Committee Reports for February 2017 Staff Senate

Executive Committee
Report Submitted by: Judy Wellert
Date of Meeting: January 31, 2017
Presiding Chair: Jen Zellmer-Cuaresma
Attendees: Jen Zellmer-Cuaresma, Gloria Phillip, Maria Mangold, Judy Wellert

Brief Summary of Committee discussion and actions:
   Jed Liston, Dawn Ressel, and a group from the Strategic Planning Committee will present information at the Feb. 8 Staff Senate meeting. Jen and Maria expressed concerns about lack of communication on the Program Prioritization plans. They will request that staff have a voice in the process on that topic, and staff should have input on ideas for a shared services model. Jen and Maria will prepare the questions and an interview demonstration for the Staff Senate meeting for the Appreciative Inquiry interviews they are asking the Senators to do. Senators will be asked to enter feedback from those interviews in a Qualtrics survey. CVC's budget for a Family Skate event was approved.

One sentence for Staff Senators regarding Committee's actions and/or concerns:
   Senators will be asked to interview three classified staff members with specific questions and then must put the answers in a Qualtrics survey. The process will be described at the Feb. 8 meeting.

Professional Development Committee
Report Submitted by: Rozlyn Haley
Date of Meeting: 1/12/2016
Presiding Chair: Rozlyn Haley
Attendees: Judy Wellert, Rozlyn Haley, Daryl Lee, Cheryl Minnick, Dan Bowling, Jennifer Zellmer-Cuaresma - guests Amy Kinch and Cindy Boies.

Brief Summary of Committee discussion and actions:
   PDC met with Cindy Boies and Amy Kinch to talk about collaborating and working with them to promote professional development opportunities. We have planned to meet again to consider what we learned from the State of the Union Presentation.

One sentence for Staff Senators regarding Committee's actions and/or concerns:
   Committee is looking at opportunities to collaborate with Cindy Boies and Amy Kinch.

CVC Committee
Report Submitted by: Caitlin Sager
Date of Meeting: 1/26/17
Presiding Chair: Caitlin Sager
Attendees: Caitlin Sager, Annie Burgad, Jasmine Zink-Laine, Jim Lyon, Judy Wellert

Brief Summary of Committee discussion and actions:
   The Committee reviewed Staff Senate's current goals and determined 1) how CVC is currently meeting these goals and 2) a list of proposed revisions to the goals. CVC also proposed interview questions to be used in future one-on-one discussions with staff to further evaluate how SS is doing at
meeting its goals. The Committee also worked on solidifying its plans for the Spring Semester, including a family skate event on February 18.

One sentence for Staff Senators regarding Committee's actions and/or concerns:
Please let us know if you are available to volunteer during the Family Skate event on Saturday, February 18 from 2:30 - 4:00 pm at the Glacier Ice Rink Outdoor Rink

**University Budget Committee**
Report Submitted by: Gloria Phillip
Date of Meeting: January 26, 2017
Presiding Chair: Michael Reid
Attendees: Beckie Christiaens, Hillary Stowell, Scott Whittenburg, Tim Edwards, Thomas Crady, Sam Forstag, Chris Comer, Shannon O'Brien, David Patterson, John DeBoer, Michelle Jensen, Gloria Phillip, and Dawn Ressel.

Brief Summary of Committee discussion and actions:
Three sub-committee workgroups were formed to achieve a recommended budget for FY 18 by mid-April as follows: the Budget Allocation Model Workgroup; the Budget Metric and Benchmarks Workgroup; and the Communication and Timeline Workgroup. With the workgroups, members of the Budget Committee will meet weekly, and, as the whole committee, bi-monthly to pool results.

One sentence for Staff Senators regarding Committee's actions and/or concerns:
The workgroups are basing the FY 18 budget on the assumption of 11,000 enrollment, which was given to us by President Stearns.

**Provost Search Committee**
Report Submitted by: Stephanie Domitrovich
Date of Meeting: 12/15/2016
Presiding Chair: Mike Reed
Attendees: All members of the search committee

Brief Summary of Committee discussion and actions:
Discussion occurred surrounding the status of the search and the recommendations the committee thought should be made to OCHE.

One sentence for Staff Senators regarding Committee's actions and/or concerns:
The search for the next Provost & VP for Academic Affairs at the University of Montana is on hold pending the selection of a new UM President.

