

University of Montana

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University of Montana Staff Senate Meeting
Minutes

University of Montana Staff Senate

1-10-2018

Documents from the January 10th, 2018 meeting of the University of Montana Staff Senate

University of Montana–Missoula. Staff Senate

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JANUARY AGENDA

JANUARY 10, 2018

UC 330/331

- I) Call to Order
- II) Roll Call
- III) Quorum Present
- IV) Public Comment
- V) UM Minute
- VI) Approval of Minutes (# *December minutes)
- VII) Presentation of Financial Statement (*Financial Statement)
- VIII) Discussion
 - 1) President Bodnar – 10:10-10:45am
 - 2) Post-Voluntary Severance Offer (VSO) project management
- IX) New Business
 - 1) Professional Development Summary
 - 2) Senator resignations; vote by acclamation
 - 3) Feedback portal on SS website
- X) Reports of Standing Committees
 - 1) Staff Senate Committee reports (*) – Committee chair liaison, VP Alford
 - a) Professional Development Committee (PDC)
 - b) Communications and Visibility Committee (CVC)
 - c) Bylaws Committee
 - d) Scholarship Committee
- XI) Adjournment (#)

(#) Designates that a vote is necessary.

(*) Designates that additional information has been distributed prior to the meeting, followed by a brief description of information.

Staff Senate

UNIVERSITY OF MONTANA

January Meeting Minutes

January 10, 2018 10 a.m. -11:50 a.m.

UC 330/331

Welcome & Call to Order

President Mangold called the meeting to order at 10:00 a.m.

Roll Call

Attendees: Alford, Atteberry, Baldwin, Bigelow, Blair, Bowerman, Bowling, Burgad, Camp, Chiewphasa, Csorosz, Haley, Hoover, Laine, Lee, Lyon, Kelley, Maier, Mangold, McHenry, Minnick, Morgan, Stan, Wade.

Excused: Crowley, Domitrovich, Heath, Pavlish, Ramsdell, Sager, Schroeder

Quorum Present

Public Comment

- none

UM Minute

- IT is opening a new "UM Solutions Center"--there will be a campus-wide communication about this. It's beginning in IT but hopefully will spread throughout campus.

Approval of December Meeting Minutes

Financial Report

- This report is for the past two months, as one was not prepared for December. We still have not gotten any bills for the microphones etc. for the APASP listening session. We need to look at our cost for MUSSA and how we want to spend the remainder of our budget. We do want to track this and make sure we are not losing our budget for next year. We have money and we need to use it. Judy had a procard but we don't, so it's hard to buy supplies.

Update from President Mangold

- Met with Rosi Keller, Matt Riley, and Chris Shook, who are the leaders of the post-VSO implementation. "Project Simplification". What I would like from all of you is:
 - The top 5 simplifications that you could implement in your job, particularly across sectors. Ex: what else could we be using Banner for?
 - Top 5 opportunities if you had more time in your job. What would your priorities be for improvement?
 - We want to utilize the Qualtrics feedback form. Senator Laine will work on a new form for Project Simplification and then share with all staff.

- We need some short-term wins. Ideas: travel, procard, looking at HR functions. We may have outside consulting from alums. This is our opportunity to say what's important to staff to make our jobs doable in the post-VSO environment.
- In December, I informed you about the post VSO moratorium on career ladders. They are no longer in moratorium but they will be looked at closely. If other career ladders are put forward not related to vacancies they may be put on the back burner.
 - HR update--it was not really ever off the table but the approval process was very stringent.
- We still have a budget deficit. We need to get everyone to a certain budget literacy. It's important for everyone in the institution to have a general understanding of our budget. Budget basics, budget 101, or whatever.
- President Stearns final APASP report and recommendations will be released to campus probably tomorrow. Then President Bodnar will move forward.
- What if people are being asked to do extra work? How can I help them?
 - Senators Laine and Blair are working on an FAQs about role descriptions and compensation.
 - But in the case that we aren't following our own rules, it doesn't help with that. That might be more union.
 - Maybe the PDC could create a workshop around this. Helping people to have conversations with their supervisors.
- We should also ask staff to take care of themselves during this time. Take your lunch hour. Take your breaks. If you continue to take on work, you get to a spot where you can't take on anymore. My resolution is to take a break every day, even just for a bit. This is part of being a good employee. Don't wait until it's critical to bring it up to your supervisor.

