Staff Senate Meeting Minutes, September 21, 2016, SUB 233

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<th>Staff</th>
<th>Chair</th>
<th>Board</th>
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<tr>
<td>Andrew Board</td>
<td>Ron Brekke, IUBC</td>
<td>Dave Clark, CSAC</td>
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<td>Victoria Drummond</td>
<td>Korrin (Engel) Fagenstrom, Personnel</td>
<td>Keely Holmes, Planning</td>
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<td>Neil Jorgensen, UFPB</td>
<td>Rita Larby</td>
<td>Milana Lazetich, Space</td>
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<td>Peggy Lehmann, Tobacco</td>
<td>Kerri Marx, Benefits</td>
<td>Candace Mastel, PTAC</td>
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<td>Wendy Minster</td>
<td>Laurynn Olson, Park Appeals</td>
<td>Ramie Pederson, Benefits</td>
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<td>Sarah Rieger, Benefits</td>
<td>Joe Robbins</td>
<td>Dorie Seymour</td>
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<td>Sylvia Sparkman, PCoSUW, Park Appeals</td>
<td>Mandy St. Aubyn, Budget</td>
<td>Tim Szafaryn</td>
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<td>Raine Terrill</td>
<td>Lyle Williams</td>
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Attendance Code Key: X=Attended, A=Apologies for Absence

Staff, Joan Ford, attended

1. The meeting was called to order. Guests present: Amy Kanuch, Michelle Laxson, John Jutila, Gini Mohr
2. Minutes from the August 17, 2016 meeting were approved.
3. Guest speaker: Amy Kanuch, Community Relations and Marketing, University Communications talked about the Employee Charitable Giving Campaign on October 17 through 28. Employees may support the community by contributing to Montana Shares or United Way with a one-time check or payroll deduction during the enrollment period with deductions beginning in January.
4. Guest speakers: Michelle Laxson, Associate Director of Alumni Association, Alumni Foundation and John Jutila, retired MSU professor, outlined changes in the Retiree Association and asked for a presence on Staff Senate. The Retiree’s group is expanding to include retired classified and professional staff member, there is no membership fee it is being funded by the Alumni Foundation and the Office of the Provost. The Association hosts learning opportunities, brings issues to the Legislature, keeps on top of MSU medical benefits and options, etc. When asked what a new retiree needs to consider John mentioned two, 1) arranging and understanding health care and 2) start a year ahead of your retirement date learning about finances and investments.
5. New Business
   a. Gini Mohr, License/Certification/Permit Tech with the College of Education, H&HHD, and Professional Council member attended the Senate meeting as part of our joint constituency group efforts. Gini introduced herself and participated in discussion.
6. Old Business
   a. The Staff Scholarship Committee – Sylvia, Ramie, Korrin, and Joan – reported an update to the application criteria and cover sheet information page. Discussion was held and many ideas, clarifications, suggestions were made. The office was directed to incorporate many of the changes and e-mail the updated documents for further input. The Committee continues to work on application evaluation criteria, web pages, and with the Foundation to establish an account and be included on their annual campaign brochure. Sylvia noted that IT has committed $1000 per year for three years and will approach vendors for possible donated items such as computer supplies, computers, iPads, and so on that can be included in the award process.
7. Committee Reports
   a. ASGL Association of Shared Governance Leaders (academic year) – Staff Senate chair – has not met but is working to establish a meeting schedule.
   b. Budget Council – Mandy St. Aubyn – met in August, heard presentations from the Graduate School and Allan Yarnell Center for Student Success to give base funding for the strategic investment proposals from three years ago. Did not meet in September but will convene in October.
   c. Campus Sustainability Advisory Council – Dave Clark – no report
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d. IUBC and MSU Benefits Committee – Ron Brekke, Kerri Marx, Ramie Pederson, and Sarah Rieger – did not meet. IUBC is meeting today in Helena.

e. NAIC/CoE Expansion – Rita Larby – did not meet.


g. PTAC Parking & Transportation Advisory Committee – Candace Mastel – did not meet.

h. Planning Council – Keely Holmes – met, strategic plan priorities forwarded to President Cruzado. Discussion was held noting some priorities carryover from year to year and how to manage these. Also discussed was bring the community into the process.

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

j. Recreational Sports and Fitness Advisory Board (academic year) – Vacant - will meet again in the fall.

k. Space Management Committee – Milana Lazetich – met 9/2, guidelines for the office space policy were discussed but not voted upon. Also discussed were space requests from the Energy Research Institute, Shared Services, and International Programs, and future renovations and space use of Romney Hall.

l. Tobacco Free Task Force – Peggy Lehmann – did not meet.

m. University Facilities Planning Board – Neil Jorgenson – met, discussion included moving the Skyline bus stop from near the Heating Plant to the Roskie Hall parking lot, Streamline buses will continue using the SUB loop during the NAIC construction, and renovations and space use of Romney Hall focusing on classrooms.

n. University Council – Senate chair – met for a special September meeting with a diversity expert who is consultant with MSU.

o. Other Committee
   i. 125th Founder’s Day planning committee – planning is ongoing.
   ii. MUS HR and MSU Bozeman HR campus committee – did not meet.
   iii. MSU Leadership 360 Task Force (staff involvement on Dean/Dept. Head reviews) – Sylvia Sparkman – evaluating prototype evaluation forms.

8. Informational Items
   a. Two committee openings are being advertised Rec Sports and Outreach & Engagement.
   b. A joint Staff Senate and Professional Council meeting will be held this fall. PC meeting dates and times (Oct. 14th, 2pm in Hosaeus Fitness Center #175; Nov. 13th, 23rd, & Dec. 11th, 3pm in Gaines #111).
   c. Milestones in Service celebration on Tuesday, October 18 from 3-5 pm.
   d. Lunch meeting with President Cruzado, Friday, December 9.

9. Updates and other business

10. Public Comment – none

11. The meeting adjourned at 10:35 am.

Next Meeting: Wednesday, October 19, SUB 233, 9-11 am