Staff Senate Minutes  
Wednesday, September 28, 2011  
9:00 – 11:00 a.m.  
SUB Room 168

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, Kevin Thane. There were no additions or deletions to the agenda.

II. Approval of Minutes of August 17, 2011  
Approval of the minutes was held over until the October 19, 2011 meeting.

III. Guest Speakers  
A. Jo Packham, Interim Assistant VP Human Resources - pay frequency continues to be discussed, which began 10 years earlier and continues to be discussed. EPAF and electronic time entry have improved some processes. MSU Integration is now looking at pay frequency in finer detail and moving technology forward to support this change. The steam leak in Montana Hall put HR behind schedule.

B. Julie Kipfer, Director of Marketing and Chelsea Schmidt, Administrative Associate – reported that the Pure Gold recognition program started and the first winner will be announced on Wednesday, October 5. Donna Kelly volunteered to represent classified on the Pure Gold Selection Committee.

IV. Committee Reports  

B. Budget Council – met per Sheron and are making progress. They have developed a template to help determine and prioritize how to use monies left over after base budget funding. Minutes of the Budget Council meetings at http://www.montana.edu/opa/coms/councils/bcouncil/bcouncil_min.html.

C. Campus Sustainability Advisory Council – Debbie Drews was absent. Reports available at http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-csac.html.

D. Facilities Services Advisory – Kevin met and continue to work on their budget. Minutes of the OFS meetings at https://www.facilities.montana.edu/committees/of sac/display.html.

E. International Program – Estela Villasenor was appointed as the new classified representative.

F. MSU Benefits & IUBC – the committee met 9/1 per Ron. Topics of discussion included: SSN should not be printed on the cards. Highlights of the July 2010 to June 2011 Financial report is for all medical plans the combined revenues exceeded expenses by 4.7% FY11, compared to expenses exceeding revenues by 7.6% for the same period a year ago. Annualized medical expenses increased 11.6% when comparing FY10 to FY11. Annualized Rx expenses decreased by 13.5% when comparing FY10 to FY11. However, this significant decrease won’t continue because it is due to more generic drugs being utilized than in previous years. 78% of the drugs now being consumed are generic. They are looking for a better return on investment for the reserved funds. Reports available at http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-benefits.html.


H. Planning Council – Raechell reported the next project with be the strategic plan. Additional folks will temporarily join the Council for this semester for this purpose. Minutes of the Planning Council meetings at http://www.montana.edu/opa/coms/councils/pccouncil/pccouncil_min.html.

V. Old Business

The bylaws were reviewed and voted on as follows by a quorum of elected members.

A. Motion carried as stated to change, 9.0 STAFF SENATE Officers, current bylaw language: Officers: Staff Senate’s elected members are eligible to run for office. The general membership shall elect a Chair and a Chair-Elect at its regular meeting in May of each year. Proposed bylaw language change: All members (elected and appointed) of Staff Senate are eligible to run for office. Elected officers (Chair and Vice Chair) shall, when possible, serve the full term of their elected appointment. Appointed members of Staff Senate are eligible to serve the full year term of an elected officer even if their committee appointment ends before that date. The general membership shall elect a Chair and a Vice Chair at its regular meeting in May of each year.

B. Motion carried as stated to change, current bylaw language: 9.0 STAFF SENATE Nominations: The Chair shall appoint a Nominating Committee at the March meeting. The Nominating Committee shall consist of at least two Staff Senate members. The Nominating Committee’s charge is to determine which members of Staff Senate are eligible and willing to run for office for the next fiscal year. A list of nominees will be circulated to the members prior to the May meeting. Nominations from the floor will be accepted at the time of the election process. Elected members, whose terms begin July 1, may be included on the ballot and may vote along with existing members, in the election of officers. Proposed bylaw language change: Move entire section to Section 13.0 Staff Senate Standing Committees.

C. No motion was required, current bylaw language: 9.0 STAFF SENATE Election of Officers: Election of officers shall be by paper ballot and elected by a majority vote of the members present. Proposed bylaw language change: No change.

D. Motion carried as stated to change, current bylaw language: 9.0 STAFF SENATE Term: The Chair shall serve a one year term beginning July 1 of each calendar year. The Chair-Elect will serve one year with the intent of filling the Chair when it becomes vacant. Proposed bylaw language change: Term: The Chair and Vice Chair shall serve a one year term beginning July 1 of each calendar year.

E. Motion carried as stated to change, current bylaw language: 9.0 STAFF SENATE When a Chair-Elect vacancy exists, a replacement will be chosen from Staff Senate’s elected members, by nomination from the floor, and appointed by majority vote. Proposed bylaw language change: When a Vice Chair vacancy exists, a replacement will be chosen from Staff Senate’s members, by nomination from the floor, and appointed by majority vote.

F. Motion carried as stated to change, current bylaw language: 9.0 STAFF SENATE Removal of an Officer: The officers of Staff Senate shall include the Chair and the Chair-Elect. Each officer serves at the pleasure of the majority of Staff Senate and may be replaced only by a “positive vote of no confidence” duly processed as an agenda item with a majority vote. Proposed bylaw language change: Removal of an Officer: The officers of Staff Senate shall include the Chair and the Vice Chair. Each officer serves at the
pleasure of the majority of Staff Senate and may be replaced only by a “positive vote of no confidence” duly processed as an agenda item with a majority vote.