Guest Speaker: President Seth Bodnar

Wants to start off discussing where he's focused and what he's working on. He's still in listening & learning mode. It is a privilege to be at this institution. It's an exciting place to work every day. Like any institution, we are facing challenges. From an external perspective, our opportunities far exceed our challenges. This institution is a critical one not just for Missoula, and Montana, but the nation. The kind of education we deliver is exactly what the world needs right now.

We have terrific sciences, we have great arts & humanities and we have the region's best professional schools. That sits on top of the interdisciplinary UM core curriculum. So our students have the skills to succeed in a world where the jobs 15 years from now, don't exist. There was no single course I could take to teach me how to create a software business within a 125 year industrial business. But the education I received prepared me. West Point, contrary to what you might think, is a Liberal Arts University. And that kind of education is what I think UM provides.

A couple things have stood out in my meetings on campus and with alum. 1) The passion and excitement about this place is a tremendous asset. Sometimes the challenges we face can overwhelm the great things we are doing. Like the cold air inversions that can happen in this valley; we have to see above the fog. 2) A UM education has been critical to our alumni's success in the world. EX: Former CFO of Microsoft, started a world-renowned venture capital fund. And he spoke to me at length about a history teacher, a latin teacher that helped him to succeed not just in the job market, but in life. I will be unashamed in bragging about what the University does well. I think we are well-placed to solve some of the world's most complex problems. EX: Mansfield Center having a Water Scarcity Summit. We are tackling real world problems with our research.

Over the next 10 years, a huge amount of people are going to be retirement age in MT. And those vacated jobs will require education beyond high school. UM is vital to the economy of Montana and fostering an ecosystem. Companies are choosing Missoula to be a key center for their operations. They choose it not just for the scenery, but because there's a University here. If you want a great city, build a University and wait 100 years.

We live in a time of deep political division. Debate and discussion have reached a level that probably isn't healthy. And this institution is charged with educating and shaping an informed citizenry. It relies on informed, respectful debate. That's important for this country.

We cherish accessible, affordable, high quality education for all Montanans. That can really transform people's lives. I tell you that to reinforce that you're getting out of bed to come to an institution that matters. It's doing impactful work. And it's an honor for me to get to join you in that journey.

What am I focused on? Right now, listening and learning. I think I have a lot to offer and I know I have a lot to learn. I'm focusing my attention on a few thematic priorities:

1. How do we establish UM as a model of excellence and innovation for a modern University? We have to focus our efforts and continue to adapt and relentlessly pursue excellence. What is our north star? What is it about this place that makes it unique? Why UM? We will spend some time crystallizing that. View APASP and the strategic vision through that lens.
2. Running a tight ship. We all know there are limited resources. You feel that directly. I'm focused on it from a budget standpoint, but also that working as efficiently and productively as we can. There is a project including SS President Mangold, VP Keller, CIO Riley. It's "Project Simplification": How are we doing work? Is it as simple, efficient, productive as possible? We know how we can run this place more efficiently. I need that knowledge to bubble up so we can act on it. We aren't going to talk about problems. We are going to do something about it. I don't want to hear "because we've always done it that way". We owe it to ourselves and to everyone that works here to be intentional about what we do. If it doesn't make sense, question it. I want to try to fix it. And if we can't fix it, I want you to know why. We all need to own that.
3. Mission first, people always. Our mission is to deliver an impactful education to our students. It's why we are chartered and it continues to be our mission. But we have thousands of people who have made UM their life. Their career. It is my goal to make this the best place to work in MT. That means:
 - a. We cherish diversity. We don't talk about it for the sake of talking about it. The best teams are diverse teams with diverse perspectives. Talent in the world is evenly distributed. Opportunity is not. So if we don't have a diverse team, we are sub-optimizing the effectiveness of our organization. Having a diverse faculty, staff, student body is not only the right thing to do ethically, it's the right thing to do organizationally. So, what kinds of systems do we need in place to enable people across the institution to reach their potential?
 - b. Performance and professional development. We need performance development plans in place. (not in a punitive way). Everybody here should be hopefully talking to your managers and teams so that expectations are clear, help is provided to get there, and then hold each other accountable. Think about your career aspirations. Everybody deserves that. This is an area in which we have some work to do. It won't change overnight.
 - c. What are we doing to foster a collaborative culture at UM? What are the measures large & small that we can take to build communities of learning? Events that bring people together.
4. Recruit, retain, and graduate. What are we collectively doing to recruit the best students, help them to be successful, stay here and graduate on time? And then when they graduate, they recognize that learning doesn't end when they leave and it continues throughout their life. This should be their home of learning as they have several careers/jobs. We need to be as effective as possible in those efforts and I know staff as well as faculty, are critical.

