

Staff Senate Annual Report 2010-2011

Introduction

Staff Senate's purpose is to facilitate communication and cooperation between the classified staff, the Administrative leadership, Faculty Senate, Professional Council, and the Associated Students of MSU (ASMSU). To collaborate with peer organizations from other campuses, and to similarly communicate and cooperate across the Montana University System (MUS); to promote improvement of higher education in the State of Montana; to promote and provide for improved working conditions and professional welfare of the staff; to assist in the development of staff training programs and policies; and to carry out such other goals and activities deemed to be consistent with the overall purpose of Staff Senate and the Administration of MSU. Staff Senate has no union/bargaining unit affiliation. In existence since 1976, Staff Senate's activities are increasing with the growth of Shared Governance at MSU. In October, 2004, we assumed full partnership in Shared Governance (with Administration, Faculty Senate, Professional Council, ASMSU, and Staff Senate). We are an active member of the Montana University System Staff Associations (MUSSA).

Staff Senate focuses on tying classified staff priorities into the mission, goals and strategy of MSU, the MUS, and the Board of Regents. We place great emphasis on communications with our constituents, partners, and governing bodies such that our research, presentation materials, and input are relevant within the context of others' objectives. As Staff Senate's role expands, we bring to the Shared Governance and MUSSA forums our belief in the benefits of consolidating experience and strengthening communication in building foundations, and fulfilling mutual goals and objectives.

Staff Senate's constituents are the classified employees of MSU. They comprise approximately 1100 staff in 193 titles from 5 categories of employment, working locally and remotely; from all union/bargaining unit affiliations, as well as non-union/bargaining unit covered positions; State and auxiliary-funded staff.

Staff Senate's membership is composed of two groups. The first group, are elected representatives who are nominated and elected "at large" from the following EEO categories; Secretarial/Clerical, Technical/Paraprofessional, Skilled Crafts, Service/Maintenance and Classified Professional. Additionally, one representative will be nominated and elected "at large" from off campus classified employees regardless of EEO category. And the second group, are duly appointed classified employees who represent the staff on University committees. All members' contributions are offered voluntarily, with supervisor support.

Year in Review

MSU Bozeman's Staff Senate has been working to create a collaborative environment with the staff representatives and organizations on the other MSU campuses (Billings, Northern, and Great Falls). To this end we have communicated with them prior to meetings with the Board of Regents, taken steps to ensure that funding is available for their travel if local campus conditions do not allow for any funds, and tried to bring them into the broader shared governance framework. We also provided administrative assistance to MSU Great Falls when they began rebuilding their staff organization. Our goal is to ensure that the staff organizations of MSU speak with one voice when presenting our perspectives and the realities for staff on each of our campuses.

MSU Bozeman's Staff Senate focused its efforts on its role as a campus leader, representation of classified staff, and communications. To that effort the Senate formed two internal Task Forces, Public Relations and Training. The intent of the Public Relations Task Force was to develop a communication plan, obtain a branded logo, establish a motto, improve the Staff Senate web page, and other output documents. The Training Task Force task was formed to review training and professional development opportunities on campus and work with Human Resources to establish opportunities for classified staff. With the increased visibility and importance of the shared governance process, classified employee representation on committees, boards, and councils, the Senate rearranged its agenda to place committee reports at the beginning of each Senate meeting. The Senate also changed its meeting dates from the fourth Wednesday of each month to the third Wednesday to accommodate members with budget and timesheet responsibilities.

A Prescription Benefits Task Force was formed to develop an employee survey which launched in October, 2010. The survey asked employees about their use of the MUS URx, prescription benefits package, and how the changes to the package impacted to their personal finance. Three hundred and one classified employees participated in the survey. Twelve percent reported the change in the plan caused them to stop or discontinue their prescription medications with another 21% considering stopping or discontinuing the medications because of the increased cost, and 7% reported a financial savings due to the new plan.

The MSU Integration Initiative team reported that of the four MUS campuses currently two campuses are on a monthly pay cycle and two are on a biweekly pay cycle. To better understand the classified position, the Senate launched an employee survey regarding the potential of change MSU Bozeman's pay cycle in February 2011. One thousand classified employees participated in the survey. The majority of respondents, 75%, wanted the pay cycle at MSU Bozeman to change from monthly to biweekly. Staff Senates made the survey results available to the MSU II team and MSU Bozeman Human Resources for consideration in their process.

The Senate invited Regent Todd Buchanan to the April 2011 Staff Senate meeting. This was an opportunity to raise awareness with the Board of Regents, through Regent Buchanan, of the involvement, importance, and commitment classified employees have in the success of MSU. Regent Buchanan also had the opportunity to share with the Senate issue, concerns, and challenges that the Board of Regents has in their management of the University System.

In April 2011 ASMSU ratified an effort to make MSU a tobacco free campus. President Cruzado requested that Staff Senate, Professional Council, and Faculty Senate poll their constituent groups to better understand the employee position before putting this policy in place. To that effort Staff Senate, in conjunction with the Professional Council and Faculty Senate, launched a joint employee survey regarding the students' effort to change campus policy. This joint effort resulted in over 900 employees participating in the survey – 51% classified, 25% professional, and 24% faculty. Six-nine percent favored the policy change and thirty-one were against the change.

