Staff Senate Analyzes Survey Results

The UM Job Satisfaction Survey was launched in mid-October 2012 to all classified staff. About 40% of UM staff responded. The Survey Committee, comprised of Staff Senators, has compiled a summary report.

Staff Senate President Samson and Vice-President Singleton presented survey results related to staff job satisfaction to the Board of Regents at their January meeting in Helena. These results included: Nearly 70% of UM staff report they are either satisfied or very satisfied with their current job at UM. They are motivated by intrinsic rewards such as enjoyment and pride in one’s work, personal accomplishment, and a sense of belonging. In addition, overall job satisfaction is influenced by whether staff members feel they are paid fairly for the work they do. The need to work multiple jobs continues to be an issue, with nearly 32% of staff responding that they work 12 months a year, 40 hours a week for UM, and more than one job to help generate income. Approximately 14% of staff report that their household qualified for federal, state, or local financial assistance. Other statistically significant influences on job satisfaction are schedule flexibility, peer teamwork, job security, attitudes about supervisors, and multiple job status.
KUDOS Awarded

Ten University staff members have recently been awarded Staff Senate KUDOS awards for their positive contributions to UM! Here are some phrases from their nomination forms:

**Rudy Federici and Marty Fetter**, Painters, Facilities Services, “so positive and fun to talk to!...and are certainly doing great work!”

**Michael Gaab**, Computer Software Engineer, Continuing Education, “went above and beyond to create a system for multiple evaluations...lot of extra time and effort...great example of being student focused.”

**Pat Gibson**, Administrative Associate, Facilities Services Administration, “friendly, efficient, knowledgeable, kind, proficient, and it is always a pleasure talking with her.”

**Dawn Hambrick**, Program Coordinator, School of Business Administration, “worked tirelessly for days to uncover the problem, solve the issue, and put in place a more effective system so future students don’t run into this problem ...a shining example of commitment to UM students!”

**Salena Hill**, Academic Advisor/Program Liaison, Native American Studies, “has taken the lead on the annual planning of the American Indian Heritage Day celebration...helped establish a Kyi-Yo Native American Student Association Advisory Committee.”

**Bob Hlynosky**, Procurement Services Systems Manager, Business Services, “always patient and helpful answering questions... unfailingly cheerful...always able to help sort out snafus.”

**Brandy Reinhardt**, Sign Language Interpreter, Disability Services, “went above and beyond her assigned responsibilities to make sure access was provided to a student.”

**Glen Stevens**, Custodian, Facilities Services, “reminds us of the importance of security...friendly and helpful.”

**Nathan Yrizarry**, Administrative Associate, English, “keeps the department website updated, handles all scheduling issues and helps new employees get acclimated... helpful and kind to everyone.”

Free tickets for Theatre and Dance Season

Many thanks to the UM President’s Office for providing all UM Faculty and Staff with one free ticket per Theatre and Dance Season Series performance! Upcoming shows: **Biloxi Blues** (1/26-2/2); **Jumping Into Fire, A Chinese Tale** for all Ages (2/26-3/9); **Pentecost** (3/19-30); **The Comedy of Errors** (4/30-5/11); and **Dance in Concert** (5/8-11). Pick up your free tickets by showing your Griz card at the PAR-TV box office window. A second discounted ticket may be purchased for $9. Visit [www.umt.edu/umarts](http://www.umt.edu/umarts) for information on each show.
Outstanding Staff Awards

Two Outstanding Staff Awards worth $1,500 each are open for nominations until February 22. One honors a staff member for Excellence in Job Performance. The other is for Campus Interaction and Meritorious Job Performance. Any classified staff member with a minimum of three years service as a permanent employee is eligible. Staff, faculty, or administrators may nominate an individual to receive an award. Complete the necessary forms and documents and send them to Staff Senate. The forms and more information can be found at http://umontana.edu/events/Employee%20Recognition%20Day/RecDayAwards/osa.php

Ask the Expert: Ian Robbins, Director of Procurement Services, re: “GrizMart”:

What are the advantages of GrizMart?

GrizMart simplifies and streamlines the purchase and payment processes making them more transparent and policy compliant.

