Staff Senate Minutes  
Wednesday, October 19, 2011  
9:00 – 11:00 a.m.  
SUB Room 232

A  Molly Anderson, PTAC  
X  Steve Beasley  
X  Ron Brekke, Benefits  
X  Shari Curtis, Benefits  

X  Debbie Drews, CSAC  
X  Roger Dunn  
A  Mandy Hansen, UFPB  
A  Deb Harrison  

X  Julie Heard  
X  Neil Jorgensen  
X  Donna Kelly, Parking Appeals  
A  Gale Kinzie, Parking Appeals  

A  Beth Littlefield, Provost Lunch  
X  Wendy McCarty  
A  Linda McDonald  
X  Sheron Mcilhattan, Budget Council  

X  Raechell Nielsen, Planning Council  
A  Merry Paceley, Personnel  
X  Carol Shannon, MSU Benefits  
X  Kevin Thane, Facilities & Univ Council  

A  Justin van Almelo  
X  Bill Van Horn, Space  
X  Estela Villasenor, Int’l Programs  
X  Deb Wilke  

X  Eric Wold, Rec Sports  
A  Shana Wold, Marketing  

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. Kevin announced that, elected member, Charles Nadeau resigned his position. According to our procedures the next candidate with the largest number of votes fulfills the position. Bill Van Horn the next candidate accepted the position. Bill also accepted a second term as the classified representative on the Space Management Committee. Eric Wold accepted the position as the classified representative on the recently formed Fitness Center Oversight Committee.

II. Approval of Minutes of August 17, and September 28, 2011  
The minutes were approved as submitted.

III. Committee Reports  

B. Budget Council – met per Sheron. The Council continues development of a template to help determine and prioritize how to use monies left over after base budget funding. The Degree Works project for an updated writing center has begun the approval process. Minutes of the Budget Council meetings at http://www.montana.edu/opa/coms/councils/council_min.html.

C. Campus Sustainability Advisory Council – met 10/11 per Debbie. The Council developed five work groups that will meet prior to CSAC meetings to improve efficiency. Debbie will follow up on the creation of an Office of Sustainability. Reports available at http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-csac.html.

D. Facilities Services Advisory – the committee met but Kevin was unable to attend. Minutes of the OFS meetings at https://www.facilities.montana.edu/committees/ofscac/display.html.

E. International Program – met 10/10 per Estela. The Committee is developing a strategic plan for an internationalization laboratory to integrate service, learning and teaching for our multi-culture environment. Senators requested Estela clarify what this committee was intending and report at our next meeting.

F. MSU Benefits & IUBC – IUBC met 9/29 & 30 per Ron. Ron answered questions from our previous Senate meeting. Ron reported the plan had positive cash flow mainly due to the change in the prescription benefit plan. He noted a shift in enrollment toward the Blue Cross/Blue Shield program. The group is keeping an eye on GDP increases in health care costs. Reports available at http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-benefits.html.

G. Parking & Transportation Advisory – Molly was unable to attend this meeting and will report at our next meeting. Reports available at http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-parking.html.

H. Planning Council – met 10/7 per Raechell. Twenty-three people were selected for the Strategic Planning Committee including Senators, Debbie Drews and Bill Van Horn. They join the 16 members of the Planning Council. Minutes of the Planning Council meetings at http://www.montana.edu/opa/coms/councils/pccouncil/pccouncil_min.html.
I. Pure Gold Selection Committee – Donna reported, after kicking off the program on Wednesday, 10/5, they have selected seven candidates to date. Senators discussed candidate selection and requested Donna follow up its concerns with the Committee.

J. Recreation Sports Advisory Board and Fitness Center Oversight Committee – the 9/28 Board meeting was cancelled. The Board is requesting a list of needs and wants for programs and equipment.

K. Space Management – met 10/7 per Bill. Space for the Writing Center, noted in Budget Council above, was shifted from the proposed room 115 to 114 in Wilson. Per the Registrar’s office Wilson 115 has 75% usage, one of the highest used classrooms on campus. Work is anticipated to begin this summer. Reports available at http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-smc.html.

L. University Facilities Planning – via email Mandy reported they did not meet. Minutes of the UFPB meetings at https://www.facilities.montana.edu/committees/ufpb/display.html.

M. University Council – met 10/5 per Kevin. They approved three policies; Tobacco Free Campus Policy and Implementation plan, Student Conduct Code and Academic Grievance Procedure, and Identity Theft Prevention Program. Minutes of the University Council meetings at http://www.montana.edu/aircj/coms/councils/ucouncil/ucouncil_min.html.

N. University Marketing – via email Shana reported they did not meet. Reports available at http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-marketing.html.

O. Other Committee Reports – Carol reported there is increased ridership on Streamline busses. They increased the number of busses at early morning and late afternoon. They also updated the Saturday schedule to improve access to students. Route information via smartphone and text is coming soon.

IV. Old Business

A. Training Task Force – Co-Chairs, Neil and Justin did not have an update.

B. Public Relations Task Force – Chair, Shana. Joan raised the topic of communications and ways we can improve communication to our constituents. The intent is to raise awareness of what the Senate has done in the past and is doing currently. She noted in the past Staff Senate had a newsletter, the Task Force will begin discussing this idea, frequency, content, etc. Ideas discussed at the Senate meeting included having a Senate sponsored gathering, outreach to departments during their meetings, and Senators wearing their Staff Senate name badge – currently elected members have a Senate badge.

V. Information Items

A. “Brown Bag” lunch with President Cruzado October 25th in 214 Hamilton, space is limited to 14. Kevin kicked off a brainstorming session on topics to discuss with the President at this luncheon. Topics discussed included the MUS pay plan guideline and its effect on recruitment and retention, position descriptions and the ability to progress within the description, training both formal and informal i.e. subject matter experts, job consolidation, standardized training and the need to invest in the staff.

VI. Updates

VII. Motion to Adjourn

A motion to adjourn was made at 11:00 a.m.

Next meeting, November 16, 2011, from 9:00 to 11:00 a.m. in SUB 168