G. **Motion carried as stated to change**, 10.0 Responsibilities, current bylaw language: Chair-Elect Responsibilities: To assume the duties of the Chair in his/her absence; To be the principal nominee for Chair at the end of his/her term as Chair-Elect. Whenever possible, the Chair-Elect shall serve for one (1) year in that position before assuming the position of the Chair. If for any reason the Chair-Elect must assume the position of Chair before the one (1) year term of Chair-Elect has ended, a new Chair-Elect must be elected immediately; To meet with the Vice President for Administration & Finance in the spring of his/her election as Chair-Elect, to discuss Staff Senate’s financial and business practices; **Proposed bylaw language change**: Vice Chair Responsibilities: To assume the duties of the Chair in his/her absence; To be the principal nominee for Chair at the end of his/her term as Vice Chair. Whenever possible, the Vice Chair shall serve for one (1) year in that position before assuming the position of the Chair. If for any reason the Vice Chair must assume the position of Chair before the one (1) year term of Vice Chair has ended, a new Vice Chair must be elected immediately; To meet with the Vice President for Administration & Finance in the spring of his/her election as Vice Chair, to discuss Staff Senate’s financial and business practices;

H. **Motion carried as stated to change**, 11.0 Participation in Governance, current bylaw language: Staff Senate embraces the practice of Shared Governance within the culture of MSU and supports the concept through its participation in ASGL (the Association of Shared Governance Leaders) and the broad range of committees on which its representatives serve. Standing committees that require Staff Senate nominated representation include: Debt Planning and Management Committee, Facilities Services Advisory Committee, International Programs Committee, Information Technology Committee, MSU Benefits Committee, Parking and Transportation Advisory Committee, Personnel Board, Space Management Committee, Strategic Planning and Budget Committee, To Improve Productivity Program Committee, Traffic Appeals Committee, University Facilities Planning Board, University Marketing Committee, University Planning Budget & Analysis Committee (UPBAC), University Sustainability Committee and other committees as established. **Proposed bylaw language change**: Staff Senate embraces the practice of Shared Governance within the culture of MSU and supports the concept through its participation in ASGL (the Association of Shared Governance Leaders) and the broad range of committees on which its representatives serve. Standing committees that require Staff Senate nominated representation include: Budget Council, Campus Sustainability Advisory Committee, Facilities Services Advisory Committee, International Programs Committee, MSU Benefits Committee, Parking and Transportation Advisory Committee, Parking Appeals, Personnel Board, Planning Council, Recreation Sports Advisory Board, Space Management Committee, University Facilities Planning Board, University Council, University Marketing Committee, and other committees as established.

I. **Motion carried with changes**, 11.0 Participation in Governance, new section added, Vacancies for representatives on shared-governance committees shall be filled as needs arise and as dictated by the committee’s structure. The Staff Senate Program Coordinator will announce vacancies and call for volunteers by email, the Staff Senate website, and at regular Staff Senate meetings, as appropriate. Volunteers will be asked to submit a statement of interest to the Staff Senate Program Coordinator by a set deadline. If there is more than one volunteer, the Staff Senate Chair and Vice Chair shall conduct interviews. In consultation with the Program Coordinator, Staff Senate Chair and Vice Chair shall forward the name of the proposed representative for approval. **New section revised to read**: Vacancies for representatives on shared governance committees shall be filled as needs arise and as dictated by the committee’s structure. The Staff Senate Program Coordinator, in consultation with the Chair and Vice Chair, will announce vacancies and call for volunteers by all appropriate methods, the Staff Senate
website, and at regular Staff Senate meetings. Volunteers will be asked to submit a statement of interest to the Staff Senate Program Coordinator by a set deadline. If there is more than one volunteer, the Staff Senate Chair and Vice Chair shall conduct interviews. The Staff Senate Program Coordinator, in consultation with the Chair and Vice Chair, shall forward the name of the proposed representative for approval.

J. **Motion carried as stated to change, proposed bylaw language change, new section:** 13.0 Staff Senate Standing Committees (add new section to bylaws) Staff Senate internal governance includes standing committees. Additionally, interim committees and task forces may be convened at the discretion of the chair or membership to perform specific tasks in the interest of the Senate. Standing committees meet and perform specific duties. The Chair shall appoint a Nominating Committee at the March meeting. The Nominating Committee shall consist of at least two Staff Senate members. The Nominating Committee’s charge is to determine which members of Staff Senate are eligible and willing to run for office for the next fiscal year. A list of nominees will be circulated to the members prior to the April meeting. Nominations from the floor will be accepted at the time of the election process. Elected members, whose terms begin July 1, may be included on the ballot and may vote along with existing members, in the election of officers. The Chair shall appoint a Bylaws Review Committee biennially at the September meeting.

K. **Motion carried with changes, proposed bylaw language change, new section:** 13.0 Staff Senate Standing Committees (add new section to bylaws) The Bylaws Review Committee may be called to form at any time by any member during the non-biennial time period. The Bylaws Review Committee shall consist of at least two Staff Senate members. The Bylaws Review Committee’s charge is to review the bylaws on a periodic basis. If changes or updates are deemed necessary, the committee shall initiate the guidelines provided in 12.0 Amendment of Bylaws. **New section revised to read,** The Chair shall appoint a **Bylaws Review Committee** biennially at the September meeting. The Bylaws Review Committee may be called to form by request, with approval by majority vote at any regularly scheduled Staff Senate meeting. The Bylaws Review Committee shall consist of at least two Staff Senate members. The Bylaws Review Committee’s charge is to review the bylaws on a periodic basis. If changes or updates are deemed necessary, the committee shall initiate the guidelines provided in 12.0 Amendment of Bylaws.

VI. Information Items

A. “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 was made at 11:05 a.m.

*Next meeting, October 19, 2011, from 9:00 to 11:00 a.m. in SUB 232*