**University Council MINUTES**

**Wednesday, May 2, 2018**

**8:30 AM – 10:00 AM**

**SUB 233**

**Members:**

Waded Cruzado, Daniel Adams, Kenning Arlitsch, Kregg Aytes, Michael Babcock, Charles Boyer, Matt Caires, Kylar Clifton, Leon Costello, Tracy Ellig, Chris Fastnow, Brett Gunnink, Alison Harmon, Cathy Hasenpflug, Maggie Hayes, Robert Hawks, Bob Hietala, Karlene Hoo, James Joyce, Chris Kearns, Greg Kegel, Ron Larsen, Ilse-Mari Lee, Terry Leist, Shelley McKamey, Bob Mokwa, Chris Murray, Kim Obbink, Ramie Pederson, Kellie Peterson, Renee Reijo Pera, Nicol Rae, Jyl Shaffer, Sarah Shannon, Jerry Sheehan, Royce Smith, Dan Stevenson, Cody Stone, James Tobin, Susan Wolff

1. Call to Order

*President Waded Cruzado*

President Waded Cruzado called the meeting to order at 8:30 AM.

1. Approval of Minutes for April 11, 2018

The minutes circulated. President Cruzado asked for recommendations. Royce Smith moved to approve; Terry Leist seconded. The minutes passed unanimously.

1. University Wide Information/Announcements

President Cruzado thanked Chris Murray for providing donuts to University Council today. He provided them from the Annual Fund and thanked everyone for their donations.

President Cruzado then welcomed Chancellor Dan Edelman to campus, as this is his first University Council meeting. President Cruzado praised his experience and background. Chancellor Edelman thanked everyone for the warm welcome.

President Cruzado praised Kylar Clifton, our ASMSU President, for an incredible year of leadership. Kylar will be attending Law School at the University of Montana in the Fall. President Cruzado presented Kylar with a gift of gratitude (an embroidered blanket).

1. Old Items
   * + 1. Freedom of Expression Policy

*Kellie Peterson, Legal Counsel*

Kellie shared that we received many comments over the past month. The following changes were proposed:

* A distance of 50 feet from any building or **door** must be kept to avoid the interruption of the flow of campus community traffic.
* Harassment, including speech and other conduct based on a protected class, targeted at an individual, that effectively denies educational access, opportunities, or rights;
* Constitutionally protected rights of free expression must not unreasonably interfere with the right of the University to conduct its affairs in an orderly manner and to maintain its property, nor may they interfere with the University’s obligation to protect the rights of all to teach, study, conduct University business, and fully exchange ideas.
* The following must be followed by those conducting free expression activities on University property. Failure to comply may lead to individuals or groups being subject to appropriate disciplinary, administrative or legal action in accordance with applicable University policies.

President Cruzado called for a vote; the motion passed unanimously.

* + - 1. HR Policy Revisions

*Leslie Taylor, Associate Legal Counsel*

*Cathy Hasenpflug, Chief Human Resources Officer*

Leslie Taylor made a motion to bring these items back in September, as they have received a substantial number of comments and the team would like to incorporate them over the summer.

Cody Stone seconded Leslie’s motion to postpone vote until September 2018. Motion carried unanimously.

V. Informational Items

A. 8-Week Advantage

*Dr. Leanne Frost, General Studies Division Director, Great Falls College – MSU*

*Troy Stoddard, Advising & Career Center Director, Great Falls College – MSU*

Dr. Frost and Mr. Stoddard shared the 8-Week Advantage program that is offered at Great Falls College. The advantages are as follows: greater immersion in course material, increased student focus when taking fewer courses at one-time, faster completion of prerequisite requirements, easier to recover when outside factors impact schooling and better able to manage taking more credits.

B. Electronic Document Management at the MSU Campuses

*Laura Humberger, Associate Vice President for Financial Services*

Laura Humberger presented on Electronic Document Management (EDM). EDM is records storages & retrieval system, it is fully integrated with Banner, it is a Records retention module and takes place at all four campuses. It is not a workflow tool but having both together brings synergies. There are four EDM program phases:

1. Needs Analysis – All campuses, all Banner Functions

2. Pilot Phase-Registrar, Admissions, P-Card

3. Assess Problem-solve, Modify

4. Prioritized, Phased Project Rollout

A series of pilots have been completed and they offered unique insights re: legacy transcripts, purchasing card, admissions applications & transcripts.

She then provided a timeline of where we are with EDM. Admissions has gone paperless. EDM rollout program is ongoing.

Finally, she acknowledged the core team: Julie Clay, Bob Eichenberger, Angela Hoffman, Laura Humberger, Cathy Moberg, Jody Ogata, Tracy Simonson, Clint Sorensen.

A helpful site for EDM: <http://www.montana.edu/uit/esg/resources/edm/>

C. MSU Alert System *Dan Stevenson, Associate Vice President for University Services*

Hayley Tuggle presented on the MSU Alert System. The MSU Alert notification system delivers critical information to MSU students, faculty, and staff in the event of an emergency.

Emergency Management is now a part of the Police Department, as opposed to MSU Facilities.

D. Mountains & Minds: Learners and Leaders Strategic Plan Update: Discovery Goal  
 *Ian Godwin, Assistant Director, Office of Planning & Analysis*

Ian presented an update on the Discovery goal of MSU’s Strategic Plan. Renee Reijo Pera asked with the rank numbers come out from NSF for 2017. Ian mentioned they are delayed about a year.

1. Public Comment

There were no public comments.

1. Updates

President Cruzado thanked everyone for their extraordinary work. She welcomed Taylor Blossom our new ASMSU President. She then pointed out that now have 70 Goldwater Scholars. She acknowledged our many incredible scholars.

**NOTE: The next University Council meeting is scheduled for Wednesday, August 8, 2018, from 8:30 AM – 10:00 AM. Have a wonderful and safe summer!**