**IT Senate**
Report Submitted by: Stella Phipps
Date of Meeting: 1/10/2017
Presiding Chair: Matt Riley
Attendees: N/A

Brief Summary of Committee discussion and actions:
As mentioned in the December meeting, we took a look to see about topics/interest/availability of members for January and decided to forego the January meeting and look forward to a rich discussion on 2/14.

One development is that we were able to secure an EAB onsite presentation on the topic of EAB’s research last year ‘from data to decisions’. Ron Yanosky of EAB
https://proxy.qualtrics.com/proxy/?url=https%3A%2F%2Fwww.eab.com%2Fexperts%2Fron-yanosky&token=ToWBGq73k%2Fcy7avnDEi877h8HVZiTju5lNwMwJjd1g%3D will join us on either 3/23 or 3/24 for that share, and logistics will not be fully set until after our next Senate meeting, so we will have a chance to discuss how that share should be delivered on campus. If any of you do not have an EAB account and would like one in order to access research/etc. in EAB’s IT Forum, you can set yourself up using the following link:
https://proxy.qualtrics.com/proxy/?url=http%3A%2F%2Feab.com%2FMembers%2FRegister&token=lvGEp2drLyyj3SlZ0asl7MpZR5r6KlQFSb00dLby0B1%3D.

- Step #1: Go to eab.com/Members/Register and start by entering your location.
- Step #2: Select your employer from the dropdown box.
- Step #3: Enter your personal information in the boxes provided.
  - Note: You must use your employer-issued email address.
- Step #4: We will email you a confirmation code and instructions; please input your code to complete the user account creation process

… anyone at UM would be considered a ‘member’ of the IT Forum.

University Planning Committee
Report Submitted by: Maria Mangold
Date of Meeting: 12/20/2016
Presiding Chair: Interim Provost Beverly Edmond
Attendees: Michael Reid, Claudine Cellier, Steve Shen, Andrew Ware, Kevin Krebsbach, Scott Whittenburg, Maria Mangold, John DeBoer, Sam Forstag, Dawn Ressel

Brief Summary of Committee discussion and actions:
This year the University Planning Committee will focus on improving student retention, persistence, and completion at UM. In our last meeting, three areas were chosen as those needing attention: student finances, campus climate/internal marketing, and advising. The sub-group on Advising includes Maria Mangold, John DeBoer, Sam Forstag, Steve Shen, and Dean Evans. In preparation for the February 2nd meeting, the subgroup will:
  - Request data related to Advising from Dawn Ressel
  - Meet, review data, and develop a one-page document on addressing Advising with a view to improving retention, persistence and completion
  - Be ready to present this document to the UPC.

One sentence for Staff Senators regarding Committee’s actions and/or concerns:
The advising subgroup met in mid-January and drafted a one-page document to present to the full committee on February 2nd.
International Committee
Report Submitted by: Mika Watanabe
Date of Meeting: 12/13/2016
Presiding Chair: Nader Shooshtari
Attendees: Invitees: Nader Shooshtari, Sarah Halvorson, Liz Ametsbichler, James Laskin, Soazig Lebihan, Henriette Lowisch, Anna Sala, Kate Shanley, Mika Watanabe, Edi Stan, Nancy Gass, Abraham Kim, Jeanne Loftus, Effie Koehn, Marja Unkuri-Chaudhry, Chris Shook, Bharath Sriraman, Jill Belsky, Mollie Farrell, Caleb Chestnut, Julian Adler, Paulo Zagalo-Melo. (NOTE: I missed this meeting and don't have a meeting note to verify who attended this meeting.)

Brief Summary of Committee discussion and actions:
Meeting Agenda for this meeting were:
1. Review two partnerships
2. Cover Long-Term International Activity Faculty Award Timeline
3. Form Subcommittees
   a. Distinguished Service to International Education Award
   b. Long-Term International Activity Faculty Award
   c. Partnership Review subcommittees

One sentence for Staff Senators regarding Committee's actions and/or concerns:
The International Committee meeting is scheduled to take place on Friday, February 3 as the first meeting during Spring Semester 2017.

