

Montana State University All Staff Council Membership

Council Member Name		P= Present E = Excused Absence	A = Absent V = Vacant		
Julie Clay, Chair	P	Beverly Garrison, Chair Elect	P	Susan Andrus, Member-at-Large	P
Kim Anderson, Governance Chair	P	Nicole Divine, DEI Chair	P	Susie Beardsley, Prof. Dev. Chair	P
Molly Lammers, Special Events Chair	P	Skip Anderson, DEI	P	VACANT, DEI	P
Kristin Brill, Governance	P	Madison Graff, Governance	E	Shawn Hudson, Prof. Development	P
Melissa Turney, Prof. Development	P	Mariah Stoppelcamp, Special Events	P	Danica Weitz, Special Events	P
Susan Andrus, ADA Advisory	P	Katy Owens, Budget Council	P	Jared Leonard, Campus Sustainability	P
McKenna Christensen, Classroom	P	Jonathan Dove, Outreach & Engage.	P	Patrick Baciu, Parking Appeals	P
Monique Hill, PCSUW	P	Julie Brown, Personnel Bd, MUSSA	P	Kristin Blackler, Planning Council	P
Cori Huttinga, PAAC	P	Tara Sadera, Rec Sports & Facilities	P	Nick Child, Research Council	P
Kimberly Hilmer, Space Management	P	Stephanie Breen, TAC	P	Shawn Long, UFPB	A
Kyla McNamara, General Member	P	Tia Brown, General Member	P	John Ooley, General Member	P
				Leslie Schroeder, Program Coord.	P
Guests					
Ron Brekke					

I. Call to Order

II. Approval of 11.17.2021 meeting minutes

- a. Breen motioned, Ooley seconded, unanimous approval

III. Public Comment

None

IV. New Business

a. BOX Migration – Paul Lindsay, UIT

- Migration will begin in January and end in April. Not everyone will be moved at the same time.
- The migration of your BOX files will occur over a 1-2 week period. You will get an email notification. You can work in BOX during that time. UIT will move everything for us, and this will retain version control.
- Microsoft Mondays are helpful – overview of OneDrive, Teams and SharePoint
- Departments that work closely with each other can request to be migrated at the same time. Go to BOX Transition website to make the request.
- The BOX Transition website has an “engage” button. Click it to set up a meeting with someone from the BOX Transition team. The FAQ page has a field to submit questions.
- OneDrive files have the same security standards as BOX, so sensitive information will be secure.
- Teams files will be inside OneDrive.

V. Announcements - Julie Clay, Chair

a. Attendance

- Try to attend monthly meetings to attend in person if possible; WebEx is for the exception but not meant to be the rule. Please let Leslie know if you can't attend in person.

b. Listening Sessions

- Request came from a professional employee to provide opportunities for staff to talk to us (listening only on our part, not problem solving).
- At least two council members at each session. We will provide some training. Sessions could be in person (in the SUB, for example) or open office hours on-line.

- Clear intent and purpose so it doesn't end up as a grievance session. Strong parameters around what can and cannot be discussed.
- Goal is to direct people to the right place/process for their issue.
- c. Special Event Guest Speaker
 - Whitney Hinshaw Sullivan will be giving a workshop for all staff Feb 10, regarding burnout and building community.

VI. **President's Meeting Update** – *Julie Clay, Chair*

- a. Tuition Waiver Policy & Holiday Break Policy
 - Tuition waiver and holiday breaks are MUSSA driven policies for all Montana campuses, not MSU policies.
 - Current tuition waiver requirement is five years of service; looking to drop the wait time to a year (100% for first child, 50% for second child).
 - Would be nice to offer staff a break the week between Christmas and New Year's; unfortunately, exec order from the state prohibits this. Both Northern and MSU tried to get this and were turned down by the Board of Regents (BOR).
- b. Parking
 - Bring in Chancey Ringer to talk to MSUASC about staff and parking challenges.
- c. Sustainability Goal
 - Efforts to incentivize staff to reduce MSU's carbon footprint

VII. **Previous Business**

- a. Q&A answers not posted
 - Answers were not posted, because Terry and JGG didn't want answers taken out of context; however, livestream link will remain posted on our website.
- b. Entertainment policy
 - We had to cancel the holiday spritzer, because it wasn't open to all staff.
 - Professional employees host a spring mixer each April – we could maybe do an MSUASC mixer for all staff in the spring? Drop in for beverages and appetizers someplace like Leigh Lounge.
 - Staff awards might draw people.
 - When staff first walk through the door, provide name tags and write down 3 positive things for staff in last year and 3 things that could use improvement.

VIII. **MUSSA Information**

- a. Currently in the process of updating bylaws

IX. **Informational Items**

- a. Volunteers needed for playoff game; paid and volunteer positions - call Sports Facilities or Becky McMillan.
- b. Waning Mask Compliance
 - Many students don't wear them in Barnard hallways, not all students wear masks in the SUB, students don't wear them because there is no enforcement, not worn in sporting events,
 - Staff can ask people to put on their mask – students have been good about doing it when asked
 - We can get feedback from the staff to decide if this represents a concern of all staff or just some. Use channels currently available to get staff feedback. Talk to our constituents and bring feedback to the next council meeting.
 - It was suggested that we vote on this at the next meeting. General starting point about decreased mask wearing.
 - Change in policy for the bubble – seems arbitrary; sports facilities/events don't have mask adherence.

X. Committee Reports (emailed in)**1. December 3 Space Planning meeting – *Kim Hilmer***

- We approved the use of Cheever 125 by the college of Arts and Architecture for use as office space by Anne Loi, Brenton Lambert, and Jeff Schultz in addition to storage of IT assets and supplies for the print center. This space was formerly occupied by DSEL which will be relocating to Romney.
- We approved the use of Roberts 313, 313A, and 313B by Mechanical & Industrial Engineering to use as office space for NTTs and grad students. The space is being vacated by the office of diversity and inclusion which is moving to American Indian Hall
- We approved the use of Montana Hall 318 by VPREDGE for use by two new incoming staff members that will work closely with the budget director located in MT Hall 317.
- We approved the renovation of room 16 Gaines to create research space for Madison Myers. The department of chemistry is losing approximately 340 sf of space in room 16 to accommodate this request with the promise of additional space in Gaines to accommodate their needs.
- We approved the assignment of Barnard 008 to the Quantum Foundry and Barnard 234 and 234 A to MIE to accommodate the relocation of Drs. Bajwa and Li who currently occupy 008. The creation of the Foundry is the first step in a \$20 million NSF proposal submitted by MSU and the University of Arkansas.

XI. Meeting adjourned at 10:52 a.m.

Next meeting: January 19, 2022 from 9 – 11 a.m. in SUB 235