

# MSUASC Monthly Minutes

August 19, 2020

9 – 10 a.m.

WebEx

## All Staff Council Membership:

Whitney Hinshaw, Chair	Julie Clay, Chair Elect	Glen Steinhoff, Past Chair
Kim Anderson, Member-at-Large	Nikki Tuss, Governance Chair	Amanda Tebay, Professional Dev. Chair
Kristin Brill, Governance Member	Madison Graff, Governance Member	Danica Weitz, Special Events Chair
Diane Robidou, Professional Dev. Member	Gerre Maillet, Professional Dev. Member	Melis Edwards, Special Events Member
Sidrah Watson, Special Events Member	Shawn Hudson, Special Events Member	Tia Brown, Budget Council
Jared Leonard, Campus Sustainability (CSAC)	Susan Andrus, ADA Advisory Comm.	Jonathan Dove, Outreach & Engagement
Patrick Baci, Parking Appeals	Monique Hill, PCSUW	Julie Brown, Personnel Board
Colin Shaw, Planning Council	Nick Childs, Research Council	Hayley Gerow, Rec. & Sports
Kimberly Hilmer, Space Management	McKenna Christensen, Classroom Comm.	Stephanie Breen, Transportation Advisory Committee
Shawn Long, UFPB	Cori Huttinga, Public Arts & Artifacts	John Ooley, General Member
Kyla McNamara, General Member	Megan Lasso, General Member	Candace Mastel, General Member
		Leslie Schroeder, Program Coordinator/Minutes
Guests:		
Max Thompson	Stephanie Pressly	Jeannette GreyGilbert

## Absentees:

Melis Edwards, Special Events Member	Hayley Gerow, Rec. & Sports Fitness	John Ooley, General Member

### I. Call to Order

The meeting was called to order by Chair Whitney Hinshaw.

### II. Approval of Minutes

July 15, 2020 minutes were unanimously approved (Lasso motioned, Maillet seconded).

### III. Introduction of Two Newest Members

1. **Shawn Hudson** – Shawn has been with MSU for three years and currently works in Human Resources as a Recruiting Specialist. This summer he's been spending time with his family and watching as many movies as possible.
2. **Monique Hill** – Monique has been with MSU since 2012 and currently works as the Fiscal Manager in the Office of Sponsored Programs. Her favorite Montana summer activity is floating the Madison.

### IV. Public Comment – None

### V. Previous Business

#### 1. Staff COVID19 Concerns & Needs – Julie Clay

- Initially, MSUASC wanted to email a form to all staff with two questions regarding COVID19 concerns. The plan was vetted through the Office of Planning & Analysis (Chris Fastnow), who looped President Cruzado into the conversation.
- President Cruzado has two concerns: too many communication channels & executive staff overload
- MSUASC is eager to advocate but will need to use existing channels and may need to adjust expectations regarding pace and approach. However, MSUASC will not lessen the energy.
- President Cruzado suggested monthly meetings between MSUASC (Whitney & Julie) and President Cruzado & Terry Leist to continue to discuss.
- Guest Jeannette GreyGilbert (Director of Human Resources) commented that HR appreciates tough questions, because questions help HR better understand staff concerns.

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### 2. Diversity, Equity & Inclusion Working Group – Megan Lasso, Whitney Hinshaw

- MSUASC members met with Ariel Donohue to ensure no duplication of effort.
- Goal is to support diversity, work within existing framework, and ensure iChange team is working with staff.
- Proposed DEI committee would be comprised of a chair and two members. Current Operating Agreement doesn't address how to add new committees.
- Watson moved to approve the intent to form a Diversity, Equity & Inclusion Committee; Steinhoff seconded. Discussion followed regarding how and when to work out the details, including:
  - a. Would the committee chair would sit on the Exec Board and if so, would they be a voting member?
  - b. How do we include a new committee into the Operating Agreement?
  - c. Do we draw DEI Committee members from our General Members, or do we add more members to All Staff Council in order to retain four General Member positions? Either way, an Operating Amendment is needed.
  - d. Both HR and Legal should review the mission statement prior to becoming official.
  - e. Baciú proposed postponing the vote until the broader group could discuss.
  - f. Lasso motioned to table the vote; Baciú seconded.
  - g. Julie Clay will join the working group to lend a historical perspective regarding advice received when drafting the original Operating Agreement.

## VI. New Business

### 1. Biweekly Payroll Update – Max Thompson (Biweekly Payroll Lead), Julie Clay (Project Manager)

- This four-campus project will begin March 2021 for Bozeman and Havre; Billings and Great Falls are already paid biweekly.
- All students and employees will be asked to participate in direct deposit.
- Cycles will begin on a Saturday and end on a Friday. Paychecks will be deposited eight days after work is completed. Paydays will be every other Wednesday, beginning March 24, 2021. Deductions will be spread across all paychecks, as well as cellphone allowances. Twenty-six annual paydays, with two months a year when three paychecks are deposited.
- Pros include: new employees will receive first paycheck sooner, more paychecks, retirement funds can be invested sooner, and timelier onboarding of new employees.
- To prepare for the transition, look at monthly expenses, change automatic payments to match deposit dates, and revise savings withdrawal amounts (these will not be automatically converted). Preparation is important. Targeted emails will be sent to individuals who are already signed up for savings withdrawals. The Extension Office is preparing tutorials to help with the transition.
- The Payroll website includes a downloadable recording of this presentation, a payroll calculator, and other specific information. Send any questions/concerns to [biweekly@montana.edu](mailto:biweekly@montana.edu).

### 2. Proposed Operating Agreements – Nikki Tuss, Governance Chair

- Tabled until next month

## VII. Public Comment – None

Meeting adjourned at 10:04 a.m.

**Next Meeting:** September 16, 2020 via WebEx