I don't have all the answers but I do promise to work as hard as anyone. I owe it to you to make this the best place you've ever worked. These are lofty aspirations but I truly mean it. And I'm going to need your help.

Open to questions:

President Mangold. Professional development is foremost in our minds. The Financial Certificate was actually developed by SS and was very widely attended. We talk about budget literacy.

OneIT was chartered, a report was written and we haven't heard much about what will occur. Matt has not been able to answer. There's a void of leadership. Have you had a chance to read that report and do you have any ideas?

- I have not read that report, to be frank. I have heard of the process and heard great things about it. I've heard that the report should be implemented. I can't speak for Matt about what is happening. Everyone knows we've had task forces, reports, and then we never hear anything about it. If you spend the time to write a report, either do it, or tell us why we aren't.

One area affecting campus as a whole is that for a year, there has been almost no international recruiting. Normally we would be bringing 60-70 international students in the spring but now the number is about 15-20. We don't have the charge or ability to do the recruiting on our own. It's very frustrating for the Global Engagement Office. We need to survive if we want the campus to have the diversity of the international students. I see this as a deficit area facing campus now.

- One thing I've spent a lot of time on is our recruiting. What are we doing to identify a prototypical UM student and using analytics to do so? We are in an early stage. The number of international students is way lower than it should be. And even lower than what it could be. Follow up in an email or note to explain how the Global Engagement Office interfaces or not with our recruiting efforts. Please provide the current state and then what it should be. We have a group, funded by OCHE, of higher ed recruiting experts that have assessed our efforts and they may not have talked with you. I would love your feedback to complement their report. I'm impatient. If we talk about something as a problem and we are still talking about it in 6 months, then shame on us. What are we doing?

We have done a lot of work pulling together all the areas of training currently going, trying to keep it together. We are trying to prevent the loss of all these programs, like Financial Certificate. I am offering our help.

- Thank you. When I think about project simplification, I think this should be a part of it. As we assess the work that needs to get done, is the work getting done in pockets, or is it getting done across the institution? Having effective, consistent, relevant training. If we are smart about it, training should be a part of it. Thank you for volunteering. In our staff and our alums, we have a lot of expertise. In the true spirit of shared governance and shared knowledge, how can we run our administrative operations of the organization as effectively as we can?
- There cannot be a peanut gallery. If you have a good idea, step up and work on it. Don't just sit back and criticize. It's imperative that we do this in the aftermath of VSO, it's a huge opportunity.

I want to close by reiterating by saying thank you for coming to these meetings and for the work that comes out of these meetings. And that you have to fit this work in to a smaller block of time. But if you don't do this, no one will. John Adams, in a letter to his son said "if good people don't do the work of the public, others will." So I appreciate you doing the work of the public. Thank you.

