Minutes
Montana University System Staff Association (MUSSA)
01/08/2013 Helena

Present:

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<tr>
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<th>Name</th>
<th>Present/Email</th>
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<tbody>
<tr>
<td>X</td>
<td>Christy Aamold, MSU Billings</td>
<td>X</td>
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<tr>
<td>X</td>
<td>Janice Ouldhouse, MSU Billings</td>
<td>n/a</td>
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<tr>
<td>X</td>
<td>Belinda Potter, MSU Northern</td>
<td>X</td>
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<tr>
<td>A</td>
<td>Jane Stuart, MSU Northern</td>
<td>n/a</td>
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<td>A</td>
<td>Amelia Ward, MSU Great Falls</td>
<td>A</td>
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<td>n/a</td>
<td>Vacant, MSU Great Falls</td>
<td>A</td>
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<td>X</td>
<td>Bill Van Horn, MSU Bozeman</td>
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<td>X</td>
<td>Shana Wold, MSU Bozeman</td>
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Attendance Code Key: X = Attended  A = Absent

I. Call to Order – The meeting was called to order by chair, Christy Aamold at 8:15 a.m.

II. Approval of Minutes of November 29, 2012 teleconference – were approved with one correction. “The representatives approved the plan by the Board of Regents to advocate for a 5% pay increase over the next two years.” Was restated to read, “The representatives approved the plan by the Governor under House Bill 13 to advocate for a 5% pay increase over the next two years.”

III. Campus discussion
   
   a. UM Missoula presented results of a satisfaction survey.
      
      i. The survey reported 70% of those participating in the survey were satisfied with their jobs at UM. However, pay disparity with market wages was a contributing factor in not being satisfied.
      
      ii. Bill and Shana noted that MSU Bozeman performed a similar survey a year ago that also included whether classified employees needed to supplement their salaries with a second job and social service programs. Comments from that survey were shared with the ASMSU lobbyist for the upcoming Legislative session.
   
   b. MSU Billings discussed pay disparity of Custodial staff.
      
      i. MSU Billings starting hourly wage for Custodian is $10. Competitive analyses of the local market show the Billings average rate for custodial staff is $11.37 with a high in School district #2 of $15.99. Of note, was MSU Bozeman’s average wage is $11.38. The Billings rate puts it just above the poverty line.
      
      ii. MSU Billings also provided a Career Services pamphlet that advertises the average intern earns $11.92 per hours.
   
   c. MT Tech and other small campuses
      
      i. MT Tech, Helena College, and MSU Havre discussed small campus issues. Of concern was that job titles for classified employees do not match up with actual performance. Many employees perform the duties of multiple job titles.
   
   d. MSU Bozeman shared that it is working on a comprehensive salary survey.
      
      i. The survey team requested comparative salary information from the Big Sky Conference institutions of higher education as well as local businesses, city, county, and state. Bill noted that once any job is posted on the internet it becomes a borderless job search. Hanna commented the HR Task Force bases the entry salary rate at 25 percentile of the market with a multiplier of 120% for the high entry rate. She further noted that in some cases that is true and in others it is less than the policy parameters.
      
      ii. Mary Ann and others expressed an interest in the findings of the 2012–2013 Staff & Compensation Work Plan developed by the MUS committee.
      
      iii. Hanna noted that the MUS hiring policy and salary guidelines allow for both in-range and progression salary increases. The group noted that each campus is interpreting the policy differently and varies widely from supervisor to supervisor and department to department. All campuses are frustrated that a favorable annual review does not yield salary increase because
there is not money to do so. To make matters worse is as MUS raised the low entry hiring on a
case by case basis it created compression.
iv. The group discussed Bozeman’s salary studies and had a desire that each campus should
perform this kind of study. MSU Bozeman promised to share its methodology as soon as it
could once President Cruzado signed off. It was noted that Staff Senates and/or classified
representatives may not have the resources and understanding of the policy, data, and
statistical analysis required. The OCHE office may be a better place for performing and
analyzing these kinds of salary studies on a regular basis.
IV. Preparation for presentation to the Regents. The group developed PowerPoint slides for the classified staff
presentation to the Regents. Slides included introductions which included approval of bylaws, election of
officer’s and primary contact information for both UM and MSU, a request to support HB 13 that advocates 5%
raises over the next two years, discussions of Missoula’s survey, Billings custodian pay, MT Tech’s small campus
perspective, and ending with Bozeman’s salary study.
   a. Regents requested MUSSA to discuss ways to acknowledge and reward classified staff that is not
   compensation.
   b. Salary compression was noted by both Regents and MUSSA as being detrimental to morale. Reviewing
   longevity pay may be a potential solution but requires review.
V. Bylaws Review
   a. Members discussed the draft of bylaws proposing the following changes:
      i. Preamble changed to Article I. In the paragraph reading “The Montana University System Staff
         Association (MUSSA) is organized exclusively for the following purpose: to represent and be the
         voice of the staff of the Montana University System (MUS) through their elected staff
governance leadership (Staff Senates or campus representatives) for each of the campuses
within the MUS, to the Montana Board of Regents, and to the Office of the Commissioner of
Higher Education on issues that pertain to the affairs of the MUS.” The word leadership was
deleted and “or campus representatives” was added. Membership directed staff to correct
Article numbering throughout the remaining document.
      ii. Move second paragraph to the end of the document. “We, the staff association representatives
of the Montana University System, in order to improve the organization and define the duties,
authority, and the responsibilities of MUSSA, adopt these Articles of the Montana University
System Staff Association (MUSSA)” and include an approved by date.
      iii. Article II – Membership, Section 2 – Voting Membership current wording, “Two individuals who
have been elected or appointed to MUSSA by their staff association will have voting privileges.
Replace with following wording, “Two individuals, determined by each campus, shall have voting
privileges.”
      iv. Article IV – Officers, Section 4 – Duties of the chair and Section 5 – Duties of the vice chair,
remove the word “To” from the beginning of each bullet point.
   b. A motion was made to approve the bylaws. The motion, with changes noted above, was unanimously
   approved.
VI. Assisting and recruiting MUSSA members on small campuses. Bozeman promised to share its bylaws that
include Committee Representatives as well as elected members as full voting members of its Staff Senate.
VII. Motion to Adjourn – A motion to adjourn was made at 11:45 a.m.
VIII. Post Regents meeting debrief of MUSSA members. Activities and follow up.
   a. Bozeman salary survey talking points for MUSSA distribution (Bill)
   b. Draft request to changing meeting times from January and May (Bill and Christy).
   c. Survey members regarding viewing Bozeman Senate meeting via teleconference (Joan).
   d. MSU Bozeman to draft document with ideas to assist smaller campuses (Bill and Shana).
   e. Add Faye Wilson, MT Tech as representative to MUSSA.
   f. Survey members regarding MUSSA teleconference for March (Joan).

Next meeting, March, date and time TBD