MUSSA WebEx Minutes

Friday, April 25, 2019

I. Call to Order
   • Chair Priscilla Azure called the meeting to order. Those present included:
     Billings: Sheri Steiner (MUSSA Vice-Chair), Darrel Williams
     Bozeman: Ramie Pederson, Jennifer Nesbitt
     Great Falls: Priscilla Azure (MUSSA Chair) & Laramie Smovir
     Havre: Debra Bradley
     Missoula: Rozlyn Haley
     Butte: Not present
     Helena: Not present
     Lisa Hespen from Bozeman was present to take minutes.

II. Previous Business
   a. Approval of Minutes
      • The February, April 5th, and April 12th Minutes were all approved.
   b. Staff Survey
      i. Status/Updates
         As of 1 p.m. there were 992 responses. Members were asked to remind their campuses to complete the survey.
      ii. Discuss Plan for Distribution
         The deadline for completing the survey is April 30th. Qualtrics will analyze the results and send it to the committee. Members would like to know how the survey will be analyzed – it was requested that Lisa Hespen contact Charity Attebury of Missoula to get this information. Results will be broken down by campuses and MUSSA members will distribute the results to their campuses how they see fit.
   c. BOR Meeting
      i. Attendance
         MUSSA member who will be in attendance include Ramie Pederson and Jennifer Nesbitt of Bozeman, Priscilla Azure and Laramie Smovir of Great Falls, Sheri Steiner & Darrel Williams of Billings, Debra Bradley of Havre, and Rozlyn Haley and Charity Attebury of Missoula. Members from Helena and Butte were not present, so it is unknown if anyone from their campuses will be attending.
      ii. Slideshow
         Members discussed corrections, changes, and additions to the slideshow presentation. Lisa Hespen will set up a Box file to share with all the MUSSA members. The slideshow will be finalized at the next meeting, after the survey responses are analyzed.
   d. Strategic Plan
      i. Review Tracking Spreadsheet
Members review the Strategic Planning Tracking Spreadsheet to make sure everything made sense and the data was complete.

ii. Ready for BOR Distribution?
The Strategic Plan is finalized and ready for distribution to the BOR members. Would like to somehow make all handouts uniform.

III. New Business
• Next Meeting?
  MUSSA will meet again May 9th at 3 p.m. via WebEx.

IV. Campus Reports
a. Bozeman – The MSU Staff Senate is trying to have more students come and present at their monthly meetings; this month the President of ASMSU spoke regarding student initiatives and Emma Foulker spoke regarding the HEART Initiative and Ethical Procurement. The Bozeman senate is purposely working towards more engagement with the students at their campus.
b. Butte – was not present.
c. Billings – the Billings Senate will be hosting staff trainings and will records these training to share. They will edit the recordings and share the link with other campuses. The training is “Managing the Challenges of Change.”
d. Great Falls – Great Falls is working with their division director and every other Friday their computer lab is open to staff to participate in whatever trainings they would like to take. This gives staff a chance to do trainings away for the interruptions at their desks though Supervisor approval is needed to participate.
e. Havre – Havre is working on ways to get more students to attend their active clubs. They want students to have retention within their clubs and are trying to find ways for staff to assist in this endeavor.
f. Helena – was not present.
g. Missoula – Celebrate U is currently taking place at Missoula. Anyone wishing for more details on Celebrate you may contact Rozlyn.

Meeting adjourned at 3:56 p.m.