Reports of Standing Committees

- Professional Development Committee:
 - President Stearns asked for a 1-pg snapshot summary of professional development. PDC put this together.
 - Sen Minnick and Sen Haley wrote a summary and history of the professional development program. It was sent to both President Bodnar and President Stearns.
 - We asked for investment and reinstatement of the staff professional development program and a reimagined combination of a unified, equitable professional training office on campus.
 - The draft will be circulated to Senators.

- Maria spoke with Amy Kinch and she wants to be collaborative. It is not an “us vs. them” thing with Faculty Development. She would be interested in coming to a PDC meeting. Let's build that bridge a bit stronger.
- Anyone interested in joining Scholarship Committee, the work is mostly Feb-March. The work does not vary much year-to-year. The number of applicants and the amount donated changes.
 - Sarah Wade and Branden Ramsdell will be co-chairs of the Scholarship Committee
- UM Mentoring program proposed by Work-Life Council
 - Becky Maier is the co-chair of the Quality of Work Life Council. Each year they choose a project and this year they've chosen mentoring.
 - They will ask all employees if they would like to be a mentee. And have a schedule to recruit people to the program and then match them.
 - Suggestion to add more information about what a mentor/mentee relationship would look like.
 - The PDC has discussed doing something similar for new employees, so we can collaborate
- CVC and Bylaws have not met

Farewell to Senators leaving Staff Senate

- We appreciate the service of those Senators who are resigning. Kris Csorosz took the VSO, Mara Baldwin is starting a new position, and Edi Stan is leaving campus in a couple weeks.
- Kris Csorosz served on Staff Senate for close to 25 years. She came to a meeting and was impressed with the type of people, the energy and engagement of the group and then stayed on year after year. She can be contacted at her University email, which she is retaining. She intends to help the Scholarship Committee until it gets established and is creating a manual for its operations.
- Kris brought a replacement, Jordan Bowerman, to fill her seat for the rest of her turn.
 - **Motion passes to add Jordan Bowerman as a staff senator**
- Edi is leaving UM to spend time with his family and relax. The recycling program will continue and is looking for student workers, if you can recommend anyone.
- Mara is starting at UM conference Services and her events will conflict with the Staff Senate meetings.

Meeting adjourned

NEXT MEETING: February 14, 2018

January Staff Senate Meeting

Committee Reports

Professional Development Committee (Cheryl Minnick)

Discussion focused on two topics:

- 1) **Staff Professional Development:** The draft of a 1-page summary President Stearns asked for regarding Staff Professional Development. **ACTION: Edits invited.** DEADLINE: Delivery to President Stearns expected mid-week (est. January 10) prior to her revision of the December 11, 2017 APASP Recommendations and Reflections.
- 2) **Mentoring Program:** Representing UM Quality of Work Life Council, Becky Maier joined the Committee to share a peer mentorship program they are launching this month (January). The PDC was asked to promote and participate in their mentoring program as a supportive partner. The program has support of Human Resources, President Stearns, Dining Services (provided free drip coffee coupon for the first 40 people to sign up), and Rosi Keller is vetting the program this week to tender/not tender F&A support. **ACTION:** The PDC decided to join forces and offer support to the ready-to-launch mentoring program.

APASP (Stephanie Domitrovich)

Completing reviews of Phase II programs. Meetings will resume after the winter break.

Quality of Work Life Council (Becky Maier)

Continues to move forward with the U Mentoring program. HR is locating a spot to put our information for all employees and we have sent a short statement of endorsement to Sheila and Seth to approve and add to our site/email blast. We will send out the first signup Mon, January 8 with response by Jan 18. Second signup will be in February.

Provost Search (Stephanie Domitrovich)

Job announcement has been posted. Please send nominations via the links. The job ad and prospectus can be seen in Silk Road. Meetings will resume after the break, as applications are currently being collected.

University Budget Committee (Annie Burgad)

There is no report this month as the Budget Committee meeting was cancelled in December and the January Budget Committee meeting for January 4th was cancelled this morning.