Notes from the MUSSA Video-Conference, 1/7/15

Present:
- MSU Billings – Sheri Steiner
- MSU Bozeman – Dave Court, Joan Ford
- MSU Northern (Havre) – Debra Bradley
- Great Falls College MSU – John Frisbee
- Helena College UM – Mary Ann George and Ryan Loomis
- UM Missoula – Matt Filer, Maggie Linder, Maria Mangold, Judy Wellert
Not represented: Montana Tech (Butte), UM Western (Dillon)

MUSSA Chair Mary Ann George called the meeting to order. Each campus introduced themselves. Judy asked that any corrections to the notes from the last meeting be e-mailed to her. The notes were approved with the amendments.

Maggie has discussed a potential visit to UM Western (Dillon) to discuss the potential for a Staff Senate organization with the campus staff, and Mary Ann will reach out to Montana Tech (Butte) for that purpose. Possibly, Maggie and Mary Ann can both attend both outreach opportunities.

Each association reported on the professional development for staff at their campus.

Billings – Sheri stated that their Staff Senate subcommittee polls staff to determine the staff development workshop topic to be offered. The Vice Chancellor covers costs for the guest speaker/trainer who presents once in the a.m. and once in the afternoon. The Vice Chancellor’s Office also pays for the lunch between the two sessions. Specific training of individuals is held within departments, and IT offers workshops. Individual staff may request professional development funding directly from their department or sector budgets.

Bozeman – Betsy Webb is the Training and Development Manager who coordinates on-campus training opportunities, usually monthly. Formal programs include Management Development Certificate (50 hours of training), Financial Development Certificate (22 hours of training), Leadership MSU, Year of Engaged Leadership, and OpenMSU – Service Excellence Culture Project. These programs are open to all the MSU campuses’ staff members, not just MSU-Bozeman. Dave will send Betsy’s contact information to Sheri. Dave says that the Staff Senate budget may cover the costs of professional development, if that’s what the Staff Senate decides to do with it. Dave cautioned to not discount the value of supervisor-led training, and said individuals may request funds directly from their departments or sectors, also.
Helena – Mary Ann stated that Administration and Finance provides one funding pool of $20,000 for all staff, faculty and administrators. Individual departments can only budget for training that is required for licensure, federal regulations, etc. Funds are available on a first-come first served basis pending the approval of a Professional Development Committee (Director of Human Resources, a Staff Senate representative, a Faculty Senate representative, and a contract professional. A rubric is used to evaluate the applications. The money is not to be used for required training. Also, a few hundred dollars from Staff Senate is used annually to bring a professional development program to campus. Helena College subscribes to “Safe Colleges,” an online, self-paced training tool with topics that include FERPA, sexual harassment awareness, safety, etc.

Havre – For the past three years, an annual budget of $20,000 for staff and $20,000 for faculty is dedicated for both on-campus and off-campus opportunities. A committee comprised of faculty, staff, and administration review applications and grant funding requests. Professional Development funds typically amount to $1800 per person. They also have a chancellor lecture series and video conferences.

Missoula – Cindy Boies is the Training and Development Manager on staff who organizes workshops and publicizes education opportunities available. Staff members may request funds directly from their department or sectors. UM Staff Ambassadors is a year-long, one-day-per-month training program for employees emphasizing leadership training and knowledge of campus. It is funded by the VP for Administration and Finance and the participants’ home departments. Faculty has a professional development person, and staff are welcome to attend their workshops. The Staff Senate has started a Professional Development Committee and anticipates using a portion of the Staff Senate budget to fund staff professional development.

Great Falls – John reported that there are no funds on campus set aside for Professional Development. New procedures are being established.

Could campuses collaborate on professional development training by using video conferencing?

Maria stated that we should report to the Board of Regents on the steps we’re taking to share information.

The meeting was adjourned.

**Requested Action Items:**
Mary Ann and Maggie will instigate activity for staff associations in Butte and Dillon
All MUSSA reps should take the shared information on Professional Development to our individual staff associations and compile any questions from them.

For the March MUSSA meeting, to emphasize to the BoR the diversity of staff roles and the diversity between staff associations, each MUSSA organization is asked to furnish Judy a report detailing who the staff are on their campus that are represented by the campus’ Staff Senate. Judy will forward the Bozeman report of that information to the MUSSA reps asking that they follow that format. (See attached.) Maria requested that we discuss which of the staff within the report are represented by the campus’ staff association.