Staff Senate Minutes
Wednesday, March 21, 2012
9:00 – 11:00 a.m.
SUB Room 232

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

I. Call to Order

The meeting was called to order by chair, Kevin Thane. Guest, Leslie Taylor, attended the meeting.

II. Approval of Minutes of February 15, 2012

The minutes were approved with changes to the Information Items update section.

III. Guest Speaker

Leslie Taylor, Legal Counsel, presented and discussed the proposed changes to the “Guidelines for Good Practice for University Programs for Children”. She noted it is not a policy but a guideline for organizers of any event on campus that involves children participants. The guideline includes an acknowledgement section to be signed, signifying that the volunteer or staff have read and understand the guidelines. Discussion included clarifying and emphasizing the use of the incident report form, how it applies to University sponsored events, the future use of background checks, and training for MSU student representatives who work with children.

IV. Committee Reports

A. Association of Shared Governance Leaders – met per Kevin to strategize for the March Regents meeting.

B. Budget Council – met per Shari. Proposal for funding projects were complete and were forwarded to the President. Feedback will be provided to applicants. Kevin noted that the Council is developing a membership process. Constituent groups like Staff Senate will appoint a representative to be approved by the President. Minutes of the Budget Council meetings at http://www.montana.edu/opa/coms/councils/bcouncil/bcouncil_min.html.

C. Campus Sustainability Advisory Council – no report. The committee is interviewing three candidates and should have a new representative soon. Reports available at http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-csac.html.

D. Facilities Services Advisory – did not meet per Kevin. Minutes of the OFS meetings at https://www.facilities.montana.edu/comities/of sac/display.html.

E. Fitness Center Oversight Committee & Recreation Sports Advisory Board – met 3/20. Shana noted the center is considering expansion and will be sending out a survey soon.

F. International Programs – no report.

G. MSU Benefits & IUBC – met 3/21 per Ron, Carol, and Julie. The CHOICES handbook should be mailed the first week of April. Enrollment for benefits is April 16 to May 16. IUBC met 2/22, discussion included; Legislated employer funding will continue at $733 per month in FY13 and FY14. Reports available at http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-benefits.html.

H. Parking Appeals – Mike reported a discussion was held about allowing more flexibility during spring move out time regarding parking tickets.


J. Planning Council – meeting next week per Raechell. They are working to finalize the Strategic Plan. For more information on the work of the Strategic Planning Committee click here. Minutes of the Planning Council meetings at http://www.montana.edu/opa/coms/councils/p council/p council_min.html.

K. Pure Gold Selection Committee – no report. Senators discussed the 2012 Employee Recognition Awards ceremonies held 3/19, noting it was poorly attended. That may have been due to the fact it was held the Monday after spring break. Further discussion will be held at the next Senate meeting.
L. Space Management – met 3/9 per Bill. David Singel made a presentation on research space and future planning. Reports available at [http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-smc.html](http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-smc.html).

M. University Facilities Planning – no report. Minutes of the UFPB meetings at [https://www.facilities.montana.edu/committees/ufpb/display.html](https://www.facilities.montana.edu/committees/ufpb/display.html).

N. University Council – met 3/7 per Joan. New items included: Revision of 4% Administrative Fee Policy to Simplify Method of Payment, presented by Terry Leist and Laura Humberger, Annual Security Report presented by Leslie Taylor, and Breastfeeding Policy presented by Leslie Taylor, Legal Counsel. The Student Athletic Code of Conduct was held over for vote until the next Council meeting. Minutes of the University Council meetings at [http://www.montana.edu/aircj/coms/councils/ucouncil/ucouncil_min.html](http://www.montana.edu/aircj/coms/councils/ucouncil/ucouncil_min.html).

O. University Marketing – did not meet per Shana. Reports available at [http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-marketing.html](http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-marketing.html).

P. Other Committee Reports

V. Old Business

A. Training Task Force – Co-Chairs, Neil and Justin. The TF is moving forward on in-house training. Julie reported the President has agreed to sponsor the Real Colors® Personality Training. The team is finalizing dates, times, and locations. MSU Extension, Local Government Center, is providing the printing of registration cards and posters as well as developing the email advertisement. Justin is working with HR to use the HR registration system to register and track attendees.

B. Public Relations Task Force – Chair, Shana. No report.

VI. Updates

A. Kevin and Deb reported they met with MUSSA members from MSU and UM of campuses in Dillon on 2/29 prior to meeting with the Board of Regents on 3/1. Discussion topics included the MUS Compensation Focus Group Forum held on 1/31; hiring staff by UM Missoula; and establishment of a SharePoint site allowing all campuses to participate in e-discussion, such as the MSU forum and establishment of bylaws. Prior to the 1/31 forum the Regents and OCHE requested each campus answers four questions. The answers provided by MUSSA members will be posted to the Staff Senate web page.

VII. Information Items

A. Spring Staff Senate elections begin 4/9. Roger Dunn, Deb Harrison, Neil Jorgensen, and Justin van Almelo terms end on 6/30. All are eligible for a 2nd term.

B. Dennis Defa, CHRO, will be the guest speaker at the 4/18 Staff Senate meeting.

C. The two jobs survey will be going out soon.

VIII. Motion to Adjourn

A motion to adjourn was made at 10:42 a.m.

*Next meeting, April 18, from 9:00 to 11:00 a.m. in SUB 232*