

University of Montana

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University of Montana Staff Senate Meeting
Minutes

University of Montana Staff Senate

2-14-2018

Documents from the February 14, 2018 meeting of the University of Montana Staff Senate

University of Montana–Missoula. Staff Senate

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FEBRUARY AGENDA

FEBRUARY 14, 2018

UC 332/333

- I) Call to Order
- II) Roll Call
- III) Quorum Present
- IV) Public Comment
- V) UM Minute
- VI) Approval of Minutes (# *January minutes)
- VII) Presentation of Financial Statement (*Financial Statement)
- VIII) 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
- IX) New Business
 - 1) University Planning Committee (UPC) reconstitution
 - 2) UM Commencement
 - 3) Project Simplification
 - 4) MUSSA meeting in May
- X) Discussion
 - 1) SS constituency – expand to Contract Professionals and Letters of Appointment?
- 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

February Meeting Minutes February 14, 2018 10 a.m. -11:50 a.m.

Welcome & Call to Order

President Mangold called the meeting to order at 10:05 a.m.

Roll Call

Attendees: Alford, Atteberry, Baldwin, Blair, Bowerman, Bowling, Camp, Crowley, Domitrovich, Haley, Hoover, Laine, Lee, Maier, Mangold, McHenry, Minnick, Morgan, Pavlish, Ramsdell, Schroeder, Wade.

Excused: Bigelow, Burgad, Chiewphasa, Lyon, Kelley

Absent: Heath, Sager

Quorum Present

UM Minute

- The Humphrey's Fellows program was renewed.
- The Year One accreditation report got positive feedback in Cabinet

Approval of January Meeting Minutes

- Minutes approved

Financial Report

- We do have money that we need to spend (almost \$1600)
- We've been a skeleton crew, it's been a challenging year, but we do need to use our budget. One cost would be the BOR trip (MUSSA meeting at May meeting). Previously the executive officers and Judy would go. Perhaps there could be another person in Judy's place if needed. The BOR meeting can be a good learning experience and networking opportunity with Staff Senate representatives. Maria will ask how MSU integrated contract professionals into their Senate, to learn from their experiences.
- The Scholarship award ceremony can also take about \$300
- What about a CVC event? They might be able to plan something for the spring. They have been working on all the staff feedback and surveys.
- Maybe we could use it for the mentoring program?
- Everyone should think about how we might best utilize our resources before the end of the fiscal year.

Reports of Standing Committees

- CVC is trying to move forward with all the data analyzed in a usable format by this Friday and then provide a report for the next Staff Senate meeting.
- Bylaws committee is missing a chairperson. If we move forward with changing the bylaws to include professionals, they would need members to help.

- Scholarship announcement will be sent out later today. Moved to an online application. They would also be interested in adding a couple of more members to the subcommittee.
- PDC will join the Staff Senate Cabinet meeting next week to host a more positive conversation to highlight the work we are doing. The mentoring program and PDC work would be a good start. PDC met with Kelly Webster to brainstorm about what PDC should do. Positive suggestions were to 1) meet with Amy Kinch and 2) where does professional development really belong? There's a bigger picture of what professional development should be at UM. When tackling the idea of getting a professional development person for staff, we need to have an idea of what kind of training or support we need. We aren't even really evaluating most employees on a regular basis. We have an opportunity now to make change. We could propose the idea of a professional development office and a person for staff. As we are doing this, we might need to clean up of how we classify jobs. This opportunity will not be there forever.

New Business

- University Planning Committee:
 - We have two staff members on the committee. Maria took nominations from within and outside the staff senate.
 - The largest group is faculty, because faculty buy-in will be critical to changes made.
- Project Simplification:
 - There has been some research into models used by other Universities.
 - The project simplification survey got over 100 responses
 - Dan Bowling has been working on the qualitative coding and will be able to report back about themes, the frequency of specific answers.
 - Many people provided suggestions for simplification. There is a lot of feedback about general University processes. There's responses about banner, communication, Silo, registrar, decision-making, leadership processes, VSO.
 - By next SS meeting, they are expecting to have more detailed information.
 - There is an internal team looking at our admissions/application process. This is a little different from a student point of view....we are looking at more internal processes. We are trying to be deliberate and not rush. Maria will be asking for more staff involvement. They are already looking at travel.
- VP for A&F Search
 - Will be chaired by Dean Shook
 - This is a very important search for Staff Senate—we are under this office.
 - If you are interested in serving on this committee, contact Maria.
- MUSSA
 - The meeting is at the May BOR meeting. Let Maria know if you are interested in attending.
- Discussion about adding Contract Professionals/LOAs to Staff Senate
 - We don't want to use the staff perspective but we might benefit from the relative "power" of that group.
 - Adding contract professionals might dilute the efforts we expended to fight our historic lack of voice.
 - Having supervisors and their employees in the same group might be a problem.
 - Contract professionals are salary. Staff members have a hard time even getting the time to come to Senate meetings. If the supervisor can go and receive the professional development through Staff Senate, then would staff still have that opportunity?
 - What about a liaison group with an affiliated committee?
 - We should also consult MSU about their experience.
 - We might also need administrative support. Maybe this could be helpful in making the argument for administrative support?

- Maria would like to form an ad hoc committee to explore this further. It will be on the agenda for next year.
- How to focus our efforts for the remainder of the year?
 - It's been a challenging year. Without administrative support, it's hard to accomplish what we used to accomplish.
 - There hasn't been a Kudos come through since a month or two after Judy left. Whereas we might have reached out to support others, without the luxury of time, it's gone by the wayside.
 - It's the perfect time to move forward on Professional Development.
 - Another thing that's a critical juncture--bringing in contract professionals to represent them and include their stronger voices. They want to be included. I would rather we include them. We can't do it all.
 - CVC has been supporting professional development and staff senate by analyzing feedback.
 - I think we need to have a party. We are overworked. We need to keep connecting with staff and making those opportunities available to staff.
 - Where I came from the staff senate was really involved in things like Kudos, getting staff morale up. Every Friday, people went around with goodie bags to cheer people up if you were wearing spirit colors, or handing out coffee cards. They went around to different departments each week. It was morale boosting. I love the idea of a party of some kind.
 - If we threw a party for staff, we could do that on the cusp of elections and pitches about the work and involvement of staff senate. It could stimulate interest in Staff Senate.
 - Let's put this back to CVC and have them report back with a brainstorm.
 - If there's no longer an employee recognition day, maybe we could do something of our own to appreciate and recognize staff.
 - Could we sponsor a DHC Social?

Meeting adjourned
NEXT MEETING: March 14

Committee Reports for February Staff Senate meeting:

Staff Senate Executive Officers (XO) and committee chairs

XO members and committee chairs drafted a list of potential University Planning Committee nominees, discussed post-VSO and Project Simplification issues, and discussed staff surveys/feedback. Caitlin Sager and CVC team will continue to analyze the data from the fall survey; Dan Bowling is analyzing the most recent, Project Simplification survey data.

Project Simplification

College of Business faculty and Blackstone LaunchPad professionals consulted with the Project Simplification team regarding other institutions' approach to simplification. Their recommendations require further vetting. Staff Senate closed its simplification feedback survey. Senator Dan Bowling will analyze the data and report back to Senate.

CVC Committee

The CVC met and continued its review of the fall 2017 Staff Senate survey. The committee identified preliminary themes in the survey responses, including:

- Increasing workload
- Negative moral
- Feelings of instability and insecurity
- Loss of staff and resources impacting ability to perform job
- Impact of leadership: Good leadership often cited as most positive impact, poor leadership/distrust of leadership as negative impact.
- Increased camaraderie/teamwork viewed as a positive impact
- Increased departmental or personal development opportunities viewed as a positive impact
- Many staff feel there have been no positive impacts from the budget cutting process

These themes remain preliminary. CVC is now working to assess responses to determine how frequently these themes appear throughout the responses and will adjust overall themes found in the survey results based on the results of their in-progress assessment.

Assessment and Accreditation Committee

The Committee is close to finalizing key indicators for each of UM's five strategic opportunities. Each indicator has been vetted to include clear definitions, 2020 targets and the office/person who provided the data. The Committee met January 19 to review, share and edit indicators, and will meet again February 7. The first full draft should be complete soon.

Professional Development Committee

In light of President Stearn's January 12, 2018, Recommendation #16 *"Invest in professional development for all staff, and develop a specific plan and timeline for implementation,"* co-chairs

Haley/Minnick plan to meet February 13, and will call a full Committee meeting shortly thereafter to discuss next steps.

APASP

The task force will be voting to place non general fund units into prioritization categories on Feb 5th. There will be opportunity for public comment at this meeting. After units are voted into categories, feedback from Deans and Sector Heads will be gathered and recommendations will then be made about these units.

Provost Search Committee

The priority deadline for applications for EVP was Jan 31st. Applicants can still submit, but they may not receive full review at this point. The committee is currently looking through application materials on their own and closed meetings are scheduled for next week in order to determine who will be interviewed in the initial round for the position.