

Staff Council Meeting Minutes

Date/Time: November 14, 2018 1:30PM

Location: Station West

Meeting called by: Staff Council Exec.

Type of meeting: Monthly Meeting

Facilitator: Staff Council Exec.

Note taker: Alyssa Pulley

Timekeeper: Alex Cruz

Attendees: Gabrielle Fields, Troy Brady, Alex Cruz, Ashlee Hendrix, Connie Murphy, Jack Bucy, Paul Bennett, Michelle Drake, Krista Barcus, Shelby Bottiger, Bob Machovsky, Alyssa Pulley, Natasha Young, Katrina Burden, Holly Kunkel, Marla McCrary, Mark Hendrix, Travis Kline, Mary Welch, Caleb Booth, Marsha Martin

Agenda Items

Organizational Structure Support & Strategic Operations Reports

Extended Leadership Team

- Planning to meet in December

Faculty Senate – Travis

- Met on Nov 7th. Dr. Sue is a member of MAFS and attended a conference in Texas. Northwest's faculty senate is a model for others and they are sharing their information. Dr. Hooyman gave an update on HLC completion.

Student Senate – Natasha

- Many organizations have been recognized lately (Criminology Club, Fighting Game Club, Young American For Liberty). New fraternity was recognized and working towards getting a house in the next five years. They are donating to Ben's Stocking of Hope and will do a food drive soon.

Board of Regents (work session) – Gabrielle

- Student Affairs update on consultant progress with General Hughes. More information coming in All That Jazz.
- Northwest received the 2018 Christa McAuliffe Excellence in Teacher Education Award from the American Association of State Colleges & Universities (AASCU)
- Discussion on Student Organization Policy – draft is available and Gabrielle can share if desired.
- Board of Regents by-law discussion – decided to table changes until new board members arrive next year

Benefits & Wellness Committee – Michelle

- **Open Enrollment ends Friday November 16 at 5:00PM.** You do not need to do anything if you aren't making changes

- If you haven't done the online assessment for HRA, you must complete it by November 30. Brooke is reaching out to those who haven't completed it. They will draw for prizes after November 30th.
- Thanksgiving holiday is all day on Wednesday 21st (not ½ day as it has been in the past). December 21st is also a full day off.
- You get points by completing HRAs and various other activities through Blue Cross Blue Shield and you can use those points to enter gift card giveaways on the Blue Cross Blue Shield website. Several Northwest employees have won gift cards.
- **If an employee chose to do the HRA with their doctor rather than on campus, the form is due on Friday Nov 16th.** If they are having issues with getting the form to Blue Cross, let HR know right away so they are aware.

Diversity, Equity & Inclusion – Civility Committee – Connie

- Meeting scheduled for December 5th

UPD Monthly Report to Staff Council

- Behavioral Intervention Team Data – We are receiving increased reports through all channels (Maxient, Northwest 360, Phone calls, etc.) Below represents a snap shot of the data on the same date and time as the previous year.
 - 2017:
 - Hospitalizations: 14
 - Monitors: 47
 - Total Reports: 83
 - 2018:
 - Hospitalizations: 23
 - Monitors: 96
 - Total Reports: 175
- External Vest – Our uniform will have a slight alteration as our police officers will have an external vest which resembles our current uniform. The external vest will allow for the bulletproof vest to be worn on top of their uniform shirt rather than underneath. The slight change offers more comfort (cooler) as well as allows for items to be taken off of the duty belt and attached to the external vest. Research has shown these vests will improve officer safety and improve wellness (lower back issues with the weight of the duty belt). We have received favorable feedback from students and employees when we tested various models on social media. External vests were recommend by our members during our annual strategic planning sessions. This transition should occur by February 1, 2019.
- Tarana Burke – UPD provided personal protection as well as had several members of our team attend as cultural competence training.
- Campus Security Authority Training has been sent to all organization advisors and students that fit the definition.
- UPD provided security services for homecoming events and the concerts held on campus.
- UPD was successful in its completion of the MULES Audit. Lt. Cullin and Ms. Katrina Burden led these efforts.
- Police Officer Position – Recruitment has yielded approximately 8 people of interest. Ms. Burden has led all recruitment of personnel activities in Columbia, Kansas City, Moberly, and St. Joseph. Please assist us in attracting good candidates for the position.

- Officer Martinez has led several self-defense courses attracting over 200 students and employees during the month of October.
- We have done numerous presentations on implicit bias, culture diversity, policing, etc. with various academic courses. We have also done two presentations referencing the book and movie – The Hate You Give.
- We held our annual UPD recognition and cook-off. We awarded several of our student and full-time members with plaques, challenge coins, and cash. Officer Kyle Hoyt won our annual cook-off and a \$50 award along with the golden spoon of opportunity.
- Lt. Williams led training opportunities for police officers and counselors in the area of Critical Incident Training in St. Joseph, Missouri.
- We have received several reports of sexual abuse and rape. We have sent two cases to the Prosecutor for review and the remainder to Title IX. These reports have led to some organizations and groups requesting conversations on when we send a campus-wide email. We have conducted these conversations via social media and live. The social media platform went better than anticipated.
- We held our Employee and Off-campus Student Pizza and Police event. We had over 75 students and faculty in attendance. Dr. Kibler led the session and focused on tactics that reduce stress. Part of our Wellness Wednesday series.
- We conducted a car smash with Sigma Society for breast cancer and yielded over \$200 in donations. We also partnered with Phi Mu in their 5K for breast cancer.
- We held a Wellness Wednesday event in the Rec Center titled “Jump Rope Challenge”. We had over 30 students, faculty, and staff participate.
- Our student-led social media team launched a tweet titled “Big Little 2” that received nearly 4 million views.
- Lt. Cullin worked with Fox 4 in Kansas City in a program titled “Working For Blue”. The program was focused on raising funds to purchase bulletproof vests for police officers. The program raised over \$250,000.
- We attended the Student Senate Presidential Banquet where we were able to speak with Missouri State Senator Arthur.
- We met with Student Senate and gave an update on Safe Ride Home: The report reflected that the Shuttle has provided 4,347 rides as of 10-17-2018 and the Late Night has given 1,702 rides as of the same date. We also answered questions concerning parking and general safety.
- Please review our social media for announcements of programs etc. that we are offering. You can also contact me directly if you would like for me to schedule a meeting or be a part of an event we are hosting. We are working on the following events that will be launched sometime in the future: Parking Focus Groups, Bearcats Against Drunk Driving safety course, Bobby Palazzo, Grocery Bingo, and Office Safety (CEPTED, RUN, Hide, Fight, Verbal Defense).
- UPD did hire outside security officers for football games
- Lot 43 west tower suites – one end end is becoming open parking 24/7 once the sign is installed
- Lot 62/63 by Hughes Fieldhouse are becoming open parking 8am - noon