Digital Accessibility
Report Submitted by: Daniel Bowling
Date of Meeting: January 23, 2017
Presiding Chair: Janet Sedgley
Attendees: Janet Sedgley, Mika Watanabe, Daniel Bowling, Lucy France, John Greer, Brenda Miller, Nikolaus Vonessen

Brief Summary of Committee discussion and actions:
This committee is newly sanctioned and will be on the umt.edu/committees website soon. The website is getting an update to improve usability and offer better context for year over year changes. Accessible Technology Services provided an update on their key metrics, and will be adding a 1/4 time position to do ongoing website reviews. Moodle through the university mobile app has some accessibility barriers that need to be addressed, the short term solution is to view Moodle directly in your devices web browser. Lucy France says we are nearing completion of our Resolution Agreement with the Department of Education Office for Civil Rights regarding Electronic Information Accessibility; they are backlogged in processing responses though so it may be months before we hear a formal response to our request to wrap it up.

One sentence for Staff Senators regarding Committee's actions and/or concerns:
This is a newly sanctioned university committee that reports to the CIO and its formal charge will be posted to umt.edu/committees shortly.
ADA Team
Report Submitted by: Kelsi Camp
Date of Meeting: 1/30/2017
Presiding Chair: Erinn Guzik and Bernadine Gantert
Attendees: various

Brief Summary of Committee discussion and actions:
1. Branch Center opening – Wednesday, February 1, 4:00-6:00. ADSUM has a new space that is large enough for multiple wheelchairs.
2. Employee Recognition Day Awards – ADA Award – nominations due February 24.
3. Barrier reports – a few parking-related reports. Kris Csorosz told the group that the grounds crew deals with sidewalks, entrances, stairs, and ramps, while the labor crew deals with parking lots. University Villages and Lewis & Clark have their own crews. There are 79 van accessible parking spots on campus and 64 other disability spots = 143 total disability spots out of 4,274 total. Temporary spots can be designated for events. The ADA Team may look at doing an updated inventory of disability parking spots on campus.
4. Training – the ADA Team would like to develop accessibility training for campus employees and will return to this issue
5. EITA update – Dan Bowling provided an update to the ADA Team on the status of the OCR resolution agreement. The EITA working group has now been formalized into an official campus committee called the Digital Accessibility Committee.
6. Next meeting – February 27, 3:00 p.m.

One sentence for Staff Senators regarding Committee's actions and/or concerns:
Please submit any nominations you have for the Employee Recognition Day ADA Award by February 24.

Employee Recognition Day Planning Committee
Report Submitted by: Ben Chiewphasa
Date of Meeting: 1/25/17
Presiding Chair: Sheila Wright, Jed Liston
Attendees: Sheila Wright, Jed Liston, Shannon Brilz, Andie Scheuering, Ben Chiewphasa, Marcie Briggs, Tony Layton, Penny Newbold, Hannah Singleton, Jason Granvold

Brief Summary of Committee discussion and actions:
The committee finalized new chairs for its four subcommittees: 1) Logistics -- Shannon Brilz; 2) Decorations/Programming and Music -- Shawn Blair and Tony Layton; 3) Communications, PR and Awards Brochure/Program -- Ben Chiewphasa; Web Presence -- Marcie Briggs. Days before the committee met, Sheila Wright provided the President's Office with a message re: the nomination of employees for awards; this email was distributed via Campus Communications on 1/24/17. The award nominations deadline is 2/24/17. The event will be Beatles themed with "Come Together" as its current working name. Some ideas exchanged for activities include a sing-along, trivia (through an app), and table games, although the specifics have not been finalized. A working timeline (with deadlines) was presented by Sheila Wright; Ben Chiewphasa and Andrea Scheuering were given the task to edit, update, and redistribute this list for the entire committee. As of 1/31/17, retirees' deadline to get their Term Form to HR to be included in the program is 2/17/17 (the email with this information has not yet
been sent). Subcommittees met separately during the tail end of the meeting.

One sentence for Staff Senators regarding Committee's actions and/or concerns:
The 2017 UM Employee Recognition Day festivities will be held on Thursday, April 13th @ 3-5PM.

**Committees that didn’t meet:**

**Friends of Muslims Campus Subcommittee**
Report Submitted by: Stephanie Domitrovich  
Presiding Chair: Elizabeth Hubble  
No meetings were held this month.

**Service Learning Advisory Board**
Report Submitted by: Stephanie Domitrovich  
The meetings for this committee are complete until spring 2017.

**Quality of Work Life Council**
Report Submitted by: Stella Phipps

**IT Senate**
Report Submitted by: Stella Phipps