

MINUTES

Northwest Staff Council

September 20, 2017 | 1:00 PM

In Attendance

Courtney Gard, Wes Rockwood, Connie Murphy, Gabrielle Hawkins, Ashley Henggeler, Alex Cruz, Robert Lager, John Sportsman, Travis Kline, Jeremy Baumli, Mark Hendrix, Lori Hawkins, Kirk Skoglund, Kathy Cross, Troy Brady, Alyssa Pulley, Mary Welch, Kierston Orton, Marla McCrary, Michele Drake, Omer Duckworth, Scott Walk, Shannon Heitman, Scotty Perkins, Terry Immel

Presentations

Scotty Perkins, Director of Human Resources, came to address comments regarding compensation statements.

Thanked the council for the feedback provided to HR.

- One of the biggest concerns was personalization of the comp statements that were issued in July. Our current system does not have the ability to recognize if an employee is utilizing a benefit so the information represents the overall value we are eligible for as a Northwest employee.
- Vacation, sick, holiday were added to total compensation although our salaries remained the same. The University does need to provide services even if we are out of the office and although it is unique, the University does provide coverage when extended time is taken away from work.
- Suggestions included breaking out the benefits that have a direct dollar amount such as salary and insurance but putting vacation/sick and holiday pay under an hour ratio rather than dollar amount. Other benefits such as tuition waiver, dental, vision, disability could also be described but since these are all optional, not included in the final compensation.
- Parking was another area of discussion. The university moves \$250.00 per employee into a parking maintenance fund in addition to the \$90.00 for a parking pass that an employee pays. To be seen as a benefit, it would be expected for students to pay the additional \$250.00 out of pocket but all parking passes are the same regardless if employee or student. Waiving the \$90.00 parking fee for employees would be a more tangible benefit.
- The goal was to show the overall value of being a Northwest Missouri State University in lieu of the contract. Most input was positive but suggestions for improvement were noted by Scotty and we look forward to making this tool more useful in the future.

Meeting Minutes

Discussion over August minutes, no discussion

Budget

No report

Organizational Structure Support & Strategic Operations Reports

- Extended Leadership Team: None
- Faculty Senate (Brian Haile): are now meeting twice a month instead of once a month, getting organized based on this new calendar
- Student Senate: No report
- Board of Regents: No report
- Benefits & Wellness Committee (Tanya Riley or John Sportsman): Be a Better Bearcat program is up and running, watch your email and sign up to participate and be eligible for prizes. Looking at insurance information for next open enrollment session
- Diversity, Equity & Inclusion: No report

Old Business Items

- National Custodial Day on October 2nd –5:45 am- 6:00 a.m. donuts and coffee in the morning breakroom, 2:00 afternoon pizza and drinks at lunch, watch for signage by different areas to then hang in the breakroom. Mary Welch and Terry Immel will organize the donuts and coffee in the morning by 5:30. Gabby Hawkins and Ashley Henggeler will organize the pizza and drinks for 1:30 p.m. Gabby Hawkins the goal is to have these completed and turned picked up by 5:00 on Friday September 29th.
- Charter updates-see attached for updates, version 1.1.

New Business Items

- Recipients of the Staff Council Scholarship are Ashley Standiford and Brady Archer. Both received \$625.00 which will be split between fall 17 and spring 18.
- Training for feedback session will take place Tuesday, September 26th at 2:00 in the Union, meeting room B. Some areas have already completed this process and received good feedback for their areas.

Employee Suggestions/Comments/Concern

Thank you from Student Success & Retention for those who were able to attend the Tower Walk on August 27th. We had a great turn out and it was a great way to welcome our new bearcats.

Pay It Forward program to collect items for the pantry, if you would like to make a donation, contact your staff council representative for more information. A Building Challenge is currently underway through October 5th

Question was asked regarding the posting of vacation hours versus sick hours under Leave Balance. This is due to the ability to roll a limited number of vacation days over into the next fiscal year. Should you have questions, please contact Shannon Heitman in the Payroll Office.

Staff members would like the University to consider making parking hang tags the same cost as parking stickers. This would allow employees would like to bring a different vehicle or bike to work and have more flexibility with the hang tag.

Committee Reports

- Employee Recognition Committee- looking for feedback regarding a recognition ceremony, considering the Holiday Meal or other suggestions
- Outreach Committee-no report
- Policy Committee-no report

- Employee Engagement Committee-New employee packets were distributed and well received. Committee will continue this effort.

Announcements

IR-interviewing candidates for data position, working to update dashboards

Student Affairs-Grand opening for the updated Pavilion will be held on Saturday, September 23rd at noon. The pavilion will be open on home football game days.

Career Services is hosting an Employer Panel on Thursday, September 28th on the 3rd floor of the Union.

- 10:00-11:30 Employee Career Day Tips
- 1:00-3:00, Resume Critiques by Employers.

This is designed to prepare students for Career Day on October 3rd

Maintenance is looking to hire employees with HVAC background

Powerhouse, facilities and custodial departments are working hard to prepare campus for Family and Homecoming weekends

Surplus Auction will be held on October 17. Departments interested in items must have them removed by the end of September.

Graduate Office, Beth Wales will work temporarily through the end of the fall term to cover maternity leave.

Publications, redesigning website, working toward consistency, online responsive map is coming along, plan to bring up in one month, mobile friendly.

Athletics, MIAA Fall Preview will be held September 23-24 at Mozingo, Volleyball will have their first home game September 29th

Student Success and Retention-tutoring appointments are full but notify Kirk Skoglund if you are aware of a student in who needs assistance.

Library-underwent a large system merger at the end of August, are experiencing some glitches, please contact the Library if you are having specific issues.

Employee Giving Month is coming, watch for information for your area. The newly remodeled Alumni center is planning a dedication on October 20th at 3:00 p.m. Cat Call center is reaching out to families for donations during the month of September, if you hear of any concerns, please notify Alumni Relations.

IIC –over 500 international students from 31 countries are enrolled this fall. International Flag raising will be held on Friday, October 20th.

Environmental Health & Safety-Scott Walk encourages departments to contact the Environmental Health & Safety Office for any safety training that may be needed. They can offer training ranging from office ergonomics to certification on the use of **A-Fib machines on campus.**

Next Meeting

10/18/2017 1:00 PM