Staff Senate Minutes
Wednesday, August 17, 2011
9:00 – 11:00 am
SUB Room 232 (moved from 234)

Molly Anderson, PTAC
Debbie Drews, CSAC
Julie Heard
Wendy McCarty
Raechell Nielsen, Planning Council
Justin van Almelo
X Shana Wold, Marketing

Steve Beasley
Roger Dunn
Neil Jorgensen
Merry Pacey, Personnel
Bill Van Horn, Space

Ron Brekke, Benefits
Mandy Hansen, UFPB
Donna Kelly, Parking Appeals
Carol Shannon, MSU Benefits
Deb Wilke

X Shari Curtis, Benefits
X Mandy Hansen, Benefits
A Charles Nadeau
A Kevin Thane, Facilities & Univ Council
A Eric Wold, Rec Sports

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

I. Call to Order

The meeting was called to order by chair elect, Deb Wilke. There were no additions or deletions to the agenda. Guest Estela Villasenor, was present.

II. Approval of Minutes of July 20, 2011

The minutes were approved.

III. Committee Reports


C. Campus Sustainability Advisory Council – Debbie Drews reported they met. The main topic of conversation was the Climate Action Plan http://www.montana.edu/sustainability/cap.html, they are requesting feedback through 8/22. Also discussed was a state-wide ride share program. Reports available at http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-csac.html.

D. Facilities Services Advisory – Kevin reported they did not meet. Minutes of the OFS meetings at https://www.facilities.montana.edu/committees/ofac/display.html.

E. International Program – does not meet through summer.

F. MSU Benefits & IUBC – Ron was attending the IUBC meeting in Helena. Shari reported a new vendor, Knova Solutions, an integrated system to identify and proactively target the management of health care costs will be discussed at the IUBC meeting. The team is working on issues including improving the description of the Optional Retirement Plan and a grant was awarded to Extension Services to provide their financial education program on other campuses and rural areas of Montana. Reports available at http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-benefits.html.

G. Parking & Transportation Advisory – Molly reported they met 7/28. The team discussed financial position of parking and anticipates parking fee increases next year. They are reviewing a complaint regarding event parking. Move-In Day, 8/24 which is a high traffic volume day, is the day the 11th and College traffic circle will open and the 8th Avenue construction is anticipated to be fully open as well. Streamline begins its fall schedule at the end of August. Reports available at http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-parking.html.

H. Planning Council – Raechell reported they met 8/16 and continued their discussion on core themes which will be included in MSU’s accreditation documentation. Minutes of the Planning Council meetings at http://www.montana.edu/opa/coms/councils/pncouncil/pncouncil_min.html.


IV. Old Business

A. Bylaws Review Committee – Co-Chairs, Molly and Shari, lead a section by section discussion. The Senators recommended two updates. Section 9, lines 36 to 40, to include “beginning July 1 of each calendar year” at the end of the officers term sentence. Section 11, lines 104 and 105, has “Planning Council” listed twice, the duplication was removed. The process for review, posting to the Staff Senate web page, and final vote, at the September 21 Staff Senate meeting, was reexamined.

B. Training Task Force – Co-Chairs, Neil and Justin reported they have investigated CPR training and being allow paid time to participate. They noted there is inconsistency from department to department, some pay their employees time from the initial CPR training classes and follow up classes while others do not pay their employees for the initial class but will pay for follow up classes. The Senators discussed issues regarding two types of training or campus-wide activities. The first was getting paid time to, for example, signing up for the Choices benefit package and the online Affirmative Action training. And the second was participation in campus-wide events or events for classified employees like the Move-In Day, the President’s annual welcome back picnic, and the Provost’s classified luncheon.

C. Public Relations Task Force – Chair, Shana, reported the first meeting of the “Pure Gold” employee recognition steering committee met. She handed out a sample of the draft nominations form and showed an example of the recognition certificate. The Senators talked about use of employee photographs and making it an opt out feature, permission to submit someone, advertising the program, would this be a Bozeman to start initiative or all four campuses, how do manage multiple nominations, a paper nomination method, and a web site reminder card to be posted in high traffic areas.

D. MUSSA – Joan reported that roundtable discussion has not started yet.

V. New Business

A. Joan reported the Staff Senate budget percentages.

B. Potential new department for Sustainability, Deb Drews will report at next meeting.

C. This issue of rescheduling Staff Senate meetings when the meeting date falls during busy times i.e. orientation, first two weeks of the semester, etc. was discussed. It was noted that there will always be times and job conflicts. The Senators decided not to change the Senate meeting time and date.

D. Tobacco Free Campus policy, Shari handed out copies of the new policy and FAQ sheet. The main topic was regarding enforcement of the policy.

VI. Information Items

A. MSU's 11th annual Move-In Day is Wednesday, August 24th

B. Annual Welcome Back Picnic August 31st 11:30-1:30 lawn south of Hannon Hall

C. Staff Senate group picture will be taken at the September meeting

D. Jo Packham will be attending September meeting with an update on Pay Frequency

E. “Brown Bag” lunch with President Cruzado October 25th in 214 Hamilton, space is limited to 14

VII. Updates

VIII. Motion to Adjourn

A motion to adjourn at 10:45 was made by Raechell and seconded by Linda.

Next meeting, September 28, 2011, from 9:00 to 11:00 a.m. in SUB 168