

University of Montana

## ScholarWorks at University of Montana

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University of Montana Staff Senate Meeting  
Minutes

University of Montana Staff Senate

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4-12-2023

### Documents from the April 12, 2023 meeting of the University of Montana Staff Senate

University of Montana–Missoula. Staff Senate

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## April 2023 Agenda

Wednesday, April 12, 2023

10 am - 12 pm

UC 225

[Zoom Link](#)

Meeting ID: 963 1968 6875

[Box Link](#)

1. Welcome – Call to Order (5 minutes)
  - a. Roll Call
  - b. Quorum Present
  - c. Welcome Guests
2. Quick Updates (5-10 minutes)
  - a. Table at WellCheck
  - b. Recruitment Efforts
  - c. Continuing the parking discussion at President's Cabinet meeting 4/26/23
    - i. Possible Town Hall with Bill Donovan
3. Business (45-50 minutes)
  - a. Approval of Minutes
    - i. March 8, 2023
  - b. Discussion of Resolution Encouraging Merit Increases
    - i. Vote to Approve
  - c. Discussion of Resolution Encouraging Effective Employee Performance Review Practices
    - i. Vote to Approve
4. Presentation from Bear Necessities about proposed resolution – Kat Cowley & Kenzie Carter (15 minutes)
5. Committees (35-45 Minutes)
  - a. In-depth discussion on committee work to finish out the year
    - i. University Committees
      1. Search/Hiring Committees
    - ii. Communication & Visibility
    - iii. Data
    - iv. Professional Development
    - v. Wellness and Retention
    - vi. Scholarship/Staff Awards
    - vii. Bylaws
    - viii. Montana University System Staff Association
    - ix. Others?
6. Public Comment (10 minutes)
7. Adjourn

## April 2023 Minutes

Wednesday, April 12, 2023

10 am - 12 pm

UC 225

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Meeting ID: 963 1968 6875

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1. Welcome – Call to Order (5 minutes)
  - a. Roll Call
    - i. Present: Andrews, Calenberg, Carroll, Elensky, Gray, Jensen, Kanwischer, Kiley, Kurien, Leggins, Magnuson, Ponce, Thompson
    - ii. Absent: None
    - iii. Excused: Anderlik, Bales, Kneebone, Belanger
  - b. Quorum Present - Yes
  - c. Welcome Guests
    - i. MFPE – Brady Schwertfeger
    - ii. Bear Necessities – Kat Crowley & Kenzie Carter
    - iii. Kaimin – Christine Compton & Andy Tallman
    - iv. In person – Cassie Williams, Chris Newlon
    - v. Online – Ben Froemming, April Holder, Frederick Ignacio
  - d. Welcoming guests and let them know about our June meeting to become senators
2. Quick Updates (5-10 minutes)
  - a. Table at WellCheck
    - i. Fantastic feedback, possible snack table next year
  - b. Recruitment Efforts
    - i. Getting the word out and having lots of guests join us these last two meetings
  - c. Continuing the parking discussion at President’s Cabinet meeting 4/26/23
    - i. Possible Town Hall with Bill Donovan
3. Business (45-50 minutes)
  - a. Approval of Minutes
    - i. March 8, 2023
      1. Approve - Magnuson
      2. Second - Kurien
  - b. Discussion of Resolution Encouraging Merit Increases
    - i. Schwertfeger – Open discussion about raises and CBA, administration/OCHE has no requirement to support the resolution or not
    - ii. Kurien – Merit is subjective, concerned about staff and supervisor relationships
    - iii. Gray - Point of information: This resolution deals with a merit increase AND the need to have the FYE budget timeline be divorced from the performance review timeline
    - iv. Elensky – Used to do merit increase and other goals to get them, HR did away with it because it was more work for the employees, giving employees bad reviews due to budget constraints
    - v. Kiley – Question where the 4% comes from? Magnuson - in-range progression rate
    - vi. Ponce – Motion to make change to include CB team to receive this
      1. Unanimous -Yay - (11/11)

vii. Vote to Approve

1. Approve - Magnuson
2. Second - Thomson
  - a. Yay - (3 absentee+9/14)
  - b. Nay - (1/14)
    - i. Passed

c. Discussion of Resolution Encouraging Effective Employee Performance Review Practices

