Staff Senate Meeting Minutes  
Wednesday, May 20, 2015  
9:00 – 11:00 a.m. in SUB 168

X Andrew Board  
X Ron Brekke, Benefits  
X Dave Clark, CSAC  
A Ariel Donohue, Parking Appeals  
X Diane Dorgan, Personnel  
A Marie Doubrava, Rec Sports  
X Sandra Fiegi  
X Jacob Hahn, PTAC  
A Deb Harrison  
X Denise Hoepfner, O&E  
X Keely Holmes, Planning  
X Neil Jorgensen, UFPB  
X Peggy Lehmann, Tobacco  
A Kerri Marx, Benefits  
X Wendy McCarty, Personnel  
X Roy Pino  
A Rita Larby  
X Joe Robbins  
A Tracy Simonson, Benefits  
A Sylvia Sparkman, PCoSUW, Park  
X Mandy St. Aubyn, Budget  
A Justin van Almelo, Facilities  
X Bill Van Horn, Space  
X Deb Wilke  
X Shana Wold, Market  
A Kerri Marx, Benefits  
A Sylvia Sparkman, PCoSUW, Park  
A Wendy McCarty, Personnel  
X Roy Pino  
A Kerri Marx, Benefits  
A Sylvia Sparkman, PCoSUW, Park  
A Wendy McCarty, Personnel  
X Roy Pino

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, Diane Dorgan. Guests, Milana Lazetich and Wendy Minster, were present.

II. Introduction of new Senate members. Mandy St. Aubyn, Office of Activities and Engagement, Program Manager, was introduced as the Budget Council representative replacing Dave Court. Denise Hoepfner, EHHD, Program Assistant, was introduced as the Outreach & Engagement Council representative replacing Diane Dorgan.

III. Approval of Minutes. Minutes of April 15, 2015 was approved.

IV. Committee Reports

A. Association of Shared Governance Leaders – next meeting in September.

B. Budget Council – Mandy St. Aubyn – next meeting in August.

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

D. Facilities Advisory Committee – Justin van Almelo – did not meet.

E. MSU Benefits & IUBC – Ron Brekke, Kerri Marx, and Tracy Simonson – enrollment in CHOICES has concluded and the committee is seeking feedback. Senators commented that the one page online process was better, the change to the Flex plan was confusing and not documented well, and it was suggested the training session be videoed so that it could be provided as a webinar.

F. NAIC/CoE Expansion-Parking Subcommittee – plan is being presented at the May Board of Regents meeting. The sub-committee’s task is complete.

G. NAIC/CoE Expansion-Presentation Hall Subcommittee – Rita Larby – a proposal was submitted to and approved by President Cruzado. The programming portion of this project will begin.

H. Outreach & Engagement Council – Denise Hoepfner – Diane reported the President will provide a budgeting line item to be used for funding seed grant proposals.

I. Parking & Transportation Advisory Board – Jacob Hahn – did not meet.

J. Planning Council – Keely Holmes – discussed results of the planning survey. Three areas were highlighted: 1) Learning; 2) Human Resource structure; and 3) Discovery structure. The Council talked about low pay hurting retention.

K. President’s Commission on the Status of University Women – Sylvia Sparkman – discussed: where should the group go? and how do they get there? Sylvia will be working with their strategic plan sub-committee.

L. Recreational Sports and Fitness Advisory Board – Marie Doubrava – Marie on summer hiatus; the Board will meet again in August/September.
M. **Space Management Committee** – Bill Van Horn – discussed the MSU space policy and the NAIC building, presentation hall, and parking garage.

N. **Tobacco Free Task Force** – Peggy Lehmann – committee has not starting meeting.

O. **University Facilities Planning Board** – Neil Jorgensen – placing temporary modules to house the Capstone Project near the Chemistry Building.

P. **University Council** – Staff Senate Chair – met 5/6; new items presented: 1) Fiscal Misconduct Policy - Affiliated Campuses Policy and 2) Student Bill of Rights. Informational Items shared were the OpenMSU Shared Services Model Overview and the Long Range Building Program (LRBP) Process.

Q. Other Committees

V. **Old Business**

A. Staff involvement on Dean/Dept. Head Reviews – Joan Ford – the Provost and Faculty are working on a draft.

VI. **New Business**

A. Leadership elections. Diane Dorgan was elected chair for 2015-2016 and Sylvia Sparkman was elected vice chair.

VII. **Information Items**

A. Election results. Wendy Minster, College of Nursing in Great Falls, Program Assistant, was elected to represent off campus employees replacing Deb Harrison. Wendy has been with MSU for 21 years and recently completed the Leadership MSU program. Suzi Nelson, Miller Dining Hall, Culinary Associate, will replace Deb Wilke representing the Service/Maintenance group. Andrew Board, Facilities Services, Painter, finishing O.P. Taylor’s term in Skilled Craft will begin his 1st term. Milana Lazetich, EHHD, Computer Support Specialist, has been with MSU for 26 years and will replace Sylvia Sparkman as the representative for the Technical/Paraprofessional group.

B. Professional Council member, Pol Llovet, will be representing staff at the Board of Regents meeting in Kalispell. Senators requested an update at the next Staff Senate meeting.

C. The MUS Labor Management Committee has been on the slow tracked for 2-years. With the Legislative session completed it is hoped the OCHE office will call a meeting of this committee soon. It was noted, in the past, this committee reviewed and made recommendations to the classification system.

VIII. **Public Comment.**

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

Next Meeting: Wednesday, June 17, in Wilson Hall, Bradley Conference room 2-257.