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University of Montana Staff Senate Meeting
Minutes

University of Montana Staff Senate

9-13-2023

Documents from the September 13, 2023 meeting of the University of Montana Staff Senate

University of Montana–Missoula. Staff Senate

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September 2023 Agenda

Wednesday, September 13, 2023

10 am - 12 pm

UC 326/327

[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. Business (20-25 minutes)
 - a. Approval of Minutes:
 - i. [August 9, 2023](#)
 - b. Webcams
 - c. Pictures for Website & GrizHub
 - d. GrizHub Use
 - e. Food at WellCheck
3. Cabinet Updates (25-30 minutes)
 - a. Construction Updates
 - b. Enrollment Updates
 - c. Budget Projections
 - d. MarComm questions about communication
4. Campus-wide Committee Updates (10-15 minutes)
 - a. University Committees
 - b. Search/Hiring Committees
 - c. Others?
5. Committee Updates (20-40 minutes)
 - a. Bylaws & Resolutions
 - b. Communication & Visibility
 - c. Data
 - d. Professional Development
 - e. Wellness and Retention
 - f. Scholarship/Staff Awards
6. Shared Governance Introductions (25-30 minutes)
 - a. Maggie Bell, ASUM President
 - b. Lauren Fern, FCOS President
7. Share Your Successes (if time allows)
8. Public Comment (5-10 minutes)
9. Adjourn



September 2023 Minutes

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10 am - 12 pm

UC 225

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1. Welcome – Call to Order 10:04 am
 - a. Roll Call
 - i. Absent: Calenberg (excused)
 - ii. Present: Anderlik, Andrews, Badzioch, Beccari, Carter, Corbin, Cowley, Darling, Elensky, Gray, C. Harrington, J. Harrington, Hopkins, Ignacio, Jensen, Kneebone, Krause, Kurien, Leggins, J. Magnuson, T. Magnuson, Malinak, Mason, Matson, Ponce, Ruediger, Smith, Spooner, Thompson, Tucker.
 - b. Quorum Present
 - i. Quorum confirmed
 - c. Welcome Guests
 - i. Ponce reminded guests that public comment is reserved for the end of the session and that questions were welcome as they arise.

2. Business (20-25 minutes)
 - a. Approval of Minutes:
 - i. [August 9, 2023](#)
 1. Motion – Kat Cowley
 2. Second - Ben Mason
 3. Minutes approved by majority
 - b. Webcams
 - i. Senate Chair asked that cameras be turned on during Senate meeting when attending remotely. Everybody must participate and be actively listening. Webcams are available for those who need one.
 - c. Senator pictures for the website & GrizHub
 - i. Requested of Senators by the Chair.
 1. Senators can submit their own photo
 - ii. The photo should be a headshot and make you identifiable if you are walking around campus
 1. Example: No sunglasses
 - iii. Senators were asked to update their GrizHub profile with the photos.
 - iv. Submit photos for the website to Coco Ponce.
 - d. GrizHub Use
 - i. Much of the feedback on GrizHub serving as the primary source of information on campus has been negative
 1. Focus have been centered around use and usefulness
 - a. People are still figuring out how to access it and use it.
 2. Carrie Elensky presented some points on GrizHub use:
 - a. Alecia Gray's suggestions for GrizHub worked well such as setting as the homepage to GrizHub



- b. Waiting on information from Dave Kuntz (Note: Office of Strategic Communications) on what a “click” meant on the email (Context Note: Senate was told that the UM Today emails had low click rates)
 1. One of the reasons they moved to GrizHub was to better track engagement along with a unified experience.
 - ii. Signing in to GrizHub is a better, more tailored experience.
3. Carrie Elensky directed the Senate’s attention to a new COVID posting on Grizhub.
 - a. Following CDC
 - i. Isolate for 5 days if positive
 - ii. Wear a mask if you can’t isolate
 - b. No monitoring on campus
 - i. Test kits available. Will be billed to insurance.
4. General Discussion by Senate took place regarding Grizhub.
 - a. Kat Cowley: Knowing myself and students are getting all things but at the same time it does make the feed crowded.
 - b. Coco Ponce: Set as homepage has been tremendously helpful.
 - c. Coco Ponce: Amy Kinch has informed us there will be monthly GrizHub trainings in the UC. They will cover how to get the best out of GrizHub and are supposedly short and easy sessions.
 - d. Trey Magnuson: GrizHub is not going away. It has had investments in it. Best to get training
 - e. Coco Ponce: We need to get the best out of it and not feed into the negativity.
 - f. McKennah Andrews: helps the communication team to focus on other things. UM Today was labor intensive.
 - g. Alecia Grey asked for Senators to contact her if they didn’t get the solutions document she made to help with setting up the RSS feeds, etc. for GrizHub
 - i. Alecia submitted the pointers to the comm team, but nothing has been sent out. Asked if it will be disseminated.
 1. Coco Ponce thinks it will be in part of the training etc.
 2. Carrie Elensky - will send to Dave Kuntz
 - h. Nicole Krause– voiced a like for Grizhub.
 - i. Ben Mason – COVID stuff went up with no general communications. Weird feelings on having important communications go out on it before we have even had training.
 - i. Coco Ponce: MARCOM (marketing and communication) may be overly ambitious about how quickly people would adapt Even the highest reaches are still adapting.
 - j. Phil Matson inquired if the Grizhub trainings would be available via webinar.
 - i. Coco Ponce: Yes. Virtual and in person
- e. Food at WellCheck
 - i. Senate leadership wanted to partner with Faculty Senate to provide snacks at WellCheck to break the fast.
 1. We tabled the well check last year and had great response
 - ii. Catering is cost prohibitive
 1. Looking to see if we can do Costco snacks but there may be restrictions on providing outside food
 - a. Will Thompson – problem with outside food?
 - i. Policy by Carrie Elensky:
 1. Donation food is ok if we provide donation receipt



