I. Call to Order. The meeting was called to order by chair, Shana Wold. Two items were added to the Agenda: Betsy Webb as a Guest Speakers and MSU Tobacco Free Task Force under New Business. Guests Susan Alt, Betsy Webb, Lisa Pino, and Ron Ramsfield were present.

II. Approval of Minutes. Minute of November 20, 2013 were approved with a correction to the University Council report.

III. Guest Speaker. Susan Alt, Human Resources, Employee & Labor Relations Manager presented changes to the Grievance Procedures for Non-Faculty Non-Union Employees Policy. She requested that any questions or suggestions be direct to her before the February 5th University Council presentation.

IV. Guest Speaker. Betsy Webb, Professional Development and Training Manager, is seeking a classified representative to participate on a Culture of Excellence Task Force on Wednesday, January 15, 2014 as an active participant in defining MSU’s service standards and philosophy. The task force will be made up of 20 people (faculty, professional, classified, and administrative) with a passion for service and a willingness to share their ideas on what service is and/or should be. Volunteers were asked to contact the office by year end.

V. Committee Reports
A. Association of Shared Governance Leaders – Bill Van Horn represented Staff Senate at this meeting. Discussion included the BoR meeting in Bozeman and its adoption of the Governor’s “Complete College Montana” agenda, Performance / Outcome Based Legislative funding and their impact on MSU. Also discussed was a new award for Years of Service.

B. Budget Council – Dave Court – no meeting.

C. Campus Sustainability Advisory Council – Jill Flores – met and voted to add a second student representative to the Council, discussed energy efficient classrooms, reviewed fact sheets provided by Facilities Services regarding fleet vehicles, supplied funding to Habitat for Humanity and for students to attend a 4H environmental conference. The issue of recycling on campus was discussed. Senators encouraged CSAC to advertise and broaden recycle efforts.

C. Facilities Services Advisory – Justin van Almelo – meeting was cancelled.

D. Fitness Center Oversight Committee & Recreation Sports Advisory Board – Eric Wold – reported the west entrance would be temporarily closed while turn stiles are being replaced.

E. MSU Benefits & IUBC – Ron Brekke, Julie Heard and Kerri Marx – met 12/11 and reported there were increases overall in claims, vision exams were moved from the EyeMed plan to the Medical plan, and a motion was passed to incorporate a Health Reimbursement Account for WellCheck participation. For a full report see the MSU Benefits Committee report on the Staff Senate web page. Discussion was held on the CHOICES program and understanding the upcoming changes and impact of the Affordable Care Act on MUS’s benefits package. Specific questions should be directed to the Benefits Technician in HR.


G. Parking & Transportation Advisory – Jacob Hahn – no report.

H. Planning Council – Shana Wold – met and is in working group sessions evaluating metrics in Strategic Plan.

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

J. Space Management – Bill Van Horn – no meeting.

K. University Facilities Planning – Mandy Hansen – no report.
L. **University Council** – Staff Senate Chair – met 12/4; New Items: Logo Use Taskforce. Old Items: Limited Submission Policy was approved, the vote on Common Hour Exam and Space Management policies were held for additional review. Informational Items: Strategic Plan Goal Update on the Learning metric and three Pecha Kucha talks were presented.

M. Other Committee reports

VI. Old Business

A. Years of Service Ceremony – Shana Wold, Dave Court, and Joan Ford – met Dennis Defa, CHRO and Banner team members to discuss data collection.

VII. New Business

A. Employee Recognition Awards – will be held 4/3. HR is looking for two classified representatives. Bill and Joan volunteered and were accepted by the Senators present.

B. Brown Bag meeting with the President and Provost was rescheduled from today to sometime in 2014. Senators were open to any Senate meeting time or per the Presidents and Provosts schedules.

C. The Tobacco-Free Task Force is seeking Ambassadors. Information and applications were handed out. Contact Marie Nelson, 994-5497 for more information or an application.

D. Get to know your fellow Senators – Kerri Marx is a Montana native who after completing her degree in elementary education began working for MSU. She has had a broad and diverse career at MSU and is currently a Personnel Officer with Auxiliary Services.

VIII. Information Items

A. A Labor Management Committee will be formed in January.

B. Next BoR meeting is January. MUSSA will not be meeting with the Regents at this meeting but will be meeting with them in May.

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

Next Meeting: Wednesday, January 15, 2014 at 9:00 a.m., SUB 168