

# MSUASC Monthly Meeting Minutes

Wednesday, February 21, 2024

9:00 am – 11:00 am

*SUB 233*

All Staff Council Membership					
Jonathan Dove, Chair	X	Molly Lammers, Chair-Elect	X	Vacant, Past Chair	
Lisa Yarnell, Member-at-Large	X	Vacant, DEI - Chair		Aurora Dreyer, Governance - Chair	X
Vacant, Chair Professional Development Committee		Kayla Lee Special Events Chair	X	Maggie Schmutz DEI Member	X
Teri Nightingale, DEI Member	X	Daniel Huttinger, Governance Member	A	Hunter Young, Governance Member	X
Holly Hillis, Professional Dev. Member	X	Vacant, Professional Dev. Member		Alisha Downs, Special Events Member	X
Julie Watson, Special Events Member	X	John Ooley, Budget Council	A	Stephanie Breen, Campus Sustainability (CSAC)	E
Mackenzie Spence, Classroom Committee	X	Samantha Van Horssen, Outreach & Engagement	X	Patrick Baciu, Parking Appeals	X
Polly Kogel, Public Arts & Artifacts	X	Kristin Blackler, Planning Council	E	Nancy Pedersen PAB & MUSSA Chair	X
Kimberly Hilmer, Space Management	X	Elizabeth Olson, Research Council	X	Evan Greenwood, UFPB	X
Genevieve Burmeister, General Member	X	Vacant, General Member		Shawn Hudson, General Member	E
Guest: Ron Brekke		Visitor: n/a	X	Beverly Garrison, Program Coordinator	X

**I. Call to Order**

**II. Approval of Minutes** Not available at this time.

**III. Public Comment**

**IV. Speakers** *SmartBuyMSU Presentation*

**A.** *Brian O'Connor, Director of Procurement Contract Services.*

1. What is SmartBuyMSU? [SmartBuyMSU](#), SmartBuyMSU provides an all-in-one software platform to manage purchasing, contracting, receiving invoices, and issuing payments. The platform streamlines the procurement process, improving efficiency and enabling campus departments to access all relevant documents.
2. Four Modules
  - a. Paperless Invoicing
  - b. Central Supplier Management
  - c. Contract Management
  - d. Guided Procurement
3. Training to begin April 2, 2024 through April 19<sup>th</sup>, 2024
4. Live roll out April 29, 2024

**B.** *Ryan Crocker, Business Systems Analyst* Walked the council through two demos; one with a contracted vendor and one non-contracted vendor.

**V. Previous Business** No previous business.

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## VI. New Business

### A. Staff Awards – Jonathan Dove

1. Three staff awards are moving from the [Provost's Founders Day Awards](#) to the [Employee Recognition Program](#), and one new award is being added. The nominations will go through the [All Staff Council](#) website.
  - a. Academic Advising Award
  - b. Diversity and Inclusion Excellence Award
  - c. Excellence in Innovative Service Award
  - d. Excellence in Outreach Award

### B. Retirement Contribution Discussion – Jonathan Dove

1. At today's meeting, the Faculty Senate will present data comparing MSU's contributions to retirement accounts to those of other universities in the region.
2. Does the Council have interest in putting this topic on next month's agenda for further discussion?  
Yes.

### C. Remote Work Discussion – Jonathan Dove & Molly Lammers

1. [Discussion Guidelines](#)
2. [MT BOR Policy 715](#)
3. [Workplace Expectations and Conduct: Remote Work Policy](#)
4. Consider protections for employees
  - a. Grace period to allow employees to make arrangements to return to the office.
  - b. What is the procedure for bringing remote employees back to the office?
  - c. Can classifications be added to job postings?
  - d. There are a lot of definitions about how you can get remote work status. Could there be a few more definitions about how remote work status is removed. Request a more balanced policy.
  - e. Can a distinction be made for a temporary return to the office, say due to short staffing or seasonal high volume foot traffic versus a full-time return to the office?
  - f. Professional development opportunity led by people who have successfully navigated the policy.

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### **VII. President's Meeting Update - Jonathan Dove.**

- A.** Jonathan and Molly met with the President and Terry Leist in January.
  - 1. Jonathan and Molly spoke about remote work, letting them know the Council was interested in have a discussion during today's meeting.

### **VIII. MUSSA Information - Nancy Pedersen MUSSA**

- A.** MUSSA is working on a staff survey. Can the Council send the survey to all staff on behalf of MUSSA? Jonathan answered, yes, we have an "All Staff" listserv.
- B.** Other topics discussed were the MUSSA breakfast with the BOR Members in May. The University of Montana Resolution for equal pay on all campuses.
- C.** Regent's Award for Excellence In University System Citizenship. Each campus must provide two nominees. MUSSA will discuss the details at the meeting on Thursday, February 22<sup>nd</sup>, and I will provide that information to the Executive Board.

### **IX. Informational Items**

- A.** An announcement to the Council Members: the March speakers will be Tracy Ellig & Kellie Peterson – Free Speech on Campus 101
- B.** Holly Hillis brought brochures for the Graduate School Return to Learn Event on March 6<sup>th</sup>. Everyone took a handout to share in their area.

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### VII. ASC Committee Updates

#### A. Governance Chair – Aurora Dryer

1. We are entering the Council Election cycle up a little bit this year. The goal is to use the longer lead time to increase engagement and to provide time close to the end of this term to negotiate additional elections.
2. Next week the MSUASC Member Survey will be sent to members whose terms are ending this June. The survey informs the council who will be extending into a second term and helps use know how many seats we will need to fill.
3. Next will be the nomination process and updating the website with portal access to the nominations form.
4. Call a meeting with the Committee Chairs to develop a plan to host informal informational meet-and-greets; to engage with staff to build interest in the council.

#### B. Special Events Chair – Kayla Lee

1. The Staff Scholarship Application is now live on the [All Staff Scholarship Program](#) page. Applications will be accepted until March 31<sup>st</sup>.
  - a. The committee is looking into funding mechanisms for this scholarship. Jonathan and Molly will be meeting with Fran Albrecht, President & CEO of the Alumni Foundation, to learn more about sustaining the scholarship fund.
2. The committee met and discussed Staff Appreciation, but we are still narrowing down the best solution.
3. March Madness will launch a March Madness Bracket Challenge on March 4<sup>th</sup>.

### VIII. External Committee Reports – as time allows. Reports are posted on SharePoint.

- A. *University Facilities Planning Board (UFPB)—Evan Greenwood. The UFPB approved the paving for the new lots over by the stadium and the design and location of the new indoor practice facility.*

### IX. Informational Items

### X. Adjourn

#### Next Meeting:

Wednesday, March 20, 2024

9:00 am – 11:00 am

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