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University of Montana Staff Senate Meeting
Minutes

University of Montana Staff Senate

10-12-2022

Documents from the October 12, 2022 meeting of the University of Montana Staff Senate

University of Montana -- Missoula. Staff Senate

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October 2022 Agenda

Wednesday, October 12, 2022

10 am - 12 pm

UC 225

[Zoom Link](#)

Meeting ID 972 9870 1389

[Box Link](#)

1. Welcome – Call to Order
 - a. Reflection – Lead by Coco Ponce
 - b. Roll Call
 - c. Quorum Present
 - d. Welcome Guests
2. Business
 - a. Approval of Minutes
 - i. September 14, 2022
 - b. Student count for Fall
 - c. Kelly Webster – PFAs, Flagship Fund
3. Violet Hopkins
 - a. FOCUS-MFPE Montana Federation of Public Employees (formerly MPEA)
4. University Updates
 - a. University Committees
 - b. Search Committees
 - c. Montana University System Staff Association
 - d. Others?
5. Election of new Senators
 - a. Will Thompson – Missoula College Student Services
6. Public Comment
7. Adjourn

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1. Welcome –

- a. Call to Order @ 10:03am
- b. Roll Call
 - i. Present: Ponce, Carroll, Kurien, Elliot, Leggins, Kanwischer, Andrews, Gray, Magnuson, Davy, Kneebone, Knapp, Colenso, Calenberg, Kiley, Bales, Anderlik, Jensen
 - ii. Excused: Carson, Thiebes, Elensky
 - iii. Absent: Crawford, Rasmussen, Helms
- c. Quorum Present
- d. Welcome Guests
 - i. None

2. Kelly Webster presentation – PFAs, Flagship Fund

- a. Chief of Staff; VP for strategic planning and implementation
 - i. Used to be the director of writing center; before that a instructor of English and literature
 - ii. Always worked in the public sector
- b. Dedicated to culture and campus
 - i. UM is starting to focus more on culture
 - ii. Hard when there are so many roles and goals throughout the university
 1. Goal complexity
 2. Focused on access for students, but also about research
- c. Background: When President Bodnar first arrived, he started the Priorities for Action (PFA)
 - i. Intended to be vehicles to ensure we are actually implementing and doing vs. planning
 - ii. With this, he wanted to create an office to help plan and allocate budget then assess if we are doing a good job
 1. Assessing if we are at capacity and where we can make changes
 2. Make visible what the rhythm is and where people can plug in
- d. PFA Website: www.umt.edu/strategy
 - i. So many goals across the institution- goal complexity
 - ii. Good to see where everything fits
 - iii. Vision, mission, design principles
 1. Vision: 'The University of Montana will be a Flagship for the Future, fostering inclusive prosperity and democracy while creating a knowledge and ways of learning'
 2. If we are about this, what does this actually look like in practice
 - a. Have to earn the right to have a vision like this- need to follow through and act on it
 - iv. PFAs are what we are using to try to implement that vision
 1. Three different levels – 5 priorities don't change
 2. Office of Strategic Planning and Implementation (OSPI)
 - a. Includes: Kelly Webster, Mary Kreta, Gordy Pace, Jean Loftus;

3. What does change are the **strategies** that live underneath each priority
 - a. Annually assessing progress, but also listening to what is happening across campus
 - b. Some strategies are going to be multi-year
 - c. https://www.umt.edu/strategy/priorities_for_action/fy23_pfas.pdf
 - d. If we have said a strategy is a priority- the executives/leaders need to support it, find out what barriers there are- holding everyone accountable
 - e. Every strategy has a lead, and every lead has a team
 - i. Cross-sector teams (people from all over campus)
 - ii. Each lead also has an executive sponsor
 - f. In total there are 38 strategies
 - g. Tracking each strategy
 - i. 'Are we making process, and how do we know'
 - h. OSPI has been working with each team
 - i. Looking at barriers and how to remove
4. OSPI meets monthly with Leadership Counsel (Cabinet and AOs) with one Strategy Lead
 - a. Helps strategy leads present to the counsel
 - b. Strategy leads tell leadership what they need to do to make these strategies happen
5. Questions:
 - a. Magnuson- Is this more staff oriented or there are faculty leads as well?
 - i. PFA 2 is more academic based
 - b. Anderlik- at least on a personal level this has been frustrating; Mission first, people always- not a full sentence; What does it actually mean? Sometimes brings things up, but it feels weightless
 - i. Webster would love this sort of feedback
 1. OSPI is going out and meeting with different groups to explain PFAs to have a more meaningful conversation to help see where these groups fit in- with supervisors present
 2. Hierarchies are important but also stifling
 3. All offices have to submit a three year outlook
 - a. Sector heads MUST read these
 - b. Trying to force leaders to listen
 - c. OSPI want to see what is happening
 - d. Cultural change- so it is going to take time
 4. Units can reach out to OSPI to see how they can be more heard
 - c. Kneebone- One of the reasons he joined senate was to help implement these PFAs; Job has shifted and changed drastically; How are we doing feedback- there are a lot of good ideas that can't be prioritized- there has to be feedback
 - i. Webster- there has to be feedback, but there has to be better orchestration between leadership
 1. Confusion needs to be headed off
 2. That's why priorities are so important
 3. One of the most important ways to do so is to change the culture
 4. Channels also have to change to facilitate feedback
 - a. Other avenues

