University of Montana

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8-9-2017

Minutes from the August 9, 2017 meeting of the University of Montana Staff Senate

University of Montana--Missoula. Staff Senate

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August Meeting Minutes
August 9, 2017 10 a.m. -11:50 a.m.
UC 330/331

Welcome & Call to Order

President Mangold called the meeting to order at 10:03 a.m.

Attendance

Quorum Present

Attendees: Alford, Atteberry, Baldwin, Blair, Bowling, Burgad, Camp, Chiewphasa, Crowley, Csorosz, Domitrovich, Haley, Heath, Hoover, Laine, Lee, Lyon, Mangold, McHenry, Minnick, Ramsdell, Sager, Schroeder, Stan, Wellert

Excused: Bigelow, Morgan, Neal, Pavlish, Wade

Absent: Heath

UM Minute

Staff member Tammy Flickinger was the first person to receive financial education certificate – a program developed by the Professional Development Committee.

UM employee FTE data was provided to President Mangold at the Cabinet meeting. Cabinet discussed the decentralization of fiscal responsibilities and whether this decentralization makes sense given our lack of resources to support training in this area. They also discussed the standards for minimum FTE needed to run the various units of campus. VP Reid is going to look further into FTE benchmarks.

Approval of June meeting minutes

The June meeting minutes were approved. The July meeting was a retreat and notes have been provided.

June Financial Statement presentation

Sen Burgad will finish preparing the July financials soon and will also report on the precise decrease of our budget for FY18. This is the beginning of a new fiscal year. The last fiscal year ended $2 in the hole, which was waived.

Standing Committees

University committee openings are filled first with Senators and then opened up to other interested staff members. There is an online form that any staff member can fill out to indicate areas of interest. Please fill this out so that we have a standing list of interests, especially if you are not already on a University committee. Judy will send the link to this form to all Senators.

Staff Senate Committees

Each Senator will serve on at least one standing committee: Professional Development, Communications and Visibility, Scholarship, Bylaws, or Executive Officers. In addition, there are two ad-hoc committees that are a fall commitment only: 1) APASP: to help write the Staff Senate APASP report, due in early October (Sen. Mangold will chair); 2) MUSSA Survey data analysis to understand the status of University staff across the system (Sen. Alford will chair).

Professional Development Committee (PDC) overview (Sen. Haley, Sen. Minnick, co-chairs)
- This committee will discuss future plans for professional development support at UM, which is undergoing serious changes this year.
- Toastmasters at UM open to staff, professionals & students
- Has developed original offerings as well as collaborated with HR in the past
- Anyone is welcome to join but should have a passion for moving professional development forward.

Communications & Visibility Committee (CVC) overview (Sen. Sager chair)
- CVC will focus on improving communication between staff and Staff Senate.
- Working to demonstrate Staff Senate is more than a social club, although we do provide networking and social events to develop community.
- CVC will review and use survey data from last year.
- Plan to partner with the professional development committee.
- Will be taking on some of Judy's duties until her replacement is hired: newsletter, social media.
- This committee is good for those interested in communication and/or skilled in social media, events, promotion, and writing.

Bylaws Committee (Sen. Baldwin, chair)
- Reviews bylaws and resolutions, including those from other shared governance groups.
- Anyone is welcome, diverse opinions are valued in these reviews.

Scholarship Committee (Sen. Czorsz)
- Commitment is largely in the spring, so these members should probably serve on one of the fall ad hoc committees as well.
- Staff Senate scholarships are distributed to the dependents of staff. This committee connects with administration, provides good publicity for Staff Senate, and is a feel-good committee that helps students.
- There is a core group of donors that have been donating reliably for nearly 10 years. We can fundraise but it's not required.
- There is a meeting to decide the awardees and then hold an awards banquet. The winners get to meet the President and the donors are recognized.

- Looking for data-driven members, anyone willing to help, perhaps looking for fundraising in the future.

Guest presenters

Jesse Neidigh, Gordy Pace, of OneIT
- OneIT is in response to the President's charge to do better--she felt IT was not as efficient as it could be, and wants recommendations for improvement. The OneIT process is in the engagement phase now. Next, analysis of data and provide recommendations (more detailed timeline on website).
- They have identified some common sense changes to me made and are moving forward on already. Anything that has happened so far is not a consequence of the OneIT process-they haven't made their recommendations yet. One IT should not be seen as happening TO people, it should engage people in moving forward together.
- umt.edu/oneIT
- Trying to do the best job possible to understand the current situation. Met with leadership groups, held 1:1 meetings and small group meetings and discussions with stakeholders. They are using an online platform, IdeaScale, as an important space to hold conversations. There are 119 people with profiles and it has generated about 50 ideas. These ideas can be voted up or down. Over 1000 votes have been cast. The most important part has been the comments and conversations. They highly recommend that you engage. You can get there from the OneIT website. Everyone, even those outside of IT should participate.

This seems like a great process--how is it related to APASP? A process like this could be great with other areas like advising.
- OneIT is a separate process. APASP and OneIT are both looking for efficiencies and saving of resources, so there may be overlap, but the processes are separate. Everyone should be engaging in both processes. OneIT is really trying to get ideas from the community. We are intending to be more open and receiving of ideas.

