I. Call to Order. The meeting was called to order by chair, Dave Court. Guests, Sara King, Susan Alt and Ron Ramsfield were present.

II. Announcement. Amy Sadosky tendered her resignation from the Parking Appeals Board and Staff Senate citing changes to her work and class schedule which no longer gave her the availability to participate in both activities. Sylvia Sparkman volunteered as the Rep to the Board. Senators approved Sylvia and directed the office to follow the appointment process.

III. Approval of Minutes. Minutes of December 17, 2014 was approved.

IV. Guest Speakers. Sara King, HR Generalist and Susan Alt, Employee & Labor Relations Manager, presented the new Donated Sick Leave Pool (DSLP) process. HR has implemented a tracking system allowing employees the opportunity to donate annual leave to the DSLP. The hours donated are pooled and made available to eligible employees on a first come first service basis. HR will be rolling out details soon.

V. Committee Reports

A. Association of Shared Governance Leaders – Dave Court – did not meet.

B. Budget Council – Dave Court – did not meet.

C. Campus Sustainability Advisory Council – Dave Clark – no report.

D. Facilities Advisory Committee – Justin van Almelo – meeting was cancelled.

E. MSU Benefits & IUBC – Ron Brekke, Kerri Marx, and Tracy Simonson – Ron talked about the 2015 Wellness Incentive Program; to join employees need to register at www.muswell.limeade.com. The program runs from Jan. 1 to Dec. 31 to learn more there is an introductory Webinar on Tuesday, 1/27. IUBC met 1/22 in Helena to discuss possible plan changes.

F. NAIC/CoE Expansion-Parking Subcommittee - Deb Wilke – met and approved moving forward with a parking garage.

G. NAIC/CoE Expansion-Presentation Hall Subcommittee - Rita Larby – met and discussed the Hall with President Cruzado

H. Outreach & Engagement Council – Diane Dorgan – no report

I. Parking & Transportation Advisory Board – Jacob Hahn – PTAC did not send out the NAIC parking survey but did discuss the data shared from the survey. Members questioned the surveys but agreed moving forward with a garage maybe the best solution despite it being an expensive solution. Impact to the parking fees is unknown.

K. President’s Commission on the Status of University Women – Sylvia Sparkman – did not meet

L. Recreational Sports and Fitness Advisory Board – Marie Doubrava – met and approved a $2 increase to the club sports fees. Fusion management software and hand scanning change was presented.

M. Space Management Committee – Bill Van Horn – met 1/6 working on the space planning policy in particular research space planning. Temporary Chemistry buildings are having problems with the HVAC system.


O. University Council – Staff Senate Chair – met 1/14 and approved the MSU Affiliated Campuses International Travel Policy. With the changes coming from NAIC, Engineering is taking the opportunity to perform a curriculum review. The Jabs building is nearing completion and will be dedicated in May.

P. Other Committee reports

VI. Old Business

A. Staff involvement on Dean/Dept. Head Reviews – Dave Court – no update.

B. Committee opening update: Tobacco Free Task Force – Dave Court - two applications were received and interviews will be next week.

C. MSU Choices – HR’s Lisa Buss is working with an e-interface to CHOICES. Contact Kerri Marx to volunteer to test this new interface.

VII. New Business

A. January 8th Brown Bag lunch – Senators appreciated the Presidents time and enjoyed having Terry Leist attend. The President talked about the current once a month pay plan vs. a two times per month plan. The office was requested to see if this was included in any of the UPdating MSU groups. It was suggested that Chris Kearns attend the next brown bag to discuss Student Success.

B. MUSSA update – a suggestion to publish a newsletter between face-to-face meetings to improve communications between MUSSA members and OCHE and the Regents was made. Concern was raised during discuss about the value, use, and content of such a newsletter. An alternative of a fact sheet defining who make up staff and where they are used on each campus may be more appropriate. The campuses are currently working on this data for the May MUSSA/BoR meeting. MUSSA reps will continue the discussion at the next video conference in March.

VIII. Information Items

A. The MUS Labor Management Committee is estimated to start meeting in May.

B. Status of the Employee Recognition Program was raised. The office will follow up.

IX. Public Comment.

A. Concern was raised about the time and quality of candidate in the hiring process. The appropriate source for information on this topic is HR Talent Management.

X. Motion to Adjourn. The meeting was adjourned at 10:40 a.m.

Next Meeting: Wednesday, February 18, SUB 168