Committee Reports for January 2017 Staff Senate

CVC
Report Submitted by: Caitlin Sager
Date of Meeting: 12/20/16
Presiding Chair: Caitlin Sager
Attendees: Mark Fritch, Jim Lyon, Sarah Wade, Olivia White, Stephanie Domitrovich and Julie Pavlish, Judy Wellert, Maria Mangold and Jennifer Zellmer-Cuaresma

Brief Summary of Committee discussion and actions:
The CVC Committee is working to organize a Staff Senate Staff Forum (working title). This forum would take place during the second half of the February Staff Senate meeting and replaces the staff listening sessions suggested at the last Staff Senate Meeting. This forum is part of the follow-on to the appreciative inquiry SS held to determine its goal. The Forum would invite staff from as many departments as possible to attend a Staff Senate meeting for the purposes of: 1) informing more staff about Staff Senate's existence and goals 2) receive feedback from staff on Staff Senate's current goals, and 3) receive feedback on our success in achieving our goals.

One sentence for Staff Senators regarding Committee's actions and/or concerns:
Committee Chairs: Please provide a short summary of how your committee is meeting Staff Senate's goals.

Staff Senate Leadership and President’s Cabinet
12/21/16
Present: Andi Armstrong, Mario Schulzke, Mike Reid, Sam Forstag, John DeBoer, Kent Haslam, Scott Whittenburg, Paula Short, Jessica Weltman, Lucy France, Maria Mangold, Jen Zellmer-Cuaresma, Judy Wellert, Gloria Phillip

UM Minute (All)
- Staff Senate Caroling group
- Hats from the Food Bank as rewards for Can the Bobcats campaign help

Customer Service Initiative—Above and Beyond Award, data with the chat line, accountability loop (Jen Zellmer-Cuaresma)
- Schulzke—How do we hold ourselves accountable? This was a strong message in the strategic plan. We’re moving forward with some adjustments

Program Prioritization—Services planning (Jen Zellmer-Cuaresma)
- Zellmer-Cuaresma—are these discussions already being held about service programs?
- Reid—Sheila Stearns is familiarizing herself with the status on non-academic areas
- DeBoer—The Administrative Review Task Force has petered out. It’s critical to do both processes simultaneously
- Mangold—Why are we doing academic review if we don’t use it?
  - Whittenburg—It’s weak in terms of data
- Zellmer-Cuaresma—is someone doing a services review from the outside?
  - France—Branch commissioned someone to review us over a period of six months
  - DeBoer—If Staff Senate wants to speak to someone about that, I can talk to Mark Fitch
- Megan Stark has a bibliography on prioritization

MPEA/UFA/MCFA/ASUM/Faculty Senate/Staff Senate Listening Session re Program Prioritization (Maria Mangold)

- Mangold—Stakeholders would like transparency in the process
- Forstag—The listening period should take nine to 12 months
- DeBoer—The discussion model is not set in stone; in fact, it’s not even a model
  - Faculty are going to use an anonymous Qualtrics survey to find out what they plan to move forward with in terms of curriculum in the current climate
- France/Whittenburg—You do not need IRB approval for the MUSSA survey, but you can get it certified by ORSP

MUSSA Update (Maria Mangold)

- Mangold—MUSSA is organizing a survey to gather information from staff across the state with each campus having the ability to pull out specific information from each campus’ staff. This data will be used to present to the Board of Regents when we have an hour with them in May.

Campus Shared Software (Maria Mangold)

- Mangold—I spoke with Matt Riley about packaging software statewide to save money
  - The implementation fee for DegreeWorks comes from the institution
  - France—Just make sure it defaults to UM policy, which is the strictest in terms of accessibility

Open Discussion (All)

- Reid—The Board of Regents is presenting on shared services at the next meeting
  - The OCHE point person is Ron Muffick
  - Zellmer-Cuaresma—Has HRS had discussions about how to implement shared services in terms of role descriptions, compensation, etc.?
    - Reid—MSU has an Office of Shared Services
    - Reid—The Board of Regents is pushing us to move more quickly to implement shared services

University Budget Committee

Report Submitted by: Gloria Phillip
Date of Meeting: December 8, 2016
Presiding Chair: Rebecca Christiaens
Attendees: Shannon O'Brien, Chris Comer, Michelle Jensen, Valerie Crepeau, David Patterson, Dawn Ressel and Gloria Phillip.