Old Business Items

Ben’s Stockings of Hope

- Student Senate is building a house with a door in the Union to drop off items for Women & Children’s Center, Ben Stockings of Hope, and We Gotcha.
- Staff council members may purchase their own items and bring to the student’s bin to donate

- Troy will also set up a bin in Facility Services
- Staff Council will also purchase a few items for a collective donation
- The end date is Dec 7th
- Donation items: children and adult toiletries-bath soap, shampoo, chap stick, toothbrushes, bath pouf, bubble bath, deodorant, small hand sanitizer, small lotion, etc. They tend to have more boys than girls and they assist people of all ages including nursing home residents.

Halloween Costume Competition Results

- Best Costume: Foster Fitness Center
- Best Decorations: Career Services
- Plan to do next year – please give feedback to exec committee
- Thanks to everyone who participated!

Staff Commitment to Excellence Award

- We have 11 nominations and expect to get a few more
- Nominations close on Friday 11/16
- Marla/Troy will contact volunteers to remind them

New Business Items

Introduction of New HR Director

- Krista Barcus is the new HR director. She started a few weeks ago.

Graduating staff members – Jack Bucy and Jeremiah White

- Exec committee will bring them their cards and medallions.
- Congratulations Jack & Jeremiah!

Employee Suggestions/Comments/Concerns

Timesheets – November 21st and December 21st should show up as a holiday in the timesheets.

If employees take vacation during their regular 40 hour work week and then are called in to work over the weekend, do they have to use less vacation or can they get paid for the weekend hours at the regular (not overtime) rate? Michelle will reach out to Facility Services leadership to confirm.

If a council member cannot attend and has someone attend in their place, what is that person's responsibility? The responsibility of the "fill in" person is to represent their area and keep communication flowing. The attendance policy will be added to the Staff Council charter once the policy committee vacancy is filled. There is a larger conversation with leaders on campus about the importance of Staff Council and ability of members to attend meetings.

Does Staff Council do anything for the death of a staff member? This would only be for current staff members, not retirees due to the large number of retirees. Michelle will check to see what are options are (giving to charity/scholarship of their choice, sending flowers, etc.).

Committee Reports

Employee Recognition Committee – **The Staff Commitment to Excellence awards are open until November 16th**. Link is live on Staff Council website.

Outreach Committee – no report

Policy Committee – currently have a vacancy

Employee Engagement Committee – no report

Announcements

Residential Life – There is still an open Res Life position but they are hopefully filling it soon. They are getting ready for Thanksgiving break. Res Halls close at 5pm Tuesday Nov 20 for Thanksgiving break.

Career Services – Mock Interview day was yesterday. Starting to plan Spring Career Day and other events. The Career Closet is open and students can sign up on their website to set up a time to shop for clothes. The students do get to keep the clothes. They have had quite a few donations. Donations should be clean, on a hanger, and brought to Career Services. The last Career Pathing session is at the career closet. They may look at tying the career closet in to helping other students with winter clothes. Baptist Student Union has a coat drive for students.

Facility Services – Trying to finish up projects. Working on campus lighting. Please turn in a work order if you notice any issues with doors, locks, or access.

Wells Hall – Continuing branding work.

Owens Library – Still have two positions open.

UPD – Interviewing for an officer. Once they hire someone, they will have a full staff.

Purchasing – Banner 9 training sessions next week for Purchasing and Bursar users. Banner 9 training videos and instructions available on the Purchasing website. We are continuing to sell items on GovDeals.

Advancement/Alumni – Development officer position open. Faculty Staff Giving campaign is ongoing. Shelby is emailing those who donated to confirm how they want their name to appear in the card. You must give by 5pm 11/16 for your name to appear in the holiday card.

IIC – International Education Week this week and have several events planned. Getting ready for graduation and new students.

University Marketing – Planning for commencement. Will start promoting Bearcat Buddies for kids 12 and under on Dec 1st at basketball games.

Auxiliary Services – The food pantry was moved to the Union but still accepting donations at UPD. Food pantry has been busy. Starting to plan for summer camps.

IR – Attended a conference last week. Currently working on reports.

DEI – Margaret Pierre and Rachel Brooks are leaving Northwest. Encourage everyone to go check out North Complex DEI area. Serenity Room is open to staff and students on first come first served basis – contact Pat Wyatt for details. Working on setting up the prayer/meditation room – painting, rugs. Have not advertised it yet as they are still setting it up. Safe Zone training and other training planned for Spring.

Landscape/Grounds – Getting ready for winter/snow. Working on softball dugouts.

Next Meeting

December 19th 1:30PM in Admin Building 310