

# Staff Council Retreat Minutes

*Date | time* 5/17/2018 9:00 AM | *Location* B. D. Owens Library 2<sup>nd</sup> Floor

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

## Opening Notes:

Attendees :  
Alex Cruz X  
Gabrielle Hawkins X  
Ashley Henggeler X  
Samantha Cole X  
Alyssa Pulley X  
Travis Kline X  
Natasha Young X  
Shelby Bottiger X  
Bob Machovsky X  
Caleb Booth X  
Courtney Gard X  
Lori Hopkins X  
Mary Welch X  
Troy Brady X  
Omer Duckworth   
Marla McCrary X  
Katrina Burden X  
Kiersten Orton X  
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

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## Agenda Items

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| Topic  | Presenter    | Time allotted |
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| <p>☐ <b>“Just a Glimpse” Team Builder</b></p> <p>Council members broke out into teams and worked on a Lego building challenge. As a follow up, discussed the importance of communication.</p> <p>We were also honored to watch Dr. Hooyman present the State Student Supervisor of the Year award to Jessica Vest. Jessica was awarded the Northwest Student Supervisor of the Year award, and Northwest was recently notified that she was selected for the State award also. Congrats Jessica!</p>   | Gabrielle    | 9a—10a        |
| <p>☐ <b>State of the University</b></p> <p>Dr. Jasinski presented the focus areas during the budget development and a highlight of the Auxiliary &amp; E&amp;G budgets for fiscal year 2019.</p> <p>They have aligned the budget with strategic plan objectives, the Campus Master Plan and Forever Green comprehensive campaign. Understanding that state funding is likely to continue decreasing.</p> <p>During budget development, tried to keep a holistic approach based on mission critical priorities (high quality learning experiences, access &amp; affordability, value faculty/staff, preserve long-term viability, &amp; build for the future).</p> <p>Stakeholder engagement – met with Board of Regents, NLT, ELT, NLT+leaders and others while developing budget.</p> <p>Stewardship – 3 box solution – selectively let go of the past, optimize for today, build for the future</p> <p>Assumptions for budget:</p> <ol style="list-style-type: none"><li>1. Mission critical priorities and investments in people, plant, and strategic objectives</li><li>2. State appropriations – Plan A (House &amp; Senate recommendation) = 2.6% reduction. Plan B (Governor’s recommendation) = 10.1% reduction. Going with Plan A in current budget model with understanding that potential for Governor to veto the House/Senate recommendations or to withhold funds throughout the year.</li><li>3. Approved tuition &amp; fees</li><li>4. Scholarship funding</li><li>5. Mandatory expenses</li><li>6. Shared responsibility model (80% University/20% Students)</li></ol> <p>E&amp;G Budget overview:</p> | Dr. Jasinski | 10a—10:30a    |

1. Projecting enrollment increases (1,450 freshman, 6,882 total) and decreases in state funding (2.6%; \$800,000)
2. Continued focus on affordability – undergrad tuition to raise 1% (CPI 2.1%), no graduate tuition increase, some fee changes
3. Continued investment in people and plant – proposing to the Board 1.5% COLA and market adjustments (up to \$1,500) to reach 92% CUPA. Over 300 employees impacted by market adjustments. Projecting 10% increase in health care and increases in retirement plan contributions.
4. Continued investments in our strategic objectives through expense reductions and reallocations

Auxiliary Budget overview:

1. Projected increase in housing/dining revenues due to increased enrollment
2. Continued investments in people and plant
3. Continued investments in strategic objectives

Strategic objectives 1 & 2 investments:

1. Profession based learning
2. Northwest Online Professional
3. Northwest Kansas City FastTracks program
4. Living & Learning communities expansion
5. External Relations restructure
6. Faculty alignment with enrollment and accreditation/certification requirements
7. Staff alignment with enrollment & academic co-curricular programming (Career Services, TRIO, Study Abroad, Greek Life)

Strategic objective 3 investments:

