DSS Steering Committee Meeting

July 17, 2014 @ 1:00PM (SUB 232)

MINUTES

Attendees

Chris Kearns, Cheryl Blank, Jim Mitchell, Brenda York, Kathy Tanner, Erin McCormick, Brandi Payne, Eric Wold, Matt Caires, Jen Dunn, Jordan Garceaux, Jen Joyce

Announcements and Updates

* Orientation Update – Jen Dunn (5 min)
  + Things are looking good.
    - Up by 82
    - Fall Orientation will be so large there will be two sessions for some of the sessions.
  + Misc Updates:
    - Catapalooza
      * Two day event (Thurs - Friday)
      * Vendors set up on Wednesday
      * Sponsorships from community
      * Exceeding 300 vendors, new record. Overflow into the Romney Oval
      * ASMSU is bringing in some bands to play both days.
* Our meetings - Review
  + Call for Agenda Items or Update Items – two days in advance
  + Call for Showcase Items – two days in advance
  + Send Draft Agenda – day before the meeting

Business Items

* Budget Management Planning – Initial Thoughts
  + Input about particular areas or suggestions.

Notes:

- Need to map our budgets and processes so we can work more strategically.

- Chris will be meeting with Terry weekly to get a better sense of budgets as a whole.

- Send notes on salary increases in October and Salary Increases/Adjustments

* DSS Retreat – Brenda (5 min)
  + Do a retreat in October
  + Specific goal in mind at the end.
  + Teamwork
  + “What does Chris want to see from the Directors?”
  + Chris would like to have something that is just the group to get to know everyone.
  + At the next meeting, bring back ideas for the day.\*\*
* Residence Life Construction Update – Tom (5 min)
  + The food truck is here, tracking app to find out where the truck is. "Fork in the Road".
  + Add storage to the Southeast Corner, 6 ADA spots that are going to be lost until October.
  + Wild Flour Pizza - the oven is in.
  + Fieldhouse - mostly done, chairs are going in... Tom will be sending the time-lapse video.
  + Residence hall road is starting to go in, construction fence will go in after Labor Day.
  + Miller - complete at Christmas. The main dining hall will be open by the start of fall.
    - New venues will go in next year.
* CRM Update – Eric (5 min)
  + The CRM continues to be a top priority but competing with Document Management.
  + Jerry Sheehan is looking into starting both this Fall and getting a timeline figured out.
  + More answers at next month's meeting. ITC will meet with the Exec sponsors of those items and present them with a draft plan.
  + Looking at all the options regarding the secondary or tertiary priorities.

Information Items

* Direct Report Share Folder
  + Agendas and Minutes will be saved on this share folder.
  + Share name:   
    Windows/UNC Path: [\\opal.msu.montana.edu\vpss\_directreports$](file:///\\opal.msu.montana.edu\vpss_directreports$)

Mac/Unix/Linux Path: smb://opal.msu.montana.edu/vpss\_directreports$

Misc Items:

Chris would like us to look at our organization administratively and have our story in place before a potential legislative audit happens.  Jen will be putting together org charts and Chris will contact you if he has questions about the structure.