Staff Senate Minutes
Wednesday, July 18, 2012
9:00 – 11:00 a.m.
SUB Room 168

| X | Steve Beasley, PTAC | X | Ron Brekke, Benefits | X | Shari Curtis, Budget Council | A | Mandy Hansen, UFPB |
| A | Mike Hansen, Parking Appeals | X | Deb Harrison | X | Julie Heard, Benefits | A | Donna Kelly, Parking Appeals |
| X | Kay LaFrance, CSAC | A | Beth Littlefield, Provost Lunch | X | Wendy McCarty, Personnel | X | Linda McDonald |
| X | Raechell Nielsen, Planning Council | A | Merry Paceley, Personnel | X | Linda Roberts | A | Carol Shannon, Benefits |
| X | Sylvia Sparkman | X | Kevin Thane | X | Justin van Almelo, Facilities | X | Bill Van Horn, Space & Univ Council |
| 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, Bill Van Horn. Guest, Anne Barnaby, attended the meeting.

II. Approval of Minutes of June 20, 2012
The minutes were approved.

III. Bylaws Review Committee
The chair called the Committee and requested three volunteers. He requested anyone interested in volunteering contact the office, chair or vice chair. An email will be sent to those not in attendance.

IV. Committee Reports
A. Association of Shared Governance Leaders – no summer meetings. Bill anticipates that ASGL will meet monthly starting in fall. Especially since this is a Legislative year and having the three governance organizations and ASGL meeting regularly should prove beneficial. Reports available at http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-asgl.html.

B. Budget Council – met in June per Shari. Topics of discussion were the BoR approved student fee for the Exponent, refinancing bonds, need to have operational budget to OCHE in September, and paying down the revolving reserve fund. Minutes of the Budget Council meetings at http://www.montana.edu/opa/coms/councils/bcouncil/bcouncil_min.html.

C. Campus Sustainability Advisory Council – met the 2nd week of July per Kay. Topics of discussion included six geothermal test holes will be dug around campus, a sustainability office will be established with a full-time Director and half-time Recycling Coordinator, and usage of the open area created when the monopoly houses were torn down. Reports available at http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-csac.html.

D. Facilities Services Advisory – did not meet per Justin. Minutes of the OFS meetings at https://www.facilities.montana.edu/committees/ofsb/.

E. Fitness Center Oversight Committee & Recreation Sports Advisory Board – no summer meetings.

F. International Program – no report.


H. Parking & Transportation Advisory – met June 23 per Steve. Topics of discussion included paving of F lot, parking structure locations, a potential rate increase, two 30-minute spots in the Hamilton parking lot will be testing metered parking, if successful up to 60 metered spots could be added around campus, and West Harrison Street will be extended through to South 11th Avenue. Reports available at http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-parking.html.

I. Planning Council – met July 17 per Raechell. The new Strategic Plan will be presented to the University Council in September. The Plan has areas of improvement for staff but currently there are no metrics. Everyone is requested to get involved and make suggestions for how those items should be measured. For more information about the Strategic Planning Committee click here. Minutes of the Planning Council meetings at http://www.montana.edu/opa/coms/councils/pcouncil/p council_min.html.

J. Pure Gold Selection Committee – no summer meetings.


M. University Council – did not meet per Bill. Minutes of the University Council meetings at http://www.montana.edu/aircj/coms/councils/ucouncil/ucouncil_min.html.

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

O. Other Committee Reports

V. Old Business

A. Training Task Force – Chair, Justin reported that the TF is working with UBS to dovetail their Business Procedures workshops in the fall with our Real Colors Personality System training. By coordinating our and UBS training we gain a wider audience including Ag Station personnel. The TF is working with the Library to promote Lynda.com and retrieving metrics to enrollment changes.

B. Public Relations Task Force – Chair, Shana reported the TF has been evaluating a HTML template similar to the Presidents Monday Morning Memo. The TF will be adding a “Calendar of Events” section to the Staff Senate web page showing what we are doing monthly throughout the year. Deb Wilke and many of her co-workers never received their fall newsletter. Steve Beasley, Facilities, also did not receive the newsletter. The office was requested to looking into this issue.

C. The Board of Regents meeting was held in Havre on May 24-25 per Deb W. and Joan. MUSSA members met prior to their breakfast meeting with the Regents on the 24th. The group defined two priorities to share with the Regents. The first priority was to “overhaul Montana University System Staff Compensation Plan to encourage recruitment and retention”. Members felt that the Plan was broken and patching it would not result in satisfactory results for staff. The second priority was to “support the Board of Regents Legislative Initiative | Faculty & Staff Support”. The group felt this was a good short term goal that could have a positive impact on staff. Senators requested that a copy of the Initiative be emailed. Deb added that the Regents were receptive to the MUSSA conversation and quoted some of issues raised at our breakfast meeting during the public Regents meeting.

VI. Brainstorming the Senates Priorities

A. Staff Senate traditionally has pursued three priorities on behalf of classified employees. They are Communications, Professional Development, and Recruitment and Retention. Communication is always a challenge and needs continual attention and evaluation. Providing opportunities for staff to improve their personal and professional development remains a need. Many issues impact MSU’s ability to recruit and retain staff with the highest credentials and work expertise making it of high importance.

B. The intent of brainstorming is to identify items that we are working and how they can be enhanced, changed or eliminated. Recognize new ways to improve the three areas. There is a link between training and retention of qualified staff as well as between training and communications. OpenMSU’s surveys and impending results may impact the Senate activities but to what degree is unknown.


--PROFESSIONAL DEVELOPMENT: In-house training use trainers from both in-house and out-of-house. Advertise Lynda.com. Develop a link between Lynda.com courses and staff job classifications. “Training” needs a home | central location | its own office or department, its own physical location with a training coordinator. HR may not be appropriate or best fit. Currently training is fragmented. Provide training opportunities for ladder improvements and skills training. Use the Tuition Waiver benefit for both ladder as well as skills training. Managers / Supervisors need to support and provide opportunities for employee training. There is a gap in management training.

--RECRUITMENT AND RETENTION: Regents meetings. MUSSA priorities. Perform a “salary study” of classified staff using national studies and statistics to get the facts. Guidelines that form the basis of the Compensation Pay Plan are based on national level data. Re-evaluate employee recognition programs (Current programs Pure Gold and Employee Recognition Awards ceremony. Professional Council approached the President and Provost regarding a professional staff and classified staff award to be presented at spring convocation. This would provide an opportunity to recognize staff at the same venue where we recognize faculty. Professional Council was going to take the lead on developing details, criteria, selection process etc. on this effort and coordinate with Staff Senate leadership.

VII. Information Items

Brown Bag Lunch with the President (bring your own lunch), Wednesday 9/26 at noon in Hamilton 214.

VIII. Motion to Adjourn

A motion to adjourn was made at 11:05 a.m.

Next meeting, August 15, from 9:00 to 11:00 a.m. in SUB 232