Recent Staff Senate Resolutions, in brief

SB 1, 2014/15:
The Staff Senate shall fundraise annually to provide a maximum of $3000 for scholarships to relatives of UM staff. Any excess funds raised shall be used in the efforts of professional development for UM staff or for Communication and Visibility Committee events.

SB 2, 2014/15:
The Staff Senate defined ‘Professional Development’ as the ongoing process of improving and increasing capabilities and advancing skills and expertise of staff in order to enable enhancement or advancement in a chosen career. Professional Development may also include improving wellness, personal growth, and opportunity to build a network of mentors within the university system in an effort to implement co-development among staff. Professional Development may extend beyond job classification and currently assigned duties. Staff Senate has created a permanent Professional Development Committee to fulfill the responsibilities and obligations stated above.

A Note from President Linder

I would like to encourage all staff to seek out information regarding the ongoing legislative session. Although there are many bills that may effect our campus and the greater Montana University System (MUS), I’d like to specifically note HB 5 that addresses infrastructure funds for our campus and HB 13 that addresses the state employee pay plan. All the bills are available at the Montana legislature website, where you can easily search for bills (by number, legislator, or subject). MUS makes it even easier to keep up-to-date by listing the higher education related bills at mus.edu/leg. Staff Senate will also be sharing information that impacts staff throughout the session.

I look forward to seeing what is in store for us as the legislative session gets into full swing! Finally, I would like to remind staff that they may not use UM work time, email, phone, or property to communicate personal political opinions.

Outstanding Staff Awards

Faculty, staff, and students are invited to submit nominations for this year’s UM Employee Recognition Day Awards. The awards recognize outstanding employees who contribute to the University in a variety of ways. For a full list of awards, as well as information on nomination requirements, please visit the UM Faculty and Staff Awards page. Don’t miss this opportunity to recognize a deserving coworker for their hard work! The deadline for nominations is Friday, February 6, 2015.

Ask the Expert

We asked Claudine Cellier, Assistant to the Provost, “How can we email more effectively?”

Those of us who use computers at work rely heavily on email to communicate. It’s hard to remember how we used to conduct business before email came to play such a large role in our professional lives! Here is a thought to consider before you even start writing a new email: Would your message be better relayed in a face-to-face conversation or over the phone? If you decide email is the way to go, consider the following suggestions:

- Write clear, brief messages about only one topic at a time.
- Make sure what you write in the subject line is related to your message and will catch your reader’s attention.
- Re-read and edit your messages to make sure they don’t contain grammatical or punctuation errors.
- Remember that the messages you send using your UM email account are considered public information. Would you be comfortable with your messages being published on the front page of the newspaper?
- For more tips and to access links to a number of online resources on using email effectively, please visit the Communication resource website.
KUDOS to UM Staff!

UM staff, faculty, administrators, and students can nominate UM classified staff members for Staff Senate Kudos Awards. You may recognize someone’s outstanding work and give them the pat on the back they deserve. Go to the Staff Senate website to recognize an exceptional employee. Pictured here are the most recent winners and excerpts from their nominations:

**Erika Claxton, Administrative Assistant, Skaggs School of Pharmacy** is sought out daily by the Pharmacy students for her speedy and efficient support. Her coworkers “appreciate her hard work and dedication to our School, and thank her for the smiles.”

**Nathan Domitrovich, Diverse Communities Liaison, Veterans Education and Transition Services Office** “works tirelessly to make sure our students have degree plans. His quality of work is extremely high and benefits our veterans and their beneficiaries immensely.”

**Maryann Flockerzi, Prepress Technician, Printing & Graphic Services** “Excellent job skills and a positive attitude make Maryann such an asset to the University of Montana. Couple that with her professional demeanor, and you have a combination that is Kudos-deserving.”

**Karin Fried, Office Manager, Office of the President** “is an outstanding member of the President’s Office staff. Her level of budgeting expertise helps keep the office running smoothly, and her great sense of humor keeps us all laughing. She is truly a joy to work with.”

**Ann Guiditta, Assistant to the Associate Vice President, Human Resource Services, and Wellness Coordinator** “has taken on the job of managing the handing out of Wellness program Fitbits to campus employees. Every day she is providing a great service to campus, above and beyond her regular job, and assisting others while the HRS has been short-staffed.”

**Crissy Labach, Outreach and Fiscal Specialist, Curriculum and Instruction** “is organized, approachable, knowledgeable, quick to learn, diplomatic, and serene in what can be a very, very fast-paced and stressful office, at times.”

**Penny Newbold, Event Coordinator, Office of the President** “is always upbeat, an extremely hard worker, and the events she plans are flawless. Getting to work with Penny makes coming to the office every day that much more enjoyable.”

**Wendy Owens, Faculty Administrative Associate, School of Law** “consistently provides excellent service to both permanent faculty as well as adjunct and visiting faculty. She took on extra duties during another staff member’s illness. Her work is remarkable!”

**Wesley Samson, Staff Computing Support Specialist, Mansfield Library** “exhibited extraordinary patience and resolve in working through a catastrophic programming problem setting up new machines and getting us up and running as quickly as possible.”

**Olivia White, Administrative Associate, Modern & Classical Languages & Literatures**, “is so knowledgeable of current technology. She was able to pre-set up all the Skype interviews and troubleshoot. I think the department functions so well because of her dedication.”

