

### Montana State University All Staff Council Membership

Council Member Name		P= Present E = Excused Absence	A = Absent V = Vacant		
Whitney Hinshaw, Chair	P	Julie Clay, Chair Elect	P	VACANT, Past Chair	V
Kim Anderson, Member-at-Large	P	Nikki Tuss, Governance Chair	P	Amanda Tebay, Prof. Dev. Chair	P
Kristin Brill, Governance Committee	A	Madison Graff, Governance Comm.	P	Danica Weitz, Special Events Chair	P
Diane Robidou, Professional Dev	E	Gerre Maillet, Professional Dev	P	Melis Edwards, Special Events	A
Sidrah Watson, Special Events	A	Shawn Hudson, Special Events	P	Tia Brown, Budget Council	P
Jared Leonard, CSAC	P	Susan Andrus, ADA Advisory	P	Jonathan Dove, Outreach & Engage.	P
Patrick Baci, Parking Appeals	P	Monique Hill, PCSUW	P	Julie Brown, Personnel Bd, MUSSA	P
Colin Shaw, Planning Council	P	Nick Child, Research Council	A	VACANT, Rec Sports	V
Kimberly Hilmer, Space Management	P	McKenna Christensen, Classroom	P	Stephanie Breen, TAC	P
Shawn Long, UFPB	A	Cori Huttinga, PAAC	P	John Ooley, General Member	A
Kyla McNamara, General Member	P	Megan Lasso, General Member	P	Candace Mastel, General Member	P
Leslie Schroeder, Program Coord.	E				
<b>Guests</b>					
Jeannette Gray Gilbert, CHRO	P				

**I. Call to Order**

The meeting was called to order by Chair Whitney Hinshaw.

**II. Approval of Meeting Minutes**

T. Brown motioned, Hudson seconded, both 12.16.2020 minutes and 01.20.2021 minutes were unanimously approved.

**III. Public Comment**

None

**IV. Previous Business**

**a. Diversity, Equity & Inclusion (DEI) Working Group Update – Megan Lasso, Kim Anderson**

- Meeting regularly to figure out how to address DEI within All Staff Council (ASC).
- Other institutions break down into EEO groups (U of M does this).
- Looking at nomination process (personal statement, etc.)
- Recruitment roadshow – go out to different units to bring awareness and understanding of ASC in an attempt to remove barriers to being on the council.
- November motion to form a formal committee was tabled. Roberts Rules of Order (RRO) maintain that a tabled motion must be voted on at the next meeting or it dies, so the previous motion is dead.
- Anderson motioned to establish a DEI committee as an internal MSUASC committee. Clay seconded.
- Discussion – more details remain to be nailed down. Focus is on diversity at MSU and diversity within ASC. Goal is to get the word out about ASC to everybody, not only through email (which targets the type of person who reads email) but other avenues as well. Is the personal statement we require for nomination a barrier to some who may be intimidated by writing? New Employee Orientation now includes a piece about ASC.

- Jeannette Gray Gilbert, MSU's Chief Human Resources Officer, cautioned the council to consider the word "inclusion" rather than EEO group. EEO stands for Equal Employment Opportunity, but since we are talking about staff already employed by MSU, we aren't talking about employment opportunities but rather inclusivity of all employees. Important to use the correct term.
- MSU already has a DEI Council – should we tap into that? Would this committee be a duplication of the DEI Council? This would be an internal committee, as opposed to an external committee. The internal committee would focus on an issue like MSUASC recruitment or anything else that comes up. A working group has a single charge, whereas a committee is free to pursue multiple issues that arise. How are we going to implement this new committee within our council, constitution and current bylaws?
- Draft for DEI Committee statement reads as follows:  
"Working with the Senior Diversity & Inclusion Officer, the Diversity, Equity & Inclusion Committee shall work on evaluating and recommending actions that will support diversity and inclusivity for staff across campus. Members of this committee shall be tasked with evaluating the MSUASC election process, suggesting inclusive language to be used, making recommendations for policies and processes that improve DEI, encouraging staff to participate in DEI activities, as well as recommending additional activities to improve diversity and inclusion education on campus. This committee shall be comprised of a chair and two council members appointed through the Governance Committee."
- Operating Agreement states: "MSUASC shall have the right to add new committees through a simple majority vote of the council or by direct approval by the President."
- Clarification of RRO process: If a motion is on the table and there has been adequate time for discussion, then someone may "call the question". If seconded, then discussion ends, and a vote is taken. We can't move on – we must deal with the motion on the table, so there are two options: either call the question or make a new motion to table the motion which has been up for discussion.
- Anderson called the question to vote. Huttinga seconded. Simple majority vote was done verbally. Several yay votes, no nay votes. Motion passed.