1. Continued commitment to cultivate diverse, equitable, and inclusive community climate
2. Continued commitment to social justice/civility, learning & support, student development

Strategic objective 4 investments:

1. Continued involvement with staff, faculty, & student leaders
2. Professional development aligned to strategy
3. Investment in COLA and market
4. Investment in retirement plans
5. Investment in health care premiums
6. Staff alignments with enrollment & operational efficiencies (expanded Student Employment & Safe Rides)

Strategic objective 5 investments:

1. Visitors' Center

| Topic  | Presenter    | Time allotted |
|--|--------------|---------------|
| <ul style="list-style-type: none"> <li>2. School of Agricultural Sciences upgrades</li> <li>3. Campus Recreation (Hughes Fieldhouse, Rec Center upgrades)</li> <li>4. Auxiliary Services (Franken, Perrin, Roberta, Campus Dining)</li> <li>5. Infrastructure &amp; utilities (building/space utilization, energy efficiencies, Academic building/equipment refresh, Information Technology)</li> </ul>  |              |               |
| <input type="checkbox"/> <b>University Information Request</b>   | Nola Bond    | 10:30a—11a    |
| <ul style="list-style-type: none"> <li>1. Compensation statements – Faculty will receive contracts (industry standard), but staff will receive compensation statements instead. The health insurance consultant that provided the statements last year cannot provide them this year. Northwest worked with them to find another provider, but they may look slightly different. Parking is no longer listed as a benefit. HR &amp; Staff Council will work to remind staff of the switch to compensation statements this year.</li> <li>2. Internal position postings – Some positions have been posted internally (only current Northwest employees can apply) in certain situations. Waiting on Husch Blackwell on feedback, but will be adding language to handbook that addresses this. There were discussions on where the jobs are listed (currently with all other postings), when jobs are posted internally/externally and when job descriptions are updated vs a new job being created.</li> <li>3. Employee survey - We have discussed outsourcing the survey and will include Staff Council in meetings.</li> <li>4. ELT meetings next week including staff council executive committee.</li> </ul> |              |               |
| <input type="checkbox"/> <b>“Director, Runner, Builder, Observer” Team Builder</b>   | Gabrielle    | 11a—12p       |
| <p>Council members divided into groups and worked through communication challenges to build matching lego sets. Only one person could see the original set and only one person could build the copy. The other team members had to transfer the information between the two. Follow up discussions included that direct communication is much easier and that everyone interprets information differently.</p>   |              |               |
| <input type="checkbox"/> <b>Lunch—Breakout Sessions, Committee Chair Selection</b>   | Comm. Chairs | 12p—1:15p     |
| <p>Council members broke out into committees and discussed the work from last year and goals for this year.</p>  |              |               |
| <input type="checkbox"/> <b>Committee Lunch Report –15min per committee</b>  | Comm. Chairs | 1:15p—2p      |
| <p>Mark Hendrix, Engagement Committee – continue welcome bags, start mentoring/onboarding program, connect all new</p>   |              |               |

