

AGENDA

Northwest Staff Council

July 19, 2017 | 9:30 AM

In Attendance

Connie Murphy, Marsha Martin, Jeremy Baumli, Alex Cruz, Gabrielle Hawkins, Robert Lager, Travis Kline, Evan Rand, Mary Welch, Troy Brady, Wes Rockwood, Lori Hopkins, Omer Duckwork, Alyssa Pulley, Marla McCrary, Shannon Heitman, Rachel Brooks

Presentations

- Nola Bond to talk about goal setting and evaluation timeline.

Retreat Minutes

- Discussion over June minutes.

Budget

- \$363 added to scholarship fund from bake sale

Organizational Structure Support & Strategic Operations Reports

- Extended Leadership Team (Gabrielle Hawkins): Discussing a revision of University mission and vision
- Faculty Senate (Brian Haile) – Working on employee satisfaction survey
- Student Senate - None
- Board of Regents – Budget was approved for the current fiscal year. Academic calendar revisions were approved as well as faculty appointments.
- Benefits & Wellness Committee (Tanya Riley or John Sportsman) – No update
- Diversity, Equity & Inclusion: several members of the staff council are attending the current social justice cohort. Dr. Simmons submitted a copy of the DEI planning chart. We would like to co-host at least one event per semester right now and thought the Faculty & Staff Speakeasy would be a good opportunity for involvement. As we have more details, we will share those with you. The event will be on August 24th.

Old Business Items

- Feeding rooms update (Alex Cruz): Current room (Admin 312) has been added to momspumphere.com
- Prayer/meditation room update (Alex Cruz): Working with Rose Viau on logistics
- Ideas to recognize National Custodial Day on October 2nd? Want to celebrate all of Facilities. How can all of the University be a part of it? Bring ideas to the August meeting.
- Advantage Water Station: Anyone who can spare a ½ hour to work the water station is encouraged to sign up. See that attached document.
- Employee Satisfaction Survey-Council members will work with their supervisors to determine best practice in their area and will report information to Nola Bond by July 26th..

- Professional Development Committee - Received the results of the survey and after reviewing them, realized that several events are already being offered on campus. Want to create a centralized calendar of events to determine who is offering what and when.
- Feedback on Total Compensation Statements-was shared with Human Resources (see attached)

New Business Items

- Charter updates-the following changes: remove faculty health & safety, define Staff Council are two year terms which begin in May and end in April, all Executive Committee members will serve on the ELT Committee, Diversity statement will be placed under membership section of the charter.

Employee Suggestions/Comments/Concerns

- No report

Committee Reports

- Employee Recognition Committee-Staff Appreciation Week went well, Bake sale raised over \$360.00 for the Staff Council Scholarship, Popsicles were well received, will try to have some sugar free available next year, Trivia Night at Applebees, Dog Social and The Pub were all well attended with many positive comments.
- Outreach Committee-water stations are set for move in day.
- Policy Committee-we have two vacancies on Council, Nate Davis and Beth Little left the University. Council will work with these areas directly to find replacements.
- Employee Engagement Committee-currently working on fall social/ will work to incorporate new employees.

Announcements

Institutional Research- working on the Employee Satisfaction Survey in Tableau.

Alumni Relations-start of a new year, Gabby is happy to visit with any areas that would like more information on giving opportunities

Career Services-meeting with department heads to identify any needs

Diversity, Equity and Inclusion-new director has been hired, Justin Mallet, currently offering Social Justice Institute

Office of Student Engagement-searching to fill a couple of positions

University Marketing & Communication-Brandon Bland is a new photographer will split his time between Athletics and Social Media/working on updated campus map/website is being overhauled

Human Resources-University will be closed July 21st and the 28th, indicate University Closed on time sheets/essential staff will work with their supervisors to determine their time off.

Custodial Services-is going through a reorganization

Athletics-Kiersten Orton employed part time in Athletics and part time in the President's Office along with Gina Smith Office Manager of the School of Health Science & Wellness. Fall Classic against CMSU will be held at Arrowhead September 30th, tickets are now available through ticket master. Men's Basketball has been invited to play in North Carolina against Duke in an exhibition game.

Purchasing-surplus furniture is available, come take a look

Office of International Affairs-preparing for fall orientation

Information Technology-going through a reorganization, watch for more information.

Graduate Office-roughly 75 students have been enrolled in the new Online Professional programs for the fall, working to implement EPAF for graduate assistants with an expected implementation date of spring 2018.

Next Meeting

8/16/2017 1:00 PM

Door prize winners for Staff Appreciation Week

Greg Haddock

Kim Ziegler

Anna Summa

Phil Hull

Rhonda Sigman

Brian Freemeyer

Mike Steiner

Selena Foreman

Natasha Young

Kelli Livengood

Lauren Struthers