

### 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	E	Madison Graff, Governance Comm.	P	Danica Weitz, Special Events Chair	E
Diane Robidou, Professional Dev	P	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	P	Hayley Gerow, Rec Sports	P
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	A	Candace Mastel, General Member	P
Leslie Schroeder, Program Coord.	P				
<b>Guests</b>					

**I. Call to Order**

The meeting was called to order by Chair Whitney Hinshaw.

**II. Approval of November 18, 2020 meeting minutes**

Dove motioned for approval, Tuss seconded, unanimous vote in favor

**III. Public Comment**

None

**IV. Previous Business**

- Diversity and Inclusion Advisory Council member from MSUASC will be Kimberly Anderson, ex officio, due to her position as Member-at-Large.

**V. New Business**

**1. Proposal for New Member Orientation & Vote – Madison Graff**

- On-boarding plan will include an introduction of new members to existing committee members, a “buddy” member for each new member as a second point of contact (in addition to the Program Coordinator), and a two-hour orientation meeting which will include presentations from each committee with a vacancy to better match interests and skills.
- Discussion: Change wording in Operating Agreement from “immediately after election” to “as soon as possible after filling a vacant seat”.
- Change wording On-boarding Plan item 5 from “board members” to “council members or another representative”.
- VOTE: simple majority vote – unanimous approval

**2. Proposed Changes to Operating Agreement & Vote – Nikki Tuss**

- If the Past Chair seat becomes vacant, another exec board member will take on those responsibilities, as assigned through the Executive Board.

- Diversity and Inclusion Advisory Council representative role will be assigned to the current Member-at-Large.
- Pure Gold Reviewer role reassigned from Chair Elect to Past Chair.
- InterUnit Benefits Committee (IUBC) will be removed from the committee section. IUBC quarterly updates will be scheduled by the Program Coordinator with either an IUBC representative or the MSU Chief Human Resources Officer.
- An exception was added to clarify term expiration for someone filling a vacant seat outside of the election cycle.
- The process for proposed changes to the Operating Agreement was clarified.
- The date of amendment(s) approval will be added to the bottom of the Operating Agreement.
- Discussion: Ambiguity in the language regarding whether members need to be re-elected for a second term. Governance Committee will clarify this in a future round of Operating Agreement amendments. Baciu expressed concern about locking up positions on committees with no procedures in place to allow changes.
- VOTE: simple majority vote – Anderson motioned to approve the amendments as proposed with minor adjustments, Brown seconded, no opposition, motioned carried.

#### **VI. Informational Items**

1. The Professional Development Committee's recent webinar workshop: "The New Normal: 3 Connection Habits to Make You Smarter, Happier and More Productive" was well attended, with active participation from 150 staff members. For those who were unable to attend, the workshop was recorded and will be uploaded to the MSUASC website soon. It's not too late to complete the challenge and win a prize donated by President Cruzado!
2. Diversity, Equity, and Inclusion (DEI) Working Group update – The working group has decided to focus on the MSUASC election process. Ariel Donohue will give feedback. All MSUASC members are welcome to join this working group. Contact Whitney, Megan Lasso, or Leslie if you are interested.
3. The ADA Advisory Committee needs a new student representative. Contact Mike McNeil or Susan Andrus if you know of a student who might be interested.
4. Electronic card key locks, hand sanitizing stations, and other COVID-related supplies have been recently purchased for the Montana campuses using federal CARES funding. The Records Building on our campus will be used to store these supplies, so it is currently undergoing a major clean-out and reorganization.

#### **VII. Public Comment**

None

#### **VIII. Meeting adjourned**

Anderson motioned, Baciu seconded, meeting adjourned at 9:47 a.m.

**Next meeting: January 20, 2021 at 9 – 10 a.m. via WebEx**