In a continuing effort the Senate's two teams reviewing policies. The first team looked into the MUS new hire policy and succeeded in bringing the issue to the attention of the Office of the Commission of Higher Education and it was added to the MUS Staff and Compensation subcommittee agenda for discussion. The second team reviewed the leave without pay policy, Section 1045.00– Sick Leave Fund and brought confusing language issues to the attention of MSU Human Resource. HR is in the policy review process and agreed to take the suggested language changes in consideration during that process.

We continued research and analysis highlighting the unique situation created by the high cost of living in the Bozeman area and its impact on MSU classified employees through the 2010 update of our *MSU within the Community Context* study. At the system level, Staff Senate attended major meetings of the Board of Regents and coordinated with our MUSSA counterparts when presenting the classified perspective to the Regents as regularly scheduled during the January and May Regents meetings.

Membership

Staff Senate membership July 1, 2010 through June 30, 2011

Name	Position	Represents	Term #	Ends
Van Horn, Bill	Chair	Secretarial/Clerical	1	30-Jun-11
Nielsen, Raechell	Chair-Elect	Classified Professional	1	30-Jun-11
Beasley, Steve	Member	Skilled Crafts	2	30-Jun-13
Roger Dunn	Member	Service Maintenance	1	30-Jun-12
Harrison, Deb	Member	Off Campus Rep	1	30-Jun-12
Jorgensen, Neil	Member	Skilled Crafts	1	30-Jun-12
Kelly, Donna	Member	Secretarial/Clerical	1	30-Jun-11
McCarty, Wendy	Member	Tech/Paraprofessional	1	20-Jun-13
Thane, Kevin	Member	Classified Professional	2	30-Jun-13
van Almelo, Justin	Member	Tech/Paraprofessional	1	30-Jun-12
Wilke, Deb	Member	Service Maintenance	1	30-Jun-13
McIlhattan, Sheron	Staff Senate Rep	Budget Council	1	30-Sep-11
Greenberg, Anna	Staff Senate Rep	Campus Sustainability Advisory Committee	1	30-Jun-11
Thane, Kevin	Staff Senate Rep	Facilities Services Advisory Committee	1	30-Jun-12
Fraser, Pam	Staff Senate Rep	International Programs	1	30-Sep-11
Shannon, Carol	Staff Senate Rep	MSU Benefits (no union req)	1	30-Jun-11
Curtis, Shari	Staff Senate Rep	MSU Benefits (union exempt)	2	30-Jun-13
Brekke, Ron	Staff Senate Rep	MSU Benefits (union)	2	30-Jun-12
Brekke, Ron	Staff Senate Rep	MSU Benefits Subcommittee IUBC	2	30-Jun-12
Anderson, Molly	Staff Senate Rep	Parking & Transportation Advisory Committee	1	30-Sep-12
Decker, Irene	Staff Senate Rep	Parking Appeals	2	30-Jun-11
Kelly, Donna	Staff Senate Rep	Parking Appeals	1	30-Jun-11
Paceley, Merry	Staff Senate Rep	Personnel Board (union exempt)	2	30-Jun-12
McCarty, Wendy	Staff Senate Rep	Personnel Board (union)	1	30-Jun-13
Nielson, Raechell	Staff Senate Rep	Planning Council	1	30-Sep-11
Littlefield, Beth	Staff Senate Rep	Provost's Classified Luncheon Steering Committee	-	----
Hansen, Mandy	Staff Senate Rep	Public Arts Committee, UFPB	-	30-Jun-13
VACANT	Staff Senate Rep	Recreation Sports Advisory Board	1	----
Van Horn, William	Staff Senate Rep	Space Management Committee	1	30-Aug-11
Dysart, Terry	Staff Senate Rep	To Improve Productivity Program, TIP	1	30-Jun-09
Hansen, Mandy	Staff Senate Rep	University Facilities Planning Board, UFPB	1	30-Jun-11
Van Horn, William	Staff Senate Rep	University Council	1	30-Sep-11

Wold, Shana	Staff Senate Rep	University Marketing Committee	1	30-Jun-11
Ford, Joan	----	Staff Senate Program Coordinator	-	----

Meeting Schedule

Staff Senate meets the third Wednesday of each month from 9:00 to 11:00 a.m.

Date	Time	Day	Location	Room
07/28/10	9-11 a.m.	Wednesday	SUB	236
08/18/10	9-11 a.m.	Wednesday	SUB	236
09/15/10	9-11 a.m.	Wednesday	SUB	235
10/20/10	9-11 a.m.	Wednesday	SUB	236
11/17/10	9-11 a.m.	Wednesday	SUB	236
12/15/10	9-11 a.m.	Wednesday	SUB	236
01/19/11	9-11 a.m.	Wednesday	SUB	235
02/16/11	9-11 a.m.	Wednesday	SUB	235
03/16/11	9-11 a.m.	Wednesday	SUB	235
04/20/11	9-11 a.m.	Wednesday	SUB	235
05/18/11	9-11 a.m.	Wednesday	SUB	235
06/15/11	9-11 a.m.	Wednesday	Wilson-Bradley Conf Rm	2-257

Financial Report

Budget 2010-2011