- Increases savings by leveraging University-wide volume
- Speeds up turn-around time for orders and payments to vendors
- Improves management and planning capacity
- Convenient shopping 24 hours a day
- Electronic requisition order forms are pre-populated with profile information (ship to, accounting, etc.)
- Excellent value combining price, quality, and service
- Order status and availability in punch-out vendor web sites and via e-mail or fax for select hosted vendors
- Improves internal controls with review, routing and approval
- Provides easy account code splits

Where do you see GrizMart heading in the new year?

We just completed an Operational Assessment of GrizMart with the help of Huron Consulting. Some recommendations we intend to implement include:

- Transition from creating receipts to invoice approvals. Departments will have the ability to see and approve invoices before they are paid.
- Simplify Contract Services process and eliminate redundancy between attached forms and forms in GrizMart
- Create a Procure-to-Pay Helpdesk
- Create a user survey to quantify customer satisfaction
- Migrate additional paper-based forms to GrizMart (i.e. check requests)
- Update and customize email notifications to add clarity
- Provide users with flexibility to include another resource within approval process
- Provide additional training and advanced-level training
- Add more hosted/punchout vendors (i.e. Bio-Rad, Qiagen, Life Technologies, Contract Design Associates)
Upcoming HR Workshops

**Working Across Cultural Contexts:** This workshop will be built around examples of puzzling, frustrating, or misunderstood encounters with clients/students from different backgrounds. The basics of cultural contexts will be explained, and participants will discuss scenarios that impact behaviors and communication. **Tues., March 5, 10-12 noon, UC 331.** Facilitator: Mary Groom-Hall

**Working Styles:** By learning to identify the strengths and limitations of different working styles, you will appreciate that differences can optimize your performance. By understanding how different people are motivated, you will become more effective, improving communication and interpersonal relationships. **Wed., March 20, 9-11:30 AM, UC 330/331.** Facilitator: Sara Drake  *Watch for information to sign up for these workshops!*

Tap Night at Tamarack Brewery

Join Staff Senate for a Community Tap Night at Tamarack Brewery on Tuesday, March 5. From 6-9 PM Tamarack will donate $0.75 to the Staff Senate for every pint of beer or root beer sold! These funds will fuel future staff appreciation events and student scholarships. Bring family and friends, and join colleagues for this informal event. Tamarack Brewery offers a full food menu and locally brewed root beer in addition to craft beers and a full bar. Tamarack is located at 231 W. Front Street.

MOLLI

Are you age 50 or older with a continuing desire to learn? If so, you may want to sign up for a course or two through the Osher Lifelong Learning Institute. The Winter Term begins January 24 with courses offered in film, Montana history, cuisine artistry, Central European literature, agriculture, math, photography, anthropology, global health and more. MOLLI membership is $20 and each course costs $60 or $100 for two. Complete information can be found at [www.umt.edu/molli](http://www.umt.edu/molli).

More Professional Development

Want to advance your career potential? Interested in starting your own small business? Looking to better market your department? Want to delve into the world of social media? Those are just a few of the many non-credit, professional development courses offered this spring through the School of Extended & Lifelong Learning. Contact Candi Merrill at 243-6431. [www.umt.edu/sell/profdev](http://www.umt.edu/sell/profdev).

Staff Senate Technology Solutions: *ReuseIT – a program to reduce e-waste*

The new Staff Senate Technology Solutions Committee believes there is a need to reduce the amount of e-waste at UM. Often, functional computers, printers, etc. are slated for pickup by Facilities Services simply because they are no longer needed, and there is no easy way to get these items into the hands of those who could use them.

Work has begun with UM’s Web Technology Services Team to put up an online classified ad system. Testing of this system will be done with the IT group from the College of Arts and Sciences. The Committee is excited to work with Facilities Services, Central IT and Business Services Property Management to get a great system in place. Ideally, the only items that will be going to Facilities Services Surplus will be those that are no longer working or are far too old to be useful. Keep a lookout for more information in the months to come!

Healthy Desk Habits

Do you sit for 3+ hours per day? That can shorten your lifespan by as much as two years! Stand up and walk around once every hour! Fill your water bottle! Walk around during one-on-one meetings instead of sitting! Stay healthy!