

AGENDA

Northwest Staff Council

November 15, 2017 | 1:00 PM

In Attendance

Ashley Henggeler, Gabrielle Hawkins, Alex Cruz, Troy Brady, Shannon Heitman, Jeremy Baumli, Travis Kline, West Rockwood, Lori Hopkins, Rachel Brooks, Connie Murphy, Evan Rand, Marsha Martin, Kathy Cross, Mary Welch, Marla McCrary; Mark Hendrix, Michelle Drake, Kierston Orton, Kirk Skoglund, Allyssa Pulley; Robert Lager

Guests: Nola Bond, Mary Collins

Presentations

Meeting Minutes

Discussion over October minutes, no comments

Budget

No report

Organizational Structure Support & Strategic Operations Reports

- Extended Leadership Team: No report
- Faculty Senate (Brian Haile): Marsha Martin and Troy Brady will share the responsibility as representatives of Staff Council
- Student Senate (Kirk Skoglund): No report
- Board of Regents (Ashley): Cyber Security major was approved
- Benefits & Wellness Committee (Tanya Riley or John Sportsman): Open enrollment through Friday, November 17, 2017. Foster Fitness Center, free membership available for all faculty, staff and spouses. Will begin January 1, 2018.
- Diversity, Equity & Inclusion (Connie Murphy): Discussing the need for a statement on civility with plans to move into a policy. These items don't currently fall under title six or nine. Will help to establish that we are a welcoming and inclusive campus environment.

Old Business Items

- Parking policy for car/motorcycle-of 206 motorcycle tags were issued, only 9 were faculty or staff. Before moving forward, will try to gain some additional information from UPD regarding the budget for parking passes.

New Business Items

- Employee satisfaction survey-will discuss following the November 27th meeting with Dr. Jasinski.

- Staff Council Commitment to Excellence Award will be given out at the All-Employee Meeting in January, nominations will be taken until December 1, 2017.
- In response to survey, Leadership award will be presented to three faculty and three support staff members at the January Opening Meetings. NLT will make final selections.
- Mandatory training will take place following the January opening meetings for all staff and faculty, alternate training will be offered online.
- Years of Service award suggestions-Human Resources asked for ideas regarding year of service gifts. The Recognition Committee offered to help with this.
- Service project for 2017 is Ben's Stockings of Hope which creates and distributes t-shirt stockings to kids, families in need during the Christmas Holidays. See the attached list for specific items or monetary donations. Collections will be taken through December 7, 2017 in each building, please watch for more information to support this charity.
- Special session on November 27th for Q & A in the Union, Boardroom with Dr. Jasinski.
- Graduating staff members in December: Alisha Greene (B.S. in Psychology), Ashley Henggeler (MBA), Adam McNairy (MBA) and Anthony Williams (MBA).

Employee Suggestions/Comments/Concerns

- Time sheet error correction process-completion of the entire time sheet provides one true document in Payroll. Discussion regarding supervisor approval timeline was raised and can cause difficulty. Will be discussed at leadership roundtable.
- FLSA-Law is no longer in place although the University implemented changes effective December 1, 2016. Supervisors were asked to review their employee duties given the changes and bring any concerns back to Nola Bond. Flex time is handled and determined by each supervisor but must be completed within one week. Work week goes Monday through Sunday.

Committee Reports

- Employee Recognition Committee-working on the selection of employee recognition for January Opening meeting.
- Outreach Committee-Staff Council Scholarship deadline is February 1, 2018 and can be found on the standard scholarship form in CATPaws.
- Policy Committee-none
- Employee Engagement Committee-none

Announcements

Time sheets for November-be sure to enter University closed for first four hours and Holiday hours for second four hours of day on November 22nd.

Next Meeting

12/13/2017 1:00 PM-potluck luncheon before meeting in room 310 at 12:00 p.m.