MUSSA WebEx Minutes

Friday, April 5, 2019 10:00 a.m.

I. Call to Order
- Chair Priscilla Azure called the meeting to order. Those present included:
  - Billings: Sheri Steiner (MUSSA Vice-Chair), Darrel Williams
  - Bozeman: Jennifer Nesbitt, Ramie Pederson, Katy Owens
  - Great Falls: Priscilla Azure (MUSSA Chair)
  - Butte: Not present
  - Helena: Jessie Pate, Monica Latham (present but mic not working)
  - Havre: Debra Bradley
  - Missoula: Rozlyn Haley
- Lisa Hespen from Bozeman was present to take minutes.

II. Approval of Minutes
- The February minutes were not addressed and will be voted at next meeting.

III. Previous Business
- Staff Survey
  - The committee heading the staff survey reported they are pretty much finished with the survey and will be sending links to Lisa to send out to the other MUSSA members for review.
  - The plan for distribution and communication was discussed. The deadline for members to review the survey will be April 12th. It is the committee’s plan to have the survey ready to distribute to campuses by April 17th. A link will be sent to Lisa to email to members and then each campus will be responsible for distributing the survey to the staff at their campuses. Surveys need to be completed and responses reported back to the committee by April 30th.

- Strategic Plan
  - The Strategic Plan Tracking Spreadsheet was reviewed and discussed. Members decided to wait to make any additions to the Strategic Plan until after the BOR meeting in order to receive insights from the Regents. Bozeman and Great Falls will be adding some more information to the spreadsheet. The Strategic Plan Tracking Spreadsheet will be presented to the BOR along with the Strategic Plan.
  - The Staff Satisfaction Survey will be distributed to classified and professional staff to act as a starting point to measure progress on the Strategic Plan.

- BOR Meeting
  - Priscilla will ensure MUSSA has available space to meet the night before the presentation. She would like a list of all MUSSA members who are planning on attending. The hope is to present the Strategic Plan, Strategic Tracking Spreadsheet, and Staff Satisfaction Survey results at the meeting.
Some members wanted to know if a request for Regents to take some form of action has ever been presented or asked. Every year MUSSA presents to the BOR but have not made any specific requests of the BOR.

IV. New Business
• April and May Meetings
  • Extra meetings will be scheduled in April and May in order to prepare for the upcoming presentation. There will be a 30-minute meeting on April 12th at 10 a.m. via WebEx.

V. Campus Reports
• Bozeman – The collapse of the gym roofs has been a hot topic on campus and around Bozeman. Engineers from around the state came to campus to offer their expertise. The City of Bozeman has also been helping with acquiring the necessary demolition permits. Bozeman will be holding the Employee Recognition Program next week which recognizes outstanding staff members at MSU. The Staff Senate was nominated for the team award. Bozeman is also now accepting applications for the Staff Scholarship Program.
• Butte – not present.
• Billings – Billings Staff Senate is preparing for their annual elections. They will be focusing on realigning senators and making changes to the Bylaws. Voting for the elections will take place at the end of April. The MSU Billings staff recognition program will be in May and will consist of dinner and awards. Billings is currently going through a lot of changes on campus. The Chancellor presented the strategic plan and requested feedback from campus. Their campus is also going through training to incorporate DocuSign. The Billings Staff Senate was recognized for their professional development presentation and training will be offered in May.
• Great Falls – Great Falls currently does not have a lot to report. They are working on revising their tobacco policy and were surprised at the controversy that is arising over said policy. Great Falls is currently a nicotine-free campus but do have designated smoking areas on campus. They were offered a grant if they became completely nicotine-free. Voting was postponed due to the disagreement.
• Missoula – The elections are currently occurring for their organization. Many at UM are also looking to see how Bozeman handles the roof collapse and their after-action plan in light of the asbestos issues UM has been facing. Celebrate U will commence next week. This event provides supervisors an opportunity to recognize employees. UM will also be providing training opportunities on campus in June. They would like to find a way to share the trainings with all campuses in the MUS.
• Havre – no report.
• Helena – The priority deadline for candidates to apply for Dean/CEO was Monday. The search team is reviewing applicants and hopes to complete both rounds of interviews (videos, then campus visits) by the end of the month. All employees will be volunteering at local nonprofits on Friday, April 26th. There are no classes on said date and many employees were in support of holding a day of service. Campus is open, so some employees have volunteered to provide coverage around campus during this event.

Next Meeting: Friday, April 12th at 10 a.m.
Meeting adjourned at 10:58 a.m.