

# Staff Council Meeting Minutes

Date | time 7/18/2018 1:30 PM | Location AD—310

Meeting called by Staff Council Exec.  
Type of meeting Monthly Meeting  
Facilitator Staff Council Exec.  
Note taker Alyssa Pulley  
Timekeeper Alex Cruz

## Opening Notes:

Attendees :  
Alex Cruz X  
Gabrielle Hawkins   
Ashley Henggeler X  
Samantha Cole   
Alyssa Pulley X  
Travis Kline X  
Natasha Young X  
Shelby Bottiger X  
Bob Machovsky   
Caleb Booth X  
Courtney Gard   
Lori Hopkins   
Mary Welch X  
Troy Brady   
Omer Duckworth   
Marla McCrary X  
Katrina Burden X  
Kiersten Orton   
Brandon Bland X  
Holly Kunkel X  
Lindsay Stapley X  
Connie Murphy X  
Mark Hendrix X  
Paul Bennett X  
Jack Bucy X  
Robert Lager   
Marsha Martin   
Michelle Drake X  
Nola Bond X  
Brooke McAtee X

- Organizational Structure Support & Strategic Operations Reports
  - **Extended Leadership Team – No report**
  - **Faculty Senate – no report**
  - **Student Senate – no reports over the summer**
  - **Board of Regents**
    - FY19&20 Academic Calendar Revision - Thanksgiving full week and longer Winter Break for students - approved
    - Faculty appointments - approved
    - Cyber security-- change of contract to improve email fishing security with Baracuda - approved
    - Increase security features with Microsoft - approved
    - Dining Services Contract - Exhibition station will be the allergen-free and healthy food station in cafeteria - approved
    - Foundation agreement - 5 year agreement - approved
    - FY19 Budget - approved
  - **Benefits & Wellness Committee – Nola Bond** – reviewing quotes for next benefit year and meeting with Blue Cross Blue Shield today. By September should have more information for Staff Council. They do not anticipate drastic changes.
  - **Diversity, Equity & Inclusion – Civility Committee - Connie Murphy** – They met today and worked on workplace culture policy which will be going to the Board for approval. Also working on staff/faculty civility training for the policy. Workplace culture policy will support diversity statement and strategic objective. Training will be required and may be held at the beginning of school year similar to past training.
  - **Strategy & Operations / Nola** - Does Staff Council want to take part in the opening meeting in August. If so, what do we want the content to be?
  - **University Police Department**
    - Department wide training on mental health, Taser, radar, first aide, and defensive tactics in June – entire UPD Department
    - Well-Being and Leadership (5 practices of exemplary leadership) training conducted – entire UPD Department
    - Retreat and Goals Set for UPD – All members will have a 4-up moving forward – Can come and have a conversation on UPD goals and how we go about continuous improvements
    - Development Plan training for leaders is scheduled for July 31, 2018 – focused at improving on the Northwest competencies – career development
    - Met with NAACP to assist with hosting the regional conference in St. Joseph – Presentation on Armed Intruder Response, Implicit Bias, and Verbal Defense
    - Lt. Cullin has presented on Verbal Defense training for the Missouri School Board Association and will present for the United States Attorney General’s Office on the same topic in mid-August
    - IACLEA presentations on Clery and Community Policing were conducted
    - Lt. Williams trainings all officers in Northwest Missouri on CIT and will be hosting another class in October

- Firearms training will be completed in July and a session was completed in June as well
- University wide goals will be released in August
- PERMA/Well-Being – receiving a training from BK/Peltz on how to implement might be beneficial for faculty and staff – We have been working on this over the summer with the newly formed Mental Health Task Force
- BIT training – how to respond in a mental health crisis – Hoffmann/Pelts/Green
- UPD will be conducting an analysis and process improvement for parking this academic year. We will begin with listening sessions this fall concerning parking – looking for improvements on all fronts – following the listening sessions we will come back with focus groups aimed at providing what we heard with Benchmarks and evidence – followed by a report detailing actions that will lead to a recommendation to NLT & Board of Regents – We have an aggressive timeline of September & October for listening Sessions, December & January for Focus Groups – Report in February. We will be advertising these sessions and times. Our vision is to innovate our comprehensive parking program – with the goals of creating a pricing structure that is compressive, align event parking with overall comprehensive plan, redesigning structure i.e. lot designation.