- i. Carroll – Likes mandate of training, does not like feedback from others, define a 360 review - anonymous
- ii. Kurien – Wants to solicit feedback
- iii. Gray - Part of the resolution that deals with training: Therefore, let it be further resolved, that the UM Staff Senate urges HRS to provide supervisory training as soon as people are put into supervisory positions, regardless of whether or not that person has been a supervisor at another workplace. The training should include, but not be limited to: creating a culture of continuous feedback; recognizing bias in giving performance reviews and feedback; coaching as an integral role of supervisors; setting goals and expectations for supervisee and supervisor development; listening and communicating effectively; rewarding good work with compensation, professional development, and other options with the supervisor's toolkit;

Part of the resolution that would ask for a different performance review process: Therefore, let it be further resolved, that the UM Staff Senate urges HRS to develop a more robust and up-to-date performance development program with continuous feedback, goal setting, long-term employee development, and other effective, best-practice employee engagement elements;

- iv. Ponce – Divide resolution into two separate documents? Revise documents?
- v. Leggins – More passive aggressive if anonymous
- vi. Kanwischer – Seeing other points of view from other supervisors maybe helpful
- vii. Kiley – Not utilized across campus, has never heard of 360 reviews
- viii. Vote to Approve
  1. Vote to revise resolution – (6/11)
  2. Vote today - (5/11)
    - a. Tabled for revision

4. Presentation from Bear Necessities about proposed resolution – Kat Cowley & Kenzie Carter (15 minutes)

- a. Crowley – Bear necessities overview, advocacy work statement – calling for increased support for students and staff members across campus, true promise programs (free college for certain demographics, Griz promise – rebranding of scholarships for students), retention, quality of life
- b. Proposed solutions – housing issues, meal plan affordability & transparency, accessibility (i.e. elevator maintenance, walkways), staffing issues
  - i. Kiley – Academic advising in great need
  - ii. Ponce - Solicit feedback to help the resolution, vote on statement when it goes to the bylaws/resolution committee

5. Committees (35-45 Minutes)

- a. In-depth discussion on committee work to finish out the year
  - i. University Committees
    1. Search/Hiring Committees
      - a. Ponce – ADP HRS – narrowed to on campus interviews, only two candidates
      - b. Gray – VP Academic affairs – timeline on reviews unclear
      - c. Andrews – GLI director – Someone hired announcement will be soon

- d. Leggins - Director of office sponsored programs - info in forthcoming email
  - ii. Communication & Visibility
    - 1. Recruitment, working in scholarworks
  - iii. Data
    - 1. Hiatus, no survey
  - iv. Professional Development
    - 1. Hiatus, Chair left UM, tabled for next term, moved to staff awards
  - v. Wellness and Retention
    - 1. Andrews – Centralized location of website of perks, share with Amy Kinch before sharing with HR
  - vi. Scholarship/Staff Awards
    - 1. Kurien – Staff awards: waiting for access to box folder to review nominees
    - 2. Kurien – Scholarship: closed April 1<sup>st</sup>, 4 applicants, one was dependent of LOA (on annual contract), possibly all three qualified can receive scholarships
  - vii. Bylaws/Resolutions
    - 1. Thompson – working on resolutions, reviewing the equal pay resolution, updating bylaws – grammar, up-to-date language
  - viii. Montana University System Staff Association
    - 1. Gray – MUS on-boarding, wellness & retention, equal pay resolution/proposal, BOR in May
    - 2. Gray - Staff award of excellence goes to MUSSA and voted on then announced at BOR meeting
  - ix. Others?
6. Public Comment (10 minutes)
- a. Froemming – Are we intending to require supervisors to use a boilerplate/standardized performance evaluation form or just prevent them from doing anonymous surveys? Ponce - performance review template on HRS handbook/website
7. Adjourn
- a. Motion – Magnuson
  - b. Second - Thompson