

### 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	E	Megan Lasso, DEI Chair	P	Nikki Tuss, Governance Chair	E
Amanda Tebay, Prof. Dev. Chair	P	Danica Weitz, Special Events Chair	P	Sidrah Watson, DEI	A
Vacant, DEI	V	Kristin Brill, Governance	E	Madison Graff, Governance	P
Diane Robidou, Professional Dev	E	Gerre Maillet, Professional Dev	E	Vacant, Special Events	V
Shawn Hudson, Special Events	P	Susan Andrus, ADA Advisory	P	Tia Brown, Budget Council	P
Jared Leonard, Campus Sustainability	P	McKenna Christensen, Classroom	P	Jonathan Dove, Outreach & Engage.	P
Patrick Baci, Parking Appeals	E	Monique Hill, PCSUW	P	Julie Brown, Personnel Bd, MUSSA	P
Colin Shaw, Planning Council	A	Cori Huttinga, PAAC	P	Vacant, Rec Sports & Facilities	V
Nick Childs, Research Council	P	Kimberly Hilmer, Space Managemt	P	Stephanie Breen, TAC	P
Shawn Long, UFPB	P	Candace Mastel, General Member	P	John Ooley, General Member	P
Kyla McNamara, General Member	E			Leslie Schroeder, Program Coord.	P
<b>Guests</b>					

#### I. Call to Order

The meeting was called to order by Chair Whitney Hinshaw

#### II. Announcements

- a. New Members – *Madison Graff, Governance Committee*
  - Skip Anderson (Center for Biofilm Engineering)
  - Susie Beardsley (Financial Aid)
  - Kristin Blackler (Sustainability)
  - Kurt Friedemann (Jake Jobs College of Business & Entrepreneurship)
  - Beverly Garrison (Education, Health & Human Development)
  - Molly Lammers (Student Engagement)
  - Katy Owens (Fiscal Shared Services)
  - Mariah Stopplecamp (Student Success)
  - Melissa Turney (Military Aerospace Studies, Air Force ROTC)
- b. Committee Vacancies – *Madison Graff, Governance Committee*
  - If you would like to move off your existing committee, you may do so now by contacting Leslie. Your name will be put in the pool for the vacant committee positions and the Governance Committee will make appointments accordingly.
  - Currently, we know of the following vacancies: DEI Chair, two DEI Committee members, Special Events & Recognition Committee member, General Member, Member-at-Large, Planning Council, Rec Sports & Fitness Advisory Board, and two Professional Development Committee members.
- c. New Member Orientation – *Madison Graff, Governance Committee*
  - The July meeting will largely be devoted to on-boarding the new members.
  - Members should be prepared to come with a 2-3 minute presentation about the committee they serve, to give new members an opportunity to learn about each committee before they have to list their preferences.
  - If you are not renewing your term, you may still come present about the committee you serve – if you are not available to come to the July meeting, please send Leslie a written summary to be shared at the meeting instead.

**III. Approval of Meeting Minutes**

5.19.2021 minutes approved – Christensen motioned, Hudson seconded

**IV. Public Comment**

None

**V. Previous Business****a. Proposed *Operating Agreement* Amendments – *Madison Graff, Governance Committee***

- Updates based on the removal of the position of Past Chair position which was approved last month
- Huttinga motioned to approve the proposed *Operating Agreement* amendments, Hudson seconded, no further discussion, unanimously approval

**b. Proposed *Addendum A* Amendments – *Madison Graff, Governance Committee***

- Updates based on the removal of the position of Past Chair position which was approved last month
- Adjusted time commitments for various positions to more accurately reflect reality
- Andrus motioned to approve the proposed *Addendum A* amendments, Huttinga seconded, no further discussion, unanimously approval

**c. Elected vs Appointed Internal Committee Chairs - *Madison Graff, Governance Committee***

- Currently, the Governance Committee Chair is the only elected chair. The Governance Committee then appoints the other committee members, including the internal committee chairs. Now that the internal committee chairs are voting members of the exec team, does the council want to elect these chairs, or leave things the way they are?
- The group chose to leave things the way they are – the Governance Committee will continue to appoint the chairs of the other internal committees.

**VI. New Business**

None

**VII. Informational Items****a. Monthly President Meeting Update – *Julie Clay & Whitney Hinshaw***

1. Staff return-to-campus concerns were conveyed to President Cruzado and VP Leist, as well as requests for an expanded work-from-home policy.
  - The return-to-campus policy for the Montana University System (MUS) was very specifically laid out in an email from Human Resources dated April 26, 2021 (see attached).
  - The Office of the Commissioner of Higher Education (OCHE) expects employees to return to their campus offices on July 6, as stated in the president's email.
  - OCHE will consider an expanded work-from-home policy this fall, after everyone has returned to campus July 6.
  - With more students than ever enrolled for fall semester, MSU needs all hands on deck.
2. HB102
  - The Board of Regents (BOR) challenged the constitutionality of this bill's overreach, which resulted in a stay of execution. This means that the bill is not in effect until the issue is resolved.
3. BOR Housing Task Force

- Created to look at housing costs in Bozeman using data from several groups (HR, Planning & Analysis, and others) to address the rising cost of living in the Gallatin Valley, compared to the other MUS campus locations
- Long process, but much more data-driven than previous discussions, so may ultimately result in salary increases for MUS employees living in this area

**VIII. Public Comment**

- a. In-person, on-campus meetings will begin next month. Locations for upcoming MSUASC meetings are posted on the MSUASC website. WebEx will be available in the event it is needed. Please let Leslie or Julie know if you are unable to attend in person. It costs \$30 per meeting to rent the AV equipment from the SUB so we will only rent it if needed.

**IX. Meeting adjourned**

Clay motioned, Lasso seconded, meeting adjourned at 9:42 a.m.

**Next meeting: July 21, 2021 from 9 – 11 a.m. in person in SUB 168**

**From:** MSU Human Resources <[msuhumanresources@montana.edu](mailto:msuhumanresources@montana.edu)>

**Sent:** Monday, April 26, 2021 10:09 AM

**To:** [msu-faculty-staff@listserv.montana.edu](mailto:msu-faculty-staff@listserv.montana.edu)

**Subject:** Employee Work Schedules



Dear Faculty and Staff,

I hope this notice finds you safe and well as the end of the spring semester approaches. Commissioner Clayton Christian shared last month that across the Montana University System we anticipate a return to normal operations without restrictions in all areas by the start of the Fall 2021 semester ([Commissioner message](#)). That means employees who have continued to work remotely this year will need to transition back to work on campus. Faculty teaching in person and staff working on campus are both important to the educational environment for students and the vibrancy of our campus.

We look forward to welcoming employees still working remotely back to their office or workstation by July 6, 2021. Please begin conversation with your supervisor about this transition so that you have time to transition from a remote schedule to the office.

Requests for accommodation under the ADA granted by Human Resources to employees at high risk of contracting covid 19 will be extended through June 1, 2021. Human Resources will notify those employees and their supervisor directly about the expiration of their accommodation. Any employee who requests further accommodation should contact their supervisor and Human Resources ([HRBPs](#) or [adacoordinator@montana.edu](mailto:adacoordinator@montana.edu)).

Safety is of the utmost importance at MSU and we will continue to follow health and safety practices on campus as directed by the Office of the Commissioner of Higher Education and guidance from our county health department.

Please direct questions to your supervisor and as always, don't hesitate to reach out to Human Resources [msuhumanresources@montana.edu](mailto:msuhumanresources@montana.edu).

Sincerely,

Jeannette Grey Gilbert

Chief Human Resources Officer

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