Brief Summary of Committee discussion and actions:

  Dawn Ressel gave us an overview of all the IPEDS data charts that she had put in Box for us concerning peer and aspirational peer universities for comparison with UM. We discussed using the Excel spreadsheet Ressel had given us to try out allocating percentages to the 8 different programs of the university. It was stated that we needed to delve further into expenses before allocating the programs. I questioned the 1.5 Million amount in the contingency fund and it was stated that the fund should be 2% of the general fund.

One sentence for Staff Senators regarding Committee's actions and/or concerns:

  This was an informational meeting as the Chair, Michael Reid, and the Vice Presidents and ASUM representatives were meeting with the Cabinet. The next meeting was slated for December 22, 2016.
University Budget Committee
Report Submitted by: Gloria Phillip
Date of Meeting: December 22, 2016
Presiding Chair: Michael Reid

Brief Summary of Committee discussion and actions:
The committee was in the process of making assumptions for the FY 18 budget when Interim President Sheila Stearns and Hillary Stowell of the Provost's Office joined us. We then discussed all the categories of revenues and expenses at UM. These expenses included changes in salaries, wages and benefits and pay for adjuncts and graduate teaching assistants; inflationary increases for insurance and utilities; capital projects; debt; strategic initiatives mainly in Admissions per Stearns; unfunded mandates; contingency; internal charges, and new presidential initiatives.

One sentence for Staff Senators regarding Committee's actions and/or concerns:
The next meeting is January 12, 2017.

MUSSA
Report Submitted by: Judy Wellert
Date of Meeting: Dec. 20, 2016
Presiding Chair: Maria Mangold
Attendees:
o Billings: Sheri Steiner, Darrel Williams
o Bozeman: Sylvia Sparkman, Korrin Fagenstrom, Joan Ford
o Butte: Peggy Delaney
o Helena: Brenda Johnson, Jessie Pate
o Missoula: Maria Mangold, Luke Alford, Judy Wellert

Brief Summary of Committee discussion and actions:
Discussion of MUSSA 2017 Survey
  • The primary goal is to have a presentation for the Board of Regents meeting in May of data related to staff job satisfaction and the need for professional development opportunities. We need hard data instead of anecdotal evidence to illustrate how staff is feeling.
  • MUSSA reps will meet again before the end of January to make final edits to the draft. Judy will send a Doodle poll to choose a date.
  • Qualtrics will be used since that’s the program recommended by most campuses and is available. Luke will put the survey into the Qualtrics format and add each MUSSA member as an editor so the respective campuses can view the survey and eventually add their hard-copy data. Luke will make the survey accessible via phone, and get IRB approval. Everyone will receive a link to circulate the survey on their own campus to the people their organization represents by the end of January. The survey will close at the end of February.
  • Joan will compile the data with assistance from Korrin.
  • We will meet again via video in Mid-March to analyze the data and prepare an “ask” for the BoR.

Campus Highlights of the Fall Semester and/or New Goals
  • Billings – Staff Education on Box and other new technology; a workshop by Betsy Webb; focus on boosting morale
  • Bozeman – Setting up a staff scholarship through the Foundation. The Foundation has requested there be a staff retiree on the Senate. The Professional Council (staff organization for contract professionals) may be incorporated into the Staff Senate.
• Butte – Senators have been working to increase Staff Senate visibility. They conducted a “lunch and learn” workshop orienting staff to new technology/software. They’re also actively pursuing a stronger role in shared governance and strategic planning.
• Helena – Held a clothing drive, decorated a small Christmas tree for a charity auction, organized kickball and an ice cream social
• Missoula – Are occupied with issues related to transition to new president and provost; organized “Creating a Culture of Teamwork” lunchtime panel; Staff Senate chair continues to participate in President’s Cabinet meetings and Staff Senate officers attend monthly cabinet meetings dedicated to shared governance issues

One sentence for Staff Senators regarding Committee's actions and/or concerns:
In February MUSSA will be taking a state-wide survey of Staff Senate constituents on all campuses to get input on how staff is feeling about the "climate" they're experiencing on their campuses.