## V. New Business

### a. InterUnit Benefits Committee (IUBC) Update

*Chief Human Resources Officer – Jeannette Grey Gilbert*

- Jeannette suggested the council members consider taking a personality assessment; it could be very helpful for this group. This can be done as a group exercise through MSU Professional Development & Training. The "Real Colors" assessment is a good one.
- Jeannette will be giving MSUASC quarterly updates from the InterUnit Benefits Committee (IUBC). If the council would like these updates structured differently, Jeannette would like that feedback.
- IUBC is overseen by the Office of the Commissioner of Higher Education (OCHE). Montana statutes give the Commissioner the authority to oversee a benefits plan for the university system. Commissioner has given IUBC the responsibility to create, establish, and manage the benefits plan. IUBC votes on premiums, plan design, etc. The votes are recommendations to the Commissioner and staff at OCHE, because they are our plan administrators. Led by Mary Lachenbruch (Director of Insurance &

Benefits), the team administers and monitors the plans (medical, dental, vision, prescription, disability, wellness, etc.) to ensure they are administered well, in compliance and viable.

- IUBC meets quarterly in June, December, January and March. Updates will follow the meetings.
- IUBC membership is comprised of representatives from every campus and various categories and groups, including Chief Human Resources Officers (CHROs) from each campus. Representing MSU are Jeannette, Frank Kerins (faculty member from the College of Business, expert on retirement plans), and Quint Nyman (union representative – this really helps with the collective bargaining process). Each member’s role is to bring the perspective from their campus and also to think about the plan for the entire system.
- Subcommittees meet regularly in between quarterly meetings. Purpose is to inform the IUBC on specific issues.
- Benefits plan is based on the MUS fiscal year, July 1 – June 30.
- For FY21, the annual enrollment window is April 22 – May 15. Changes can be made to your benefit choices during this time.
- Request for Proposal (RFP) process every seven years – standard vendor agreement across the university system. This happened last fiscal year and resulted in consolidation from three medical providers to one, Blue Cross Blue Shield (BCBS) of Montana.
- The medical plan is “self-funded”, meaning the MUS operates its own plan – it is not determined, managed or run by a third party (not by BCBS). All employee premiums go to the plan.
- June meeting – IUBC reviews the plan financials (how the plan performed this plan year). Actuaries provide claims data, usage of prescription drug plan, etc. This meeting informs future decisions.
- December meeting – mid-year review of how plan is performing
- January meeting – discuss plan design, coverage issues and questions
- March meeting – set rates for next plan year
- MUS plan is in great shape! High level of reserves, even in the midst of an unpredictable year. Premiums for employees and dependents have not changed for 4-5 years, and it appears likely that they will remain the same yet another year. Benefits are a part of each employee's total compensation.
- Not only are premiums expected to stay the same, but also the employer contribution is also expected to remain the same.
- Uncertainty is high right now, so beyond the next plan year premium rates are unknown.

## VI. Informational Items

### a. **Giving Day Update** – *Danica Weitz*

Total amount raised was approximately \$438k for all projects. President Cruzado again gave the ASC Scholarship fund a \$2,500 match. Overall, approximately \$6k was raised by 37 donors.

### b. **MUSSA Update** – *Julie Brown*

A full written update will be attached to today’s meeting minutes.

- No meeting minutes for November and December, because secretary resigned.
- MSU Northern has completed first round of vaccinations for faculty and staff.

- All campuses will be getting electronic door locks with swipe card as part of CARES Act funding projects.
- Missoula (U of M) – partnered with the county as a vaccination site, hired a new registrar, and is searching for a director of dining services.
- Helena (Helena College UM) – more students and faculty on campus, offered a snowmester and may do it again next year
- Havre (MSU-Northern) – recent windstorms damaged library roof, Dean of Education, Arts & Science will retire in August
- Great Falls (Great Falls College MSU) – searching for a new CEO/Dean
- Billings (MSUB) – new chancellor, provost left so interim in place, science building expected to be completed in May, staff appreciation boxes will be distributed to all staff
- Butte (Montana Tech) – no spring break this year
- Bozeman (MSU) – snowmester was successful, CIO search, football coach search, all campus healthcare workers have been vaccinated against COVID-19, construction project updates, HB102

**VII. Public Comment**

A quorum, if not specifically defined, is a simple majority. 25 of the 33 members were present for the earlier vote, so enough members were present for a simple majority vote.

**VIII. Meeting adjourned**

J. Brown motioned, Andrus seconded, meeting adjourned at 10:02 a.m.

**Next meeting: March 17, 2021 from 9 – 11 a.m. via WebEx**