Division Steering Committee Meeting

May 13, 2015

Minutes

Informational

* BAC Update – Jim, Matt, Jen

Budget Advisory Committee (BAC) Report

The way that we are doing budgeting is changing including some HR changes. We want to get to those changes ahead of the requirements. We are exercising the self-discipline to get there before we are required.

Charge

* Advise on managing positions; create a process for reviewing RAFs, is it classified correctly, in the right format, and is it a candidate for shared services. Create a process for requesting salary adjustments.
* Advise on State budget allocation; department heads came and presented on their budgets; allocations for 2016
* Year end fund uses, possibility of making a funding reserve
* fundraising for divisional initiatives; As we go forward, the only opportunity to get more money is to find it internally
* Advise on managing designated and restricted funds

Values

1. transparency
2. strategic plan
3. complete college Montana
4. shared services
5. increase collaboration
6. maximize value of limited resources
7. encourage creative management and problem solving

This is a Board that will have revolving membership; Jen is chairing it because she is managing our budgets at the Divisional level. We want to get to a steady state of a new member each year, a new member plus a chair. Three year terms, one person will rotate off each year. For the initial startup we will ask some people of the original group to serve longer. Advice from Chris: Be charitable in your suggestions to your colleagues because you will be receiving those suggestions in the future.

Created additional steps for requesting positions to be authorized to fill. When a position becomes vacant - must update the job description and review the classification

Work with Jen to be sure that the following things are submitted:

* coversheet (new)
* RAF
* Updated position description

The BAC group will look at the position in general. The questions will help us consider if we can move these vacancies to shared models. Answer these criteria questions on the front end to make these recommendations more efficiently on the back end.

Increase the opportunity for cross office collaborations and external/campus collaborations; bring that cross collaboration efforts. Bring faculty members onto our searches, some office already do that. Every director does this differently, now we have a common language and we can do this in the same way; shared rules for all of the programs. The documents that we have today are "dynamic" draft versions. Please send suggestions to Jen, after June 2nd. Needs to make sense, willing to be flexible, but need to involve more partners in outside searches. Department only searches are no longer acceptable, must include collaborators.

When there are salary differences, if people are hired at a lower amount than previously employed. DSS will sweep 50% of it and the other 50% of savings can be requested. Never going to sweep 100%, will open it up to requests from the program that created the savings. Swept funds will finance divisional priorities.

Salary adjustments and post retirement review changes from OCHE and the President. Post retirement contracts are 3 years only. If you have post retirement responsibilities on your payroll, find a way to replace them. 36 months of work (rather than 3 years calendar time).

The thinking behind the salary savings, reflects 2 priorities: group that is realizing the actual savings, divisional priorities can only be funded through this method. Trying to pursue things that we have traditionally done and things we ought to have been doing. Vacancy savings will be managed differently. We are not looking at that in the level of detail in this current effort but we will be doing it soon.

What is the process for developing and setting the 'extra' funding priorities? Don't have a lot of money so we haven’t decided that yet. The committee will consider.

This group is trying to get data so that when there is a good request we can go to Montana hall with information with a strategic argument. This group is a way for us to demonstrate that we are using all of our money wisely. Takes some time to build the case for requesting more central funds. Transparency internally, within the division, and externally.

Tony: When we talk about getting out in front of the curve - is there an institutional template? Do we see evidence/guideposts for this direction?

Chris: Some of this is art and some of it is solid inference. President’s committee on the compensation advisory committee. Highest level committee on campus that advises on HR practice connected to funding (most of where our funding comes from). Big binder and this process is not yet public, Chris is on the committee helping to write those guidelines. UPdate committee lead by Terry Leist and VP meetings, some strong sense of what direction he would like us to go in. The art of it, comes determining which of the many goes will rise to the priorities.

Need to show that we are good stewards (almost never means saying yes to everything). Holding raises up to a critical light and modifying requests. Example: 12% instead of a 25% raise.

Potential of a position open in the registrar that have been many months unfilled. With the management team in office, discussing what might be the best way to move the hiring forward. Looking for a reorganization within the unit of the Registrar’s office. Don't want to get too far down some direction in negotiations before I hear the opinion of the council. Asking the BAC will make recommendations to Chris, though he will make the final decision.

* Opening Fall Events – Kathy Tanner & Jeff Bondy (30 min)

Suggesting calling the opening weeks events “Gold Mine”

The semester went quickly, we are excited about moving this fall opening schedule

Trying to discover the 7-10 things that will help students be success - have these talking points and displays available.

Think more intentionally about our 2015 plan. Group set out to work on these objectives:

* connections
* integration between academic and co-curricular communities
* skills and knowledge to navigate the college experience
* identify what it takes to be successful at university

Habits and strategies to talk formally and informally with students whenever we have an opportunity to help students understand their beliefs, values, and interests

Contributing toward ownership and retention - reflect

Group success:

* built trust
* included academic perspective
* shared commitments

Unique insights about what we are learning about students from our individual perspectives

MSU Activities Calendar

Still working on

* assessment plan- Marci Torres
* marketing plan - Christi Oliveri, talking points and our elevator speeches: students, faculty/staff, and parents; marketing plan - Kathy, Jeff, and Marianne
* connecting faculty in meaningful ways with students during the opening - David Single and Nora Smith will helps us determine meaningful engagements,  sense of community that brings faculty into DSS way that matters
* activities calendar and the MSU Calendar
* the new Legend/ ASMSU block party

Send email with questions to Jen and we will follow up with this and have a conversation about this work.

Corrine Engel hired at Admissions - starting May 26 with one time with Jenn Dunn then she is on her own after that.

Chris out tomorrow through Monday and then again Weds through Friday.

Open (15 min)