**IT Senate**
Report Submitted by: Stella Phipps
Date of Meeting: 11/15/2016
Presiding Chair: Matt Riley
Attendees: Julian Adler, Sara Colenso, John Greer, Art Held, Scott Holgate, Antony Jo, Roger Maclean, Karen Moore, Jesse Neidigh, Mark Pershouse, Stella Phipps, Dawn Ressel, Matt Riley, Allen Szalda-Petree

Brief Summary of Committee discussion and actions:
Matt Riley introduced Julian Adler and Sarah Colenso, two new IT Senate members appointed by ASUM.

Jess Neidigh reported that Student Affairs IT has done its first rollout of DocuSign in Disability Services for Students.

Joe Hickman reported that the Registrar’s Office is now using totally electronic transcripts with the National Student Clearinghouse. For the first time in 120 years, his office is not printing transcripts.

Matt Riley provided updates on IT funding model and IT utilities & modernization of IT. There is no funding model yet. Budget cuts/phone usage/computer fees/wireless network/equipment purchases was discussed. Matt identified five areas for potential modernization, including wifi, paperless processes, phone system, classroom tech and cloud usage.

Dawn Ressel-Data Governance: Dawn walked through a presentation by Lisa Dodson from SaS who recently keynoted a regional conference Dawn worked on. She is a recognized expert on information management and data governance. SaS will visit campus as a free service to help develop a strategy. Dodson argues that data strategy means that you have to value that and you have to fund that. Dawn pointed out that data governance is just one-fifth of overall data strategy.

Provost Edmond is leapfrogging our data efforts with the Academic Performance Solutions tool from EAB that has been purchased. That has caused a little tension with data stewards across campus, but we need to be working in parallel. This is important at the highest levels of the institution. Maybe IT Senate can provide ideas about strategy around this issue.

One sentence for Staff Senators regarding Committee's actions and/or concerns:
Discussion of IT utilities & budget, technology improvements and data governance were main points of conversation.
Service Learning Advisory Board
Report Submitted by: Stephanie Domitrovich
Date of Meeting: 11-16-16
Presiding Chair: Colleen Kane
Attendees: SLAB ad hoc research committee members

Brief Summary of Committee discussion and actions:
The survey tools for the Service Learning classes were examined and statistical analysis of the tools were discussed. The Committee is hoping to get a better picture of where Service Learning classes are effective and what can be improved in future years to make the experience more valuable to students.

One sentence for Staff Senators regarding Committee's actions and/or concerns:
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Friends of Muslim Campus Subcommittee
Report Submitted by: Stephanie Domitrovich
Date of Meeting: N/A
Presiding Chair: Dr. Beth Hubble
Attendees: N/A

Brief Summary of Committee discussion and actions:
Beth is informing us of events within the Diversity Advisory Council in light of recent events around the nation in order, and is directing us towards attending these events (Sanctuary Campus and DAC - Let's Talk). There have been no formal meetings at this time.

Provost Search Committee
Report Submitted by: Stephanie Domitrovich
Date of Meeting: N/A
Presiding Chair: Mike Reid
Attendees: N/A

Brief Summary of Committee discussion and actions:
There are no answers about the status of the Provost Search. Discussions are occurring at the Commissioner level and we will relay messages as we have them. More direction is expected in the coming days.

Strategic Planning Coordinating Council
Report Submitted by: Jasmine Zink Laine
Date of Meeting: ongoing
Presiding Chair: Brock Tessman
Attendees: Brock Tessman, Kelly Webster, Gordy Pace, Mary-Ann Bowman, Elizabeth Dove, Doug Emlen, Sam Forstag, Jasmine Zink Laine, Genevieve Lind, Wilena Old Person, Sara Rinfret, Mario Schulzke, Holly Truitt, Scott Whittenburg, Melissa Wilson.


Brief Summary of Committee discussion and actions:
The committee has been working on going over the huge amount of feedback we received through our
listening sessions, focus groups, interviews, surveys, and online input. We are attempting to present a clear and digestible summary of the current situation--the "what is". This will be done by the time winter session is over and spring semester begins. There will be a lot of communication and posting of information and reports on our website.

The next step is to envision a series of possible "what if" scenarios that we will bring back to the campus community and ask for feedback.

One sentence for Staff Senators regarding Committee's actions and/or concerns:

The SPCC will be sharing the data we have gathered over the past months when spring semester begins and we really need everyone to participate in the next step: engaging with the "what if" scenarios created out of our research.

**University Athletic Committee**
Report Submitted by: Angela Weisenburger
Date of Meeting: No December meeting
Presiding Chair: Annie Belcourt