

MUSSA WebEx Minutes

Tuesday, June 19, 2018

2:00 p.m.

I. Call to Order

- Chair Priscilla Azure called the meeting to order. Those present included:
 - Billings:** Sheri Steiner and Darrel Williams
 - Bozeman:** Ramie Pederson (MUSSA Vice-Chair) and Candace Mastel
 - Great Falls:** Priscilla Azure (MUSSA Chair) & Laramie Smovir
 - Havre:** Debra Bradley
 - Helena:** Jessie Pate
 - Butte:** Peggy Delaney
 - Missoula:** Maria Mangold and Luke Alford
- Lisa Hesper from Bozeman was present to take minutes.

II. Approval of Minutes

- The April 13, 2018 & May 17, 2018 Minutes were approved.

III. Previous Business

- **BOR May Presentation Recap-** There was a question of why a synopsis of every campus' presentation was not included on the BOR Recap/Minutes. Lisa advised she only included what she received. Priscilla decided to hold off on approving the BOR Recap/Minutes until everyone could submit a report. At the presentation it was noted Regent Lozar advised he would like to develop a MUS staff award to assist with staff morale. There is currently one for faculty. It was not clear how this would work and Priscilla volunteered to follow up with him on this matter.
 - ♦ It was also brought up that MUSSA should develop a Strategic Plan for FY19. Peggy of Butte will email her draft to members to review and add to it.
 - ♦ The MUSing's Newsletter was also discussed. Not all members are receiving the newsletter. Laramie advised she would follow up on how to get everyone included on the newsletter mailing. It was also opined MUSSA should look into including information on this newsletter. The first submission could be the new leadership positions, when elected.

IV. New Business

- **Elections-** Maria of Missoula noted this will be her last meeting. Luke Alford will be taking over as UM's representative. She also noted UM will be hiring a part-time employee to act as UM's Program Coordinator. This is not a new position though the position has been vacant for over a year.
 - ♦ Elections need to be held no later than August 15th. To this end, Lisa will be asking for volunteers via email. In early August she will distribute an electronic ballot. The results will be announced at the August meeting.
- **Bylaws-** There were several changes suggested to make to the bylaws, such as adding information re: program coordinator, leadership changes, meetings and agenda's, and setting a regular meeting.
 - ♦ In regards to the leadership of MUSSA, it was noted although we have been alternating between UM and MSU campuses for both administrative support and MUSSA President and VP positions, it is actually not in the Bylaws. This has always been an informal, historical precedence. In

order to keep thing flexible and to allow for the ever-changing academic environment, members decided to keep this tradition going though declined putting it in writing in the Bylaws.

- ♦ Additionally, after much discussion it was decided to keep all the bylaws as they are. It was felt it is good to keep them brief and simple to allow for flexibility to the ever-changing higher education environment. It was further voted to include UM's and MSU's Staff Senate Program Coordinators as contacts on the MUSSA website.
- **Miscellaneous-** It was suggested that MUSSA extend an invitation to colleges and universities within the MUS that are not currently a part of MUSSA (i.e. Miles City, Dawson, Western, etc.). It was noted that they have been invited in the past, but did not join due to different limitations. It was determined another invitation should be extended to keep the doors of communication open.
 - ♦ It was requested that meetings be scheduled a little further in advance.
 - ♦ There was discussion on ensuring minutes are taken at every meeting. It was agreed that at the start of each meeting, the Chair will ensure someone present will be taking minutes.
 - ♦ It was also commented that MUSSA represented to the BOR that it wants to strengthen and work together on projects more often. It is important that steps are taken to advance this objective. A committee will be established to work on the strategic plan to aid in this goal.
 - ♦ The BOR will be held in Billings in September and MUSSA would like to present information to the Regents regarding where it is heading and what steps are being taken to strengthen and unit. A committee will be formed to develop literature during the month of July. The committee will then present the information at the August meeting.
- **Summer Schedule-** it was determined there would be no meeting in July and the next meeting will be in August before the elections deadline of 8/15/18.

V. Campus Reports

- Billings- starting a community project for troop care packages. Darryl and Sheri were both re-elected to their positions.
- Bozeman-no report.
- Butte- Currently working on a quarterly newsletter, which will include an article on OCHE and the BOR. Will also include the MUSings newsletter on their website.
- Great Falls- no report.
- Havre- no report.
- Helena- Jessie Pate is the new President for Helena and Hayley Blevins is the Vice President.
- Missoula- no report.

*Note: Due to the meeting running late, many campuses opted to not include a campus report to save on time.

Next Meeting: **TBD: No July meeting, will meet again in August**

Meeting adjourned at 3:08 p.m.