| Topic   | Presenter   | Time allotted |
|---|-------------|---------------|
| <p>employees to Staff Council, collecting freebies to put in welcome bags</p> <p>Shelby Bottiger, Outreach Committee – will plan outreach events, work on the scholarship, bake sales ideas</p> <p>Marla McCrary, Recognition Committee – still selecting a chair, working on ideas for employee appreciation events such as the popsicle delivery</p> <p>Policy Committee – no report</p>  |             |               |
| <p><input type="checkbox"/> <b>Civility Conversation</b></p> <p>Dr. Simmons discussed the civility campaign, what civility means, and how we can address civility on campus.</p> <p>They formed a committee for civility and anti-bullying campaign and are working on a civility statement (compact or policy). There were many cases that did not specifically meet title IX or title VI and they are working to determine the best way to address and prevent those cases. Student Senate put together civility statement and filmed video campaign.</p> <p>Currently working with legal team on faculty handbook and re-visioning civility with “chilly climate” focus (2018/2019 goals)</p> <p>“Chilly climate” is an unwelcoming atmosphere to “the others.” Civility is basically treating people with courtesy and respect<br/>Civility produces interpersonal relationships, personal dignity, personhood</p> <p>Discussed common myths about civility. Civility is a cultural issue and it is possible to disagree with someone and still be civil.</p> <p>Civility discussions are important because small acts of incivility generate more small acts of incivility and can become “the norm” and lead to bullying, aggression, harassment, and violence.</p> <p>Dr. Simmons shared some institutional student survey results about being treated fairly regardless of their race, religion, and sexual orientation. We have comparison data from several peer institutions and our survey results were better.</p> | Dr. Simmons | 2p–3p         |
| <p><input type="checkbox"/> <b>Open Discussion – Speaker requests? Information requests? Dept. Updates Recap – Discuss date/time for meetings</b></p> <p>Speaker Requests: Greg Hansen/Student Recreation, Nursing Program (Brooke, director), Jill Brown/Profession Based Learning, Allison Hoffman/Student Success changes (retention tools), retirement/investment opportunities, Admissions (new</p>  | Gabrielle   | 3p–4pm        |

recruitment tools). Additional suggestions can be sent to Gabrielle.

No information requests at this time. Any requests from council members or their departments can be sent to Gabrielle.

**We will have the same meeting schedule, time, and location. Third Wednesday of every month at 1:00PM in the Shared Conference Room on the 3<sup>rd</sup> floor of the Administration Building (AD310). Meetings are open to everyone. Gabrielle will send out meeting invites.**

Michelle Drake briefly discussed worker's compensation. Please fill out an accident report form and contact your supervisor for any incident - even if you don't go to the doctor. The form is on myNorthwest. If it is an emergency, go to the ER and contact HR. If it is not critical, call HR and they will help make arrangements with appropriate worker's compensation doctors and set up the appointment. If you go to the doctor, additional reports need to be filled out with HR. If you are unsure if it would be covered by worker's compensation or not, contact HR and go ahead and fill out the reports. Student employees follow the same process as other employees.

Department Updates:

Owens Library – undergoing electrical work, renovation on the 3<sup>rd</sup> Floor (removing shelving)

University Advancement – Northwest Day at the K is coming up. St Joe Mustangs event on June 9<sup>th</sup> – free tickets are available. Finished renovations at Faust Center. Have meeting spaces that can be used by other departments. Bricks, pavers, and trees for Hughes Fieldhouse should be purchased by June 1.

Landscape – keeping up with mowing, maintenance on athletic fields, planting flowers

Residential Life/Student Affairs – camps are coming up, John Hernandez and Jessie Lundy will be leaving Northwest and new positions are posted. They have three new employees in July.

Study Abroad/International Affairs – Dr. Hull is the new director.

Custodial – The new custodial supervisor has been hired and new employees are starting in May and June. They are evaluating size of areas/buildings and staffing. Possibly adding new positions for new buildings/renovations.

Human Resources – working on budget, will be providing compensation statements instead of contracts, Director of Human Resources position is posted.

Topic

Presenter

Time allotted

Career Services – Joan Schneider is retiring and Jill Brown is absorbing her duties. Ed Expo/Career Day is Oct 2<sup>nd</sup> at the Hughes Fieldhouse. All are invited to check out the event.

Facility Services – working on summer maintenance in residence halls and academic buildings, hired a few temporary/student workers, lots of projects

UPD – officer and overnight full time dispatcher positions are open.

Mass Communications – Wells Hall refresh currently underway

Purchasing – check out surplus for supplies or furniture, reach out to Purchasing if training is needed. Also, watch fiscal year end deadlines.

DEI – focusing on bringing students to SOAR to increase number of students that come to fall, working on pilot program to provide transportation to SOAR, anticipating 250+ students of color here in the fall

Institutional Research – retreat at Northwest Kansas City this week; working on efficiencies with data

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## Other Information

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Closing Notes:

Next meeting will be Wednesday June 20<sup>th</sup> at 1:00PM in AD310.