Like Staff Senate on Facebook!

It’s an easy way to engage in your campus community and get news that is relevant to UM staff. New posts every weekday!
Family Skate at Glacier Ice Rink
February 14, 4-5:30 p.m.
1101 South Ave. W.
Staff Senate invites UM staff and their families—friends, too!—to a free open skate event. Hot cocoa, tea, and snacks will be provided. Admission is free, skate rentals are $1.

Staff Senate lists upcoming events on the Staff Senate website!

Community Tap Night at Tamarack Brewing Company
Tuesday, March 31, 6-9 p.m.,
231 W. Front St.
Tamarack will donate to UM Staff Senate $0.75 from every pint of beer and root beer sold. These funds will be used for staff appreciation events and dependent scholarships. Tamarack offers a full menu and locally brewed root beer in addition to craft beers and a full bar. Bring family and friends!

Volunteer to Serve on a University Committee!
See the Committee Volunteer Form if you are interested in serving on a University-level committee or on Staff Senate. Staff Senate will keep submitted names on file and will contact you if a committee needs your service.

Staff Senate Scholarships for Dependents
Each year the Staff Senate selects multiple relatives of classified UM staff members as recipients of scholarships to the University of Montana. A relative is a child, grandchild, spouse, or adult dependent as currently defined by Human Resource Services. An applicant must be enrolled at the University of Montana (Mountain Campus, Bitterroot College, Missoula College) as a full-time student (at least 12 credits) for the upcoming academic school year, or he or she must intend to enroll as a full-time student at one of those schools. Staff Senate scholarships are open to incoming freshmen, continuing education students, graduate students, and transfers. Previous recipients are eligible to apply. Scholarship recipients are chosen on the basis of financial need, letters of recommendation, campus and community involvement, and academic records. To be considered for a scholarship, the applicant must complete and submit the Staff Senate Scholarship Application and supporting documents. Applications must be received by Staff Senate by February 25, 2015. For questions regarding the Scholarship program, please contact the Staff Senate office (406) 243-5422 or staffsenate@mso.umt.edu.

Tax-deductible contributions to the Staff Senate Scholarship Fund can be made in either of the following ways:
- A check made out to Staff Senate may be sent to: Staff Senate, Building 32, Room 135F, University of Montana, 32 Campus Drive, Missoula, MT 59812. Note “Scholarships” on the check.
- Make small, regular contributions through payroll deduction to the Staff Senate Scholarship Fund at the UM Foundation. File a Payroll Deduction Form and designate “Other” and put “Staff Senate Scholarships” in the comments.
Staff Senate Elections

Classified staff members who want to make a difference will find service on the Staff Senate rewarding. Staff Senate enjoys the support and cooperation of President Engstrom and his administration. Senators are involved in campus and Staff Senate activities and committees. If you are interested in serving as a senator, please consider attending one of the monthly Staff Senate meetings and contact Denise May, Chair of the Staff Senate Nominations and Elections Committee, ext. 2481 or denise.may@umontana.edu. We urge you to nominate yourself or another qualified candidate. (If nominating another staff member, please get his or her permission first.) To become a senator, a candidate must have completed six months of continuous employment by June 1.

Staff Polo Shirts!
Available in both men’s and women’s styles. Order on line!

Make Your Office and Work Life Greener:
Tips from the ASUM Sustainability Coordinator

There are many simple things you can do to decrease the energy usage and environmental impact of your office.

Energy
- Use compact florescent light bulbs (CFLs) in desk lamps. CFL bulbs provide comparable light to a standard light bulb, use 75% less energy, generate less heat, and last 10-13 times longer.
- Did you know that screen savers don't actually save energy? Always turn off your monitor when your computer is not in use.
- Enable power-saving features on equipment such as copiers, fax machines, and printers. Make sure your default is set to double-sided.
- Unplug appliances that are not in use. Using a powerstrip makes this an easy task that requires just the flip of a switch!

Recycling
In addition to recycling paper, certain plastics, cardboard, aluminum, and tin, UM Recycling also provides additional recycling services.
- UM recycles rechargeable batteries. Bag rechargeable batteries and leave them beside the bins. All other batteries need to be disposed of in the trash or recycled through an off-campus program. A recommended program is Battery Solutions, Inc.
- The custodial staff replaces all fluorescent light bulbs and brings the dead bulbs to UM Recycling to have them crushed and recycled. If you have compact fluorescent bulbs from your office that you would like recycled, please contact the Work Order Desk at x6091.
- UM sends all electronics, including cell phones, to a recycler. They collect all e-waste, and Information Technology takes usable spare parts, while the leftovers are recycled. Please contact the Work Order Desk at x6091 for pick up of work-related electronics.

Purchasing
- Consider purchasing paper with a high recycled content and other green products.
- Try using refillable water bottles and washable utensils and containers for your coffee and lunches.
- Purchasing office plants is a great way to improve indoor air quality and add a touch of green to your office.

Transportation
In addition to greening your office, consider exploring alternative transportation methods to green your commute.
- The Missoula Mountain Line recently went Fare-Free, resulting in an inexpensive commute.
- The ASUM Office of Transportation also offers UDASH services from Missoula College and from the Lewis & Clark and East Broadway Park and Ride lots.