□ Old Business Items

- Employee Engagement Committee Chair – Mark - Met to make new employee bags. Connie has given two out.
- Policy Committee Chair – no update. Will schedule special council meeting in early August to review policy with everyone. Looking at August 1<sup>st</sup> at 1:30.
- Employee Satisfaction Survey – Nola – feedback from staff and faculty indicated an external survey would give better results. Reviewed five different vendors and Egon/Nola/Melissa are working on specifications for the RFP. A larger team will be involved in vendor selection. Would launch with new vendor in the spring.
- ELT Civility Questions – please take the survey this week. Have 9 responses so far.
- Dr. Jamie Hooyman – gave report last meeting
- Michelle Drake – compensation statements should have been delivered. Benefits are from 2018. Parking was removed as a benefit. Feedback: print was small, could it be electronic?
- Advantage Water Stations (Outreach Committee) – Shelby – Meeting with Advancement on Friday to get more information
- National Custodial Day (Outreach Committee) – Shelby – Tuesday October 2<sup>nd</sup> – no updates at this time
- Northwest Appreciation Week – July 23-27
  - Monday – Bake Sale – only have 4 people signed up to donate so far. Please share with departments so they can donate. You don't have to be on staff council to donate.
  - Tuesday – Dog Day – Must complete authorization to participate. Authorization form needs to go to the supervisor first and then staff council
  - Wednesday – Ice Cream Social – 1<sup>st</sup> Floor of Admin Building Noon – 2:00PM
  - Thursday – Family Member Day – Need to complete a form for approval. Family members cannot ride in a university vehicle. Nola will provide a form and more detail about deadlines and the process for filling out the form.

- Friday—Happy Hour @ Carson’s – 3:00 – 7:00
- Friday – Popsicle delivery – contact Alyssa Pulley if you want to help. Ashley will purchase popsicles on Monday (450 Qty, some sugar free and gluten free). Everyone who wants to help hand out popsicles will meet at 1:00PM at Owens Library. Alyssa will find someone to meet with the 10:00 custodial shift and organize treats for KC Center Employees.
- Campus communication – going out in HR bulletin tomorrow

New Business Items

- Nursing Program Director Brooke McAtee – Program is a good fit for community college graduates and working students. Most nurses need to have at least Bachelor’s degrees within the next few years due to industry changes. They are working with Academic Partnerships. Expecting 20 students in the fall, and they haven’t began marketing through Academic Partnerships yet. Have started nursing accreditation process and hope to complete by the time students graduate.
- 2018 Convocation/March to the Tower – Need volunteers
  - 3 p.m. - set up at the Bell Tower: tents, tables under tents, ice cream signs on tents, place trash cans, water for BMB - have asked Staff Council for help with this.
  - 3:30 p.m. - community and others will be in place to hand out ice cream to students as they come down the sidewalk from the Tower - have asked Staff Council to help
- New Employee Welcome –Ashley – right now, committee gives out welcome bag, but think that we can do more. Can representatives personally welcome the person from their department? Connie will email each area when they have a new employee so they can arrange to give them the welcome bag. They can provide tours to the new person if desired.
- Distribution List –A new distribution list for each area will be sent to the area representatives. Please forward minutes and announcements on to the staff you represent
- Comment Card – reminder that there is an anonymous comment card on staff council website.

Employee Suggestions/Comments/Concerns

- Add council meetings to northwest calendar

Committee Reports – reports provided above

- Employee Recognition Committee
- Outreach Committee
- Policy Committee
- Employee Engagement Committee

Announcements

- Finance – property control threshold changes; some legislation changes will affect Purchasing, Banner 9 is coming this fall and training will be scheduled
- Bursar – billing goes out Monday, processing season ticket sales, check HR bulletin for information on recording time on July 5/6
- Advancement – alumni appeals, new student send offs in select locations for alumni to meet with new students, Foundation Board meeting August 1-3

- Res Life – professional staff trainings, 4 new employees, camp season, 1,000 person cheer camp coming in a few weeks
- Facilities – Franken Hall is complete, working on multiple projects
- University Marketing – working on athletics and admissions, convocation videos
- Career Services – Jill Brown is new director; lots of changes coming, October 2 Career Day in Hughes Fieldhouse
- Custodial – adding 2 new positions at Franken, getting ready for semester
- Auxiliary Services – Two Board of Regents meetings coming up - August 3<sup>rd</sup> and 30<sup>th</sup>
- University Police – parking permits available August 15<sup>th</sup> - can go ahead and sign up before then. Looking for individuals for traffic & parking appeal committee – talk to Katrina Burden (all online, needs 4 volunteers). Lot 42 by Franken used to have faculty/staff spaces, but they will be moved to Lot 52 / North Complex. Motorcycle/scooter parking by Fine Arts has been removed.
- HR – looking for director, compensation statements are out
- OL – director position is posted, interviewing for another position now
- Study Abroad / IIC – getting ready for new students and working with new director, Phil Hull
- Wells Hall – finishing renovations
- IR – working on projects and reports, Anna worked on total compensation statements

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## Other Information

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Closing Notes:

Next Meeting

- August 15, 2018 – Union Boardroom