2. If we buy outside food, we have to do first right of refusal form.
 - a. Note: If food is provided, it must be manned at all times.
 - b. High level of complaints would take place when HR provided food. Criticisms on choices, allergy issues, etc.
 - c. Frederick Ignacio – what is well check?
 - i. Coco – Twice per year session for checks / bloodwork and shots covered under our health benefits.
 - d. Nicole Krause: What about coupons for wellcheck?
 - i. Coco Ponce: Idea was about breaking a fast
 - e. Tiana Jensen: Where did it used to come from?
 - i. Donated from Great Harvest.
 - f. Trey Magnuson: Is fruit cost prohibitive?
 - i. Coco Ponce: Will look into it.
 - g. If the Senate does food, senators will be asked to volunteer to staff the table.
 - h. Sent potential donation sources to Coco Ponce
3. Cabinet Updates (25-30 minutes)
 - a. Construction Updates (Ponce)
 - i. Dining on schedule and on budget.
 - ii. Knowles hall – ribbon cutting took place on 23rd of August. Students occupied already. Finishing up the rest of the details of the building.
 - iii. New museum. Open end of September. Look for GrizHub tour dates.
 1. Marissa Badzioch: Public opening of museum Sept 28th from 2pm – 5pm.
 - iv. Heating and Power – set to go online end of 2023. 45 minute Tours starting. Check GrizHub
 1. Looking to save at least \$1 million per year in power bills with the new facility.
 - v. OCHE approved exterior lighting project. Should be completed by end of spring. Students ID areas that were under lit.
 - vi. Corbin Hall 3rd floor offices will be ready by mid to late fall. Lighting is all that is left. Then they work down from the third floor. Done by next year.
 1. Staff Senate has an office in Corbin.
 - a. Kat Cowley: Historically Corbin has had water issues making the water undrinkable. Has that been fixed? Copper and Lead issue?
 - i. They said the plumbing was done but we are not sure if that fixes it.
 - ii. We will look into it.
 - b. Bonnie – levity. Joked about drinking the water all the time when she started in Corbin.
 - vii. Clapp Building
 1. Elevator set to be fixed. Waiting for one part. Offline for six weeks and then it will be fixed. Before January. It's been 3 years since the elevator was not fit for human use.
 2. Design contract for new Clapp building is beginning. One year in design phase. Goal: Summer 2025
 - b. Enrollment Updates
 - i. Until census is done, no numbers. After 15th day of classes. Mid October. Mary Kreta (Note: Vice President for Enrollment Management) has offered to come to a meeting to go over things. Maybe Oct or Nov. Meeting.
 - c. Budget Projections



- i. Looking good but things change. Once that info is done Paul Lasiter (Note: Vice President for Operations and Finance) can come in and discuss.
 - d. MarComm (Marketing and Communications) wanted feedback about communication
 - i. MarComm asked Staff Senate on how we communicate (not just UM Today, etc.)
 - 1. Document in Box on major ways we communicate on a day-to-day basis
 - a. Informal. List the ways you communicate. List the ways you LIKE to communicate.
 - i. Two weeks. Talk to constituents and colleagues.
4. Campus-wide Committee Updates (10-15 minutes)
 - a. University Committees
 - i. Assessment and Accreditation – Ashley Smith. Would like to have them meet us (evaluators) What are we doing.
 - ii. Coco will send out suggestions, etc.
 - b. Search/Hiring Committees
 - i. Alecia Grey inquired about targeted committees. What constitutes a subject matter expert?
 - 1. Coco Ponce will investigate it.
 - ii. Ashley Smith informed the senate that the College of Business is searching for three faculty members.
 - c. IT Impact: Banner down at end of month. Sept. 28 – Oct. 3 for migration work.
 - i. Do not plan on any meetings or productive in any way that needs student records.
 - ii. Will Thompson – 80% of his job as an advisor requires Banner.
 - iii. Sara Corbin – working on notices of the impact. Will share.
 - iv. Glenn Kneebone – productivity – LinkedIn learning, etc. if your job centers around Banner use and you have downtime.
 - d. Others?
5. Committee Updates
 - a. Bylaws & Resolutions
 - i. Alecia – Not met. Leaders extremely busy.
 - 1. Members will be working on equal pay resolution and revised bylaws
 - b. Communication & Visibility
 - i. Alex – spent nearly whole meeting talking about GrizHub. Put in a feature request to have a news block on our webpage. It would be helpful if they knew what was working or not working.
 - 1. Coco Ponce: Take training and help senators use it. Gather feedback for MarComm.
 - ii. Website update looks possible.
 - c. Research and Data
 - i. Data and Survey Committee
 - 1. Frederick: First real meeting next week on Monday. Speaking with Alecia on helping with equal pay resolution. Contact for other ideas.
 - d. Professional Development
 - i. Committees of Practice. Groups come together and share.
 - 1. Coco Ponce: Think about leveraging other committees to expand and collaborate. Maybe CVC could help bring in other people. Look to Jasmine Link to help.
 - e. Wellness and Retention
 - i. Alecia – met earlier this week. HR guest (Marcie Briggs) about retention and feelings of wellness. Looking and current orientation and future orientation. Open to hearing more about that. Feel free to filter thoughts through the committee. Still working with HR to getting list of



