I. Preparation meeting was held on Wednesday, May 22 on the MSU Great Falls campus.
   a. The meeting was called to order by chair, Christy Aamold at 7:00 p.m.
   b. Guests in attendance were Dave Court the incoming MSU Bozeman vice chair and Shelley Reed from Montana Tech.
   c. Minutes of January 8 and April 16, 2013 were approved.
   d. Members discussed the game plan for the next morning’s Regents breakfast.
   e. A motion to adjourn was made at 8:30 p.m.

II. Classified Staff (aka MUSSA) met with the Board of Regents on May 23 for breakfast at 7:30 a.m. on the MSU Great Falls campus.
   a. Christy began the meeting by thanking the Regents for the opportunity to meet with them.
   b. Bill stated that through recent conversations with the OCHE office the MUSSA presentation of the MSU Bozeman Classified Staff Wage Comparison was pulled from the agenda.
   c. MUSSA asked the Regents what charge they had for the classified staff organization and what meaningful impact role MUSSA was to play when it comes to Regent interactions.
   d. After a lengthy discussion Angela McLean, BoR chair, requested MUSSA put together a “take away” memo to assure that both MUSSA and the Regents have an understanding of our roles in service to the University System and our campuses in particular.
   e. MUSSA’s take away from the meeting are:
      a. MUSSA will have representation on the MUS Staff Compensation Committee
      b. MUSSA will focus on student success goals from the MUS Success Agenda 2013 and sharing best practices
      c. Monitor MUS BoR for meetings and Task Forces studying items of interest to classified staff
      d. MUSSA will act as a sounding board for the effects of the work of the Regents
   f. The meeting concluded at 8:30 a.m.

III. Post meeting wrap up and discussion session began at 9:00 a.m.
   a. Hannah Singleton, UM Missoula, volunteer to be the MUSSA representation on the MUS Staff Compensation Committee. Members present agreed.
   b. It was noted that when talking with the Regents and OCHE staff we need to be clear that we are talking about “classified staff” in order to correctly focus on what group of employees we are talking about. It was proposed to create a “field guide” or what and who are classified staff.
   c. Members discussed their take away from breakfast meeting. Discussion focused in on two areas.
      i. The organization of student services such as registration, financial aid, paying tuition, and other student services. Some campuses have all student services co-located in one area and staff are cross-trained in the services that each of the groups provide to assure the best customer service possible. Some campuses have co-location but without cross-training and other campuses have student services spread out over multiple buildings. Each MUSSA member agreed to perform a
campus survey of classified service providers to ask “What are the barriers campuses are hearing or observing that impede student success?” as they relate to student services.

ii. Members also discussed advising, access to classes, scheduling, and out of system transfers. These issues are a longer term project and we need to ask students to describe their experience on “how they are getting through classes?”

d. Members request the flagship campuses add web links to the smaller campuses.

e. Members developed a request from MUSSA to Regents to be included with the meeting take away memo.

   i. Change classified staff meeting time from January to November while retaining the May meeting time

   ii. MUS BoR will encourage MUSSA participation in meetings and Task Forces where relevant

   iii. MUSSA would like a 3rd party study of classified salaries be incorporated as part of the biennial negotiation process

f. The meeting concluded at 11:00 a.m.

Next meeting, August, date and time TBD – Leadership elections to be held.