

# Staff Council Meeting Minutes

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Date/Time: October 17, 2018 1:30PM

Location: Admin Building 310

Meeting called by: Staff Council Exec.

Type of meeting: Monthly Meeting

Facilitator: Staff Council Exec.

Note taker: Alyssa Pulley

Timekeeper: Alex Cruz

Attendees: Alex Cruz, Alyssa Pulley, Lindsay Stapley, Caleb Booth, Courtney Gard, Holly Kunkel, Jack Bucy, Katrina Burden, Kiersten Orton, Lori Hopkins, Marla McCrary, Mary Welch, Michelle Drake, Natasha Young, Nola Bond, Paul Bennett, Shelby Bottiger, Travis Kline, Troy Brady, Beth Mason

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## Agenda Items

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### Organizational Structure Support & Strategic Operations Reports

#### Extended Leadership Team

- Nola – haven't had a meeting since May
- Nola – general strategy update – They have compiled priorities and are looking at organizational effectiveness including employee welfare. Will be more info coming on employee welfare.

#### Faculty Senate – Travis

- Met on October 3<sup>rd</sup>. Dr. Hooyman spoke on HLC process. Dr. Sue is a member of American Association of Faculty Senate and gave a report – Northwest is ahead of other schools in regards to faculty senate.

#### Student Senate – Natasha

- Added a new military campus organization. Agronomy Club is attending a conference and one of our students is presenting. Had 1,200 students register to vote using their new system. At the recent blood drive, Northwest had 278 pints donated – Missouri Western had 131.

#### Board of Regents – Nola

- Hughes Fieldhouse groundbreaking, employee recognition, student conduct policy is still being reviewed based on student request and was not submitted to the board yet, accelerated masters in Rec approved, Roberta Hall renovations approved up to \$1 million (showers, “behind the scenes” updates), minor bylaw revisions

#### Benefits & Wellness Committee – Michelle

- Health Risk Assessments are tomorrow through Wednesday. Flu shots available at specific times during the HRAs. Online questionnaire can be filled out in advance or at the HRA. Must turn in paperwork by Nov 16<sup>th</sup> if completing HRA with your doctor rather than on campus. Open enrollment now through Nov 16<sup>th</sup>. Everyone should have received an email with the information –

base plan deductible was the only change. Fill out an enrollment form if you want to make any changes. Vendor reps on campus Thursday and Friday for various benefit information.

#### Diversity, Equity & Inclusion – Civility Committee

- Nola – sent out survey to everyone regarding new policy and received results. Scheduled to meet soon to review results and then bring recommendations to NLT. Results are very mixed.

#### UPD Monthly Report to Staff Council

- Behavioral Intervention Team Data – Those that we are “monitoring” has increased significantly. We are receiving increased reports through all portals (Maxient, Northwest 360, Phone calls, etc.)
  - 2017:
    - Hospitalizations: 10
    - Monitors: 23
    - Total Reports: 33
  - 2018:
    - Hospitalizations: 9
    - Monitors: 53
    - Total Reports: 62
- Grocery Bingo – Huge Event with over 700 students participating. UPD secured a grant for 4K to support. We will work to hold in the Hughes Fieldhouse in the spring. We are working towards having a car or moped as a grand prize give-away. The event will be held from 11pm – 1am.
- Pizza & Police – We did 5 sessions in Residential Facilities with a total attendance of 647 students. Our focal points were introducing RHA and PERMA.
- Sex-N-Station – UPD participated in the event approximately 75 students attended.
- Arrest and University Summons are consistent with other years.
- Title IX cases have increased as well as our assistance of other agencies within our area and other schools students visit.

### Old Business Items

#### HLC Visit

- Nola - HLC exit interview with team before they left – we received very good feedback, impressed with collaboration. Final report takes 8 weeks but they did give us some key strengths and opportunities. Some opportunities - we have quite a few new processes and need to evaluate, continue to focus on closing the loop in assessment.

#### Prayer meditation rooms—Rooms 232 & 234 in North Complex—Open M-F 8am-5pm

- Questions on if the room needs any supplies and if anyone needs to monitor the room

#### Custodial Recognition Day

- Shelby – received quite a few thank you cards to share with the custodial team. Thanks to everyone for their help!

#### Lindsay Stapley elected Vice-Chair

#### Council attendance procedure

- Discussed last month to have someone sit in for you if you can't attend. Working to add this to our policies.

## New Business Items

### Beth Mason / IR – Student Satisfaction Inventory Results

- Survey sent to freshman and juniors to rate the importance of 89 different factors and their satisfaction with that factor
- Freshman complete with University Seminar and Juniors complete online – 84% freshman and 98% juniors completed
- Showed rank of most important factors for freshman, juniors, and all Midwestern 4-year public institutions
  - One note is that safety and security is not as important to our students as the other institutions
- On all scales and all items (all 89 questions) Northwest had