IT seems that it has been really creative and able to do this. Is this because of leadership? Other sectors could really benefit from this type of process.
- This process could be a prototype of what could be done. APASP is designed to look at programs. IT is not a program, it's deeply embedded in everything we do. Many of the things we do are like this, money management, communication, etc. We want to show how you can start to do this type of review, where you are starting to align with higher-level initiatives. It's possible that we could get IdeaScale at the institution level. Hopefully we will soon have a license that would allow for four additional campaigns to engage many people in these types of conversation.

Can staff senate get on the list to possibly have a campaign? We are working to try to engage more with staff. This could be a very interesting tool for us.
- If we get campus buy-in, we could have 5 concurrent campaigns. They can be used and then shut off to develop other campaigns.

Have you addressed IT positions and how they are classified so differently, even among central IT? People are in different categories and the pay is so different.
- Yes. There are Idea Scale conversations taking place and Sheila Wright in HR is involved. Please log in

Have you talked to central IT as a group and then distributed IT as a group. I might want to say things that I couldn't say in front of supervisors or other groups in IT.

- That's good feedback. We have charged team members to go back and share with their colleagues. We did have an all-IT BBQ. We wanted to have those conversations.

How does this timeline work with a new President hired in Oct-Nov?

- All this work is done with the reality we will have new leadership coming on board. Hopefully we can present this work to the candidates and the President chosen to see the direction we are taking. President Stearns wanted to have this done during her time here, which is why the Oct deadline.

I want to reiterate the concern of not feeling comfortable to share feedback publicly. This comes up in Staff Senate a lot. Staff relationships with supervisors are stressed and people are concerned about sharing their opinions.

- Good feedback. We can try to facilitate that. Please spread the word--reach out to Gordy or Jess and we can have those conversations, discretely if necessary. We decided to not have anonymous comments.
- Open meeting tomorrow at 11, guests are welcome.

Can you screen what was posted on IdeaScale?

- Yes, there are moderators but it depends on the amount of time you have to curate.

Marcie Briggs, HR Recruitment

- You may have noticed an increase in campus-only level of recruitments. This is due to a direction from the President to give first crack at positions to current UM staff before opening to the public, with the hope of filling critical positions with our own employees. That creates another opening on campus that can then be evaluated to see if it needs to be refilled or restructured. Some of them are posted at a higher level, which provides opportunities for advancement.
- In some cases, VPs can say whether the position is campus-only or an interdepartmental search or it doesn't get filled. Otherwise, it's up to Marcie and Tony in HR.
- They are using data to make these decisions--to pull information about how many people on campus have these positions or the skills needed, or if it would be a good opportunity for people on campus to move up.
- This means it's not often a departmental decision, it doesn't mean that they have somebody already in mind.
- The postings have been running about 10 days but have been extended in the case of not receiving enough qualified applicants in the pool.
- On-campus employees are considered temps, student workers, or staff or professionals. On the date it is screened, the person must be an active employee as of that day.
- These kinds of promotional opportunities are a great way to invest in people and work on that strategic issue.

Professional Development could really help develop this--Cheryl has done a presentation before about helping our employees understand how to present a good application and not just take things for granted.

- Yes, sometimes people don't say it in their materials or interview because they assume people know them, but that's not how it works.
- This also can reduce training time; current employees already understand the University better.

How does this affect spousal accommodations?

- It does not apply to this situation. Only for current employees.

Thank you for sharing this. Typically people assume that campus-only recruitments are because they have someone already in mind. We need to help get the word out that this is

a strategic decision. And I think we are losing people to frustration, so this is a good opportunity.

- We are open to better ideas about communicating with staff about these opportunities. Mass emails may not be effective--we get enough emails.

One thing I hear around staff is a distrust of HR, they are afraid that information will get back to their supervisor that they are looking. Is it possible to do some kind of a linked-in profile but through HR? Can HR look to see if we have hidden skills out there on campus?

- There is a bit of functionality out there in the system but we typically don't do active seeking. They would still have to apply.
- And that could also play into the perception that there is already someone in mind.
- We have done mail-merges to people in certain job titles to take a look and encourage people in mind.
- Applications are part of a confidential process. References should not be checked until you have permission from candidates. People can say, check my references but not my supervisor yet.

Are references checked for everyone or just the final choice?

- Minimally, the final person. Two references are required.
- Search committees can check references on multiple candidates after interviews.
- If there are final candidates and it is close, they suggest that committees check references on all 3.

Are there any kinds of protection on retaliation against employees if you're searching for a job?

- Yes, that is illegal as well as a violation of UM policy. No retaliation. Sara Drake would deal with that. And we would want to know what we could do better during recruitment.

Celebration for Judy Wellert in honor of her retirement

- We had cake and lemonade and presented Judy with a card and a gift.
- Best wishes, Judy!

Meeting adjourned at 11:45 a.m.
NEXT MEETING: September 13, 2017