Staff Senate Meeting Minutes
Wednesday, November 18, 2015
9:00 – 11:00 am in SUB 168

X Sharon Beall  
A Dave Clark, CSAC  
X Keely Holmes, Planning  
X Milana Lazetich, Space  
X Laurynn Olson, Park Appeals  
X Mandy St. Aubyn, Budget  
X Andrew Board  
A Sandra Fiegi  
A Neil Jorgensen, UFPB  
X Peggy Lehmann, Tobacco  
X Rita Larby  
X Scott MacFarlane, Rec Sports  
X Kerri Marx, Benefits  
X Wendy McCarty, Personnel  
X Sarah Rieger, Benefits  
X Corrine Simpson  
X Sylvia Sparkman, PCoSUW, Park Appeals  
X Justin van Almelo, Facilities  
X Ron Brekke, IUBC  
A Denise Hoepfner, O&E  
A Rita Larby  
A Denise Hoepfner, O&E  
X Scott MacFarlane, Rec Sports  
X Wendy Minster  
X Shana Wold, Marketing

Attendance Code Key: X=Attended, A=Apologies for Absence

1. Call to Order, Additions or Corrections to the Agenda. Guest, Michelle Larsen and guest speakers, Mike Stanley and Amy Ross were present.

2. Guest Speaker, MSU Police Detective Sergeant Michael Stanley and Detective Amy Ross presented Active Shooter Preparedness Presentation information on how to respond in the event of an active shooter situation on campus and what to expect when law enforcement arrives on scene including a Community Response Checklist, FBI School Shooter Reference Guide and RUN HIDE FIGHT - Surviving an Active Shooter.

3. Announcements, Jacob Hahn, Staff Senate vice chair and representative on the PTAC committee resigned due to increased work load. A list of volunteers for the vice chair position will be circulated via email to all Senate members for their vote before the next Staff Senate meeting. The office as asked to advertise the PTAC opening for a replacement.

4. Approval of Minutes of November 18, 2015

5. Committee Reports
   a. Association of Shared Governance Leaders (academic year) – Staff Senate Chair – representatives from each governance organization met October 27.
   b. Budget Council – Mandy St. Aubyn – met October 23 and discussed the new budget model and upcoming public forums. Next forum is December 10. The office was asked forward information regarding the changes to Senate members.
   d. Facilities Advisory Committee – Justin van Almelo – did not meet.
   e. MSU Benefits – Kerri Marx, Ramie Pederson, and Sarah Rieger & IUBC – Ron Brekke – all employees should have received mail regarding changes to the MUS Benefits deductibles. It is expected that premiums will increase at the new cycle in July, 2016. It is also anticipated that the state benefit portion will increase as well.
   g. NAIC/CoE Expansion-Presentation Hall Subcommittee - Rita Larby – no update.
   i. Parking & Transportation Advisory – Vacant – no update.
   j. Planning Council – Keely Holmes – the 2015 Strategic Plan Progress Report has been published and distributed. It is also available on the web at http://www.montana.edu/strategicplan/progress/.
   k. President’s Commission on the Status of University Women – Sylvia Sparkman – did not meet.
   l. Recreational Sports and Fitness Advisory Board (academic year) – Scott MacFarlane – cancelled.
   m. Space Management – Milana Lazetich – cancelled.
n. Tobacco Free Task Force – Peggy Lehmann – has not met.
p. University Council – Staff Senate Chair – met November 4, new items included a presentation on an Amendment to the Conflict on Interest Policy; old items included a vote to approve the President’s Commission on Substance Abuse Prevention proposal; and information on the Fall Institutional Report.
q. Other Committee reports

6. New Business
   a. Topics for the upcoming Brown Bag lunch with President Cruzado, Provost and VP Admin & Finance Terry Leist on Monday, December 14th were discussed.
   b. The pluses and ways to improve the Milestones in Service Awards Ceremony held Tuesday, October 27 was discussed.

7. Old Business
   a. Staff involvement on Dean/Dept. Head Reviews – Staff Senate Chair – continues to be reviewed.

8. Information Items
   a. Brown Bag lunch with President Cruzado, Provost and VP Admin & Finance Terry Leist on Monday, December 14th from noon to 1 pm.
   b. Cathy Hasenpflug, Director HR Operations, will be the guest speaker at the December 16 meeting. She will talk about changes in structure to HR and answer questions regarding benefits.

9. Updates and Other Business
   a. Meeting adjourned at 10:25 am.

**Next meeting:** Wednesday, December 16, in SUB 168