- d. Colenso- How do we get involved to help leadership with this change
 - i. Webster- there are a few ways
 - 1. One of the reasons the strategy leads are listed by name, you can email the person who is closest to the work
 - 2. Letting supervisor know you heard about the things the OSPI is letting offices complete three year outlooks and asking if their office can do so
 - 3. Ask about OSPI facilitating these conversations
- e. Kiley- When requests are put out, if, strategy leads specifically, people could share why they are asking- put specifics around the requests- what PFA it goes to
 - i. Webster- agrees- always beneficial to know WHY you're working on something
- f. Gray- would be good to have strategy team members on website as well, not just team leads
 - i. Webster- core teams are constantly expanding and extracting
 - 1. Best to communicate with the strategy lead
- v. Flagship fund
 - 1. People can pitch their ideas for what they think is important for UM to do
 - a. Help illuminate ideas outside of the traditional channels
 - 2. Every year OSPI is helping to make decisions how to allocate budgets
 - a. Wants to help new ideas come through outside of regular budget process
 - b. Intention: make sure this happens every year
 - 3. Two categories-
 - a. Investment funding for a single year for a specific problem
 - i. Ex. Need a new 3-d printer
 - b. Investment funding for multiple years for a revenue generating project
 - i. Ex. Need to hire someone to help with problems
 - ii. Must meet and show what they put in proposal
 - iii. Must demonstrate how they will generate revenue
 - 4. <https://www.umt.edu/strategy/flagshipfund/default.php>
 - 5. Three deadlines for drafts
 - a. only have to submit for one of those, not all of them
 - b. Advisory group will send back feedback
 - c. Then will present proposal
 - d. If submit in feb- will not receive as much feedback as there is not much time
 - 6. Final versions due March 15th
 - 7. Decisions will be made by may 1st for fall funding
 - 8. Engaged Katherine Swan (in grant writing office) and the Foundation
 - a. Help see if there are other funding sources
 - b. But if you find other funding by yourself; just let group know
 - 9. Any resources to help through proposal process
 - a. OSPI is there to help
 - b. Much easier for the one-time requests
 - 10. Workshop to help write proposals- details to come
- vi. If any questions- do reach out to Kelly (Kelly.webster@mso.umt.edu)

3. Business

- a. Approval of Minutes
 - i. September 14, 2022

- ii. Motion to approve: Colenso
- iii. Second: Anderlik

4. Election of new Senators

- a. Will Thompson – Missoula College Student Services
 - i. Move to approve: Kurien
 - ii. Unanimous approval

5. University Updates

- a. University Committees
- b. Search Committees
 - i. VProvost for Educational initiatives and
 - 1. Over 100 applicants
 - 2. Might hire someone by January
 - 3. Under Provost
 - ii. Associate Director of OOLD
 - 1. Meeting today (10/12) to go through applications
 - iii. VP for people and culture
 - 1. Not met yet
- c. Montana University System Staff Association
 - i. BOR met- don't have update yet on the tuition waiver
 - 1. Updates to waiver:
 - a. Two waivers can be used at once- both staff and dependent
 - b. Don't have to wait 4 years in between uses
- d. Updated from the UM Cabinet Meeting and President's Office Meeting
 - i. Enrollment numbers
 - 1. Looks like we're down, but actually not
 - 2. Down in Missoula college and online PT program
 - 3. Up in general on campus enrollment
 - ii. After Action Review around unexpected student death
 - 1. Any communication was halted as family needs to be alerted first
 - 2. Review under process on how to handle it better
- e. Update from Violet Hopkins regarding MFPE news
 - i. Hopkins in Helena
 - ii. Union proposed to cover health benefits
 - 1. To freeze out of pocket costs
 - iii. Proposed Juneteenth as a federal holiday
 - 1. Governor refused
 - iv. Proposed \$3 per hour increase for each year of the biennium
 - 1. Came back with \$1 per hour
 - v. Hopkins is leaving the end of this month
 - 1. Schwertfeger will move to president role
 - vi. Where do we get updates?
 - 1. Subscribe to email
 - 2. Reach out to Hopkins or Schwertfeger – can use UM email

6. Subcommittee Updates (as time allows)

- a. CVC
 - i. Website- working on
 - ii. Want to have all documents achieved- ASUM does a good job
 - 1. Access old minutes easier

2. Establish a clear record of what we have
- b. PDC
 - i. Brief statement
 - ii. Narrowed down to two goals
 1. Mentorship program- how to do so on campus
 2. Staff training for managers and supervisors
 - a. Meeting with Jasmine next week to come up with ideas
- c. Bylaws
 - i. Has not met yet
- d. Scholarship
 - i. Website launch- what blurb should look like
 - ii. Will send to Alex to update
- e. Wellness/Retention Ad Hoc
 - i. Facilitate with Carson on getting this going
- f. OTHER
 - i. Tuition waivers don't cover students' fees
 1. Too expensive for staff to pay
 2. Might have to reclassify students
 3. Maybe change what fees staff pay
 4. Maybe look into PFAs and the strategies to address this
 - a. Contact team lead
 5. Maybe address with the wellness/retention committee
 - ii. LOAs allowed?
 1. Need to be discussed

7. Public Comment

8. Adjourn

- a. Motion: Magnuson
- b. Second: Anderlik