units not on Mountain Campus so that they can feel that they belong to UM as a whole. In August meeting, they wanted to bring up perks so that that can be passed on.

1. Keep an eye on your email on the floating holiday.
 - a. Dominic: GrizHub just put something on floating holiday today.
 - ii. Ashley: Marcie Briggs is going to start focusing on the local community since we have so many.
 1. Homecoming parade.
 - iii. Alecia – read newspapers from Library via database.
 - f. Scholarship/Staff Awards
 - i. Bonnie – had a meeting. Seven people. Intro to the committee. Talked about Portal. Talked about previous year’s planning and goals to move forward.
6. General Discussion
- a. GLI – hit 150 students. A high from 2017
 - b. Alecia Gray is now vice chair of MUSSA. Trey Magnuson is on it too.
 - c. How early does GrizHub update – Kat. We will reach out.
 - d. Question was posed if any senators from Facilities? Ashley Smith is on it. We need some.
 - e. Thefts in UC. Person has stolen. Two laptops, a wallet, beats, iPad, iPad pencil. Laptop. Campus dining hat to make it look like they are an employee. Changed shirt while doing thefts. Went to Lommasson Center. \$2000K theft from cards.
 - i. McKennah Andrews– asked how this information is being disseminated. Unknown. Up to UMPD. Can contact Title IV office.
7. Share Your Successes (if time allows)
- a. We often talk about our negatives.
 - i. Kat Cowley– Missoula Paddleheads (baseball) game was first fundraiser for Food Pantry. \$7500 was raised. That is 3500 lbs. of food which is about 3.5 months.
 - ii. Julie Magnuson – Admissions is fully staffed. Started travelling to college fairs.
 - iii. Nicole Krause – Financial aid has made lots of changes, and it’s been a good change. Mary Kreta has been helping.
 - iv. Ben Mason – Bear smart workshop – went well. Crelian bear dogs, bear spray disposals, bear telemetry gear. Etc. Great event.
 - v. Kenzie Carter– Lots more case management appointments. Received a very nice email on referrals.
8. Shared Governance Introductions
- a. Lauren Fern, FCOS President
 - i. 21st year at UM. 18 years in Math. 3rd year at Missoula College as Match Discipline Lead. Lots of insight from the two campuses.
 - ii. Main thing is student access, and retention. Design courses to meet them where they are at and be successful.
 - b. There are two branches of faculty senate. Somewhat strong shared governance. One is workplace and compensation UFA, and then there is Faculty Senate. Role is to debate, discuss, review and make recommendations to Admin on academic matters.
 - c. Came to convey that she is so cognizant the work the staff do at the university and how undervalued people feel. If it wasn’t for staff, the place wouldn’t run.
 - d. If there are things you think that there is something that faculty could do to be more supportive let her know. If you have issues with faculty, let her know.
 - e. Opportunity to work together.
 - i. Coco Ponce- Faculty Senate has great opportunity to collaborate. Send ideas if you have any. Don’t be afraid to reach out to Fern. Great to have you in partnership.
 1. Kat – Would faculty senate be a place to talk about a basic statement for syllabi, etc.



- a. Sample syllabus statements on web that are incorrect. Should be updated.
- f. Meet Thursdays 3-5 Gilkey 105 Every month.
 - 1. 50 Senators representing areas and colleges. 1 senator for 10 faculty in a particular area.
- 9. Maggie Bell, ASUM President
 - i. From Great Falls. Senior. Philosophy and Political Science.
 - ii. Goal is to reengage with students any way possible. They run so many things – transportation, child care, pantry, etc.
 - iii. If you need student opinions or participation, let her know.
 - iv. Wednesday night at 6pm is the ASUM meetings.
 - v. If you are facing things without support, maybe students can help.
- 10. Public Comment
 - a. Fundraiser for Pantry on October 5th from student.
 - i. Kat Cowley will send email out.
- 11. DHC Socials are done. Funding was a problem.
- 12. Adjourn
 - a. Will Thompson motioned to adjured
 - b. Second from Nicole Krause.
 - i. Meeting adjourned 11:56 am

Edits: By Calenberg 10/11/23