Outreach & Engagement Council](#) – Diane Dorgan – met 10/31 researching tracking databases and finalizing the Provost’s Faculty & Staff Excellences Awards.

H. [Parking & Transportation Advisory](#) – Jacob Hahn – no meeting.


J. [President’s Commission on the Status of University Women](#) – Ariel Donohue – no report.

K. [Space Management](#) – Bill Van Horn – met 11/8 the space management policy was sent to University Council. Astra scheduling had a problem with time zones and will being training soon.

L. [University Facilities Planning](#) – Mandy Hansen – met discussion included recommendation of three locations for the new dorm; installed a student sculpture; and Montana Public Arts Council commissioned a sculpture for the Ag Bioscience building.


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 – invited Betsy Webb to talk at today’s meeting. Recommended the TF provide supporting role to Betsy and take this item off the agenda until there is something to report.

B. Employee Recognition Task Force – Bill Van Horn (Chair), Phyllis Bock, Jill Flores, Diane Heck, Donna Kelly, Merry Paceley, and Joan Ford – TF recommending to HR use the COE nomination process. Will take this item off the agenda until there is something to report.

C. Years of Service Ceremony – Shana Wold, Dave Court, and Joan Ford – met Dennis Defa, CHRO. He recommended to President Cruzado the first ceremony be in October, 2014 in order to verify employee data accuracy, 5 year segments, and booking the SUB around their remodel schedule. This ceremony will be announced at the Employee Recognition Awards 2014 in April. The TF is recommending Banner experts attend the next meeting.

VI. New Business

A. MUS Performance Based funding focus group meeting on 11/14 – Diane Dorgan will email comments from meeting to be emailed to Senators. Shift in how funding is applied to the university systems. Nationally it focuses on workforce training not just 4-year degrees and includes certifications and associate degrees pushing higher education credential from 40% to 60%. 32 states have utilized this type of funding. First phase getting focus groups like this group and second phase to determine the specific metrics.

B. MSU Emergency Operations Plan Training 11/13 – Justin van Almelo discussion was around details of the emergency operations center and training responders. The process looked at what is currently being done like IT data recovery and preventative measures. The second step to evaluate the organization and training structures such as chain of command, logistics, administration and finance, and prioritization. Emergency Operations Plan is being finalized.

C. Get to know your fellow Senators –
   i. Phyllis Bock is the ASMSU attorney and supervisor of classified staff for ASMSU funded programs such as the radio station, day care center, outdoor rec center, Leadership Institute. She has been with MSU for 31 years.
   ii. Joe Robbins has been employed by MSU for five years as a carpenter.
   iii. Shana Wold does accounting for the Deans office in the Office of Agriculture. She began working at MSU after graduating in 2002.

VII. Information Items

A. President Cruzado and Provost will be attending the 12/18 Staff Senate meeting.

B. The Board of Regents will be on campus 11/21 & 22. Wear your “Support Student Success” buttons.

VIII. Announcements

A. Formation of a “Labor Management Committee” was an outcome from the MPEA negotiations. Per Bill, Molly Anderson is following the status of this committee. Part of the mission of this committee is to discuss the classification systems and pay.

IX. Motion to Adjourn. The meeting was adjourned at 10:58 a.m.

Next Meeting: Wednesday, December 18, 2013 at 9:00 a.m., SUB 168