Staff Senate Minutes  
Wednesday, August 15, 2012  
9:00 – 11:00 a.m.  
SUB Room 232

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

<table>
<thead>
<tr>
<th>X</th>
<th>Steve Beasley, PTAC</th>
<th>X</th>
<th>Ron Brekke, Benefits</th>
<th>A</th>
<th>Shari Curtis, Budget Council</th>
<th>A</th>
<th>Mandy Hansen, UFPB</th>
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</thead>
<tbody>
<tr>
<td>X</td>
<td>Mike Hansen, Parking Appeals</td>
<td>A</td>
<td>Deb Harrison</td>
<td>A</td>
<td>Julie Heard, Benefits</td>
<td>A</td>
<td>Donna Kelly, Parking Appeals</td>
</tr>
<tr>
<td>X</td>
<td>Kay LaFrance, CSAC</td>
<td>A</td>
<td>Beth Littlefield, Provost Lunch</td>
<td>X</td>
<td>Wendy McCarty, Personnel</td>
<td>X</td>
<td>Linda McDonald</td>
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<tr>
<td>A</td>
<td>Raechell Nielsen, Planning Council</td>
<td>A</td>
<td>Merry Paceley, Personnel</td>
<td>A</td>
<td>Linda Roberts</td>
<td>X</td>
<td>Carol Shannon, Benefits</td>
</tr>
<tr>
<td>X</td>
<td>Sylvia Sparkman</td>
<td>X</td>
<td>Kevin Thane</td>
<td>A</td>
<td>Justin van Almelo, Facilities</td>
<td>X</td>
<td>Bill Van Horn, Space &amp; Univ Council</td>
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<tr>
<td>A</td>
<td>Estela Villasenor, Int'l Programs</td>
<td>X</td>
<td>Deb Wilke</td>
<td>A</td>
<td>Eric Wold, Rec Sports</td>
<td>A</td>
<td>Shana Wold, Marketing</td>
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Staff, Joan Ford, was present.

I. Call to Order  
The meeting was called to order by chair, Bill Van Horn.

II. Approval of Minutes of July 18, 2012  
The minutes were approved.

III. Committee Reports  
A. Association of Shared Governance Leaders – no summer meetings. Reports available at [http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-agsl.html](http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-agsl.html).


C. Campus Sustainability Advisory Council – met 8/14 per Kay. The main topic of discussion was the new College of Business building. The new COB will be built to LEED certification. Old growth trees will need to be removed to make room for the building, CSAC is recommending re-planting with trees equaling the carbon foot print of the old trees. Senators noted that the 8th Street service drive access for Wilson Hall does not have the best egress and regress and may need to be restructured if it is going to serve both buildings. The status of the suggested parking garage near the new COB is unknown. Senators agreed that a parking structure needs to be a student lead initiative and agreed to encourage student leadership to support such a structure. Reports available at [http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-csac.html](http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-csac.html).

D. Facilities Services Advisory – did not meet. Minutes of the OFS meetings at [https://www.facilities.montana.edu/committees/ofsc/display.html](https://www.facilities.montana.edu/committees/ofsc/display.html).

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

F. International Program – no report.

G. MSU Benefits & IUBC – did not meet. The next IUBC meeting is 9/27 & 28. Connie Welch has been working with Peak One to manage the bumps that arose with the change over from Flex Connect. Senators discussed NOVA Solutions running the Wellness Fair, most Senators had a favorable experience. Reports available at [http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-benefits.html](http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-benefits.html).

H. Parking & Transportation Advisory – met per Steve. The preferred parking permit request method is electronic. To encourage this method the Board is proposing a $5 transaction fee for all paper or in person parking permit requests. Payroll deduction for parking permits changed from a ten-month cycle to an eight-month cycle. The Board has authorized a parking survey of other universities in regard to their costs, fees, garages, etc. The F lot is scheduled for paving in late fall. Pending President and Regent approval a parking permit fee increase is being proposed. Reports available at [http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-parking.html](http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-parking.html).


J. Pure Gold Selection Committee – no summer meetings.

K. Space Management – did not meet per Bill. Reports available at [http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-smc.html](http://www.montana.edu/staffsenate/CommitteeReports/ctteerep-smc.html).

L. University Facilities Planning & Public Art Committee – Mandy emailed her report after the Staff Senate meeting. UFPB has not met since 7/3, the 8/14 meeting was cancelled. At the 7/3 meeting they discussed the Tobacco Free Campus signage and how to phase out cigarette receptacles - full and
immediate removal was approved. They approved banner signage (similar to that along Centennial Mall) in the south SUB loop. These banners will be used to welcome conference groups and announce MSU events in the SUB. Minutes of the UFPB meetings at https://www.facilities.montana.edu/committees/ufpb/display.html.

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

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

O. Other Committee Reports

IV. Old Business

A. Training Task Force – Chair, Justin reported that the TF is identifying the top most common classified job titles, what skills those jobs require and related Lynda.com training opportunities.

B. Public Relations Task Force – reported the TF is drafting the fall newsletter and creating an HTML format for emailing.

C. Bylaws Review Committee - Chair, Sylvia Sparkman reported the Committee (herself, Deb Harrison, and Julie) met via teleconference. Sylvia handed out red-lined copies of the bylaws and requested copies be mailed to members not in attendance at this meeting. She reported that section 5.1 regarding timing of elections needed clarification with remaining parts of the document needing only minor adjustments or re-wording. She requested all Senators review the document and contact Committee members with questions, suggestions, and/or changes.

D. Brainstorming the Senate’s Priorities – Bill handed out copies of the priorities discussed the 7/18 Senate meeting and requested copies be mailed to members not in attendance at this meeting. He noted that Eric coordinated a meeting with Dennis Defa and Sharon Stoneberger to discuss the salary study that is part of priorities discussion. Bill suggested that further priorities discussion be delayed until the September meeting when more Senators would be in attendance.

V. New Business

A. Kevin reported that the President reviewed the Two Jobs Survey data and approved it for release. Bill and Shana will review and decide how to best to use the survey results.

B. Terry Leist will be a guest at the October Senate meeting. Senators were asked to email discussion topic suggestions to the office. Additionally, Bill is trying to arrange for Anne Milkovich as a guest speaker at the September meeting to talk about where OpenMSU is in the process of analyzing data and drafting recommendations.

C. The Senate will be having a lunch with the President on 9/26 (see Information Items below). Senators discussed potential topics for the lunch. Discussion included training, the compensation plans-hiring and promotion areas, the compensation plan as a “one size fits all” plan, low pay scale, performing a salary study of classified job titles, and the challenge of increasing enrollment and decreasing staff. Bill requested the Senators email recommendations to the office.

VI. Information Items

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

B. Terry Leist will be a guest speaker at the 10/17 Staff Senate meeting from 10:30 to 11:00 a.m.

VII. Motion to Adjourn

A motion to adjourn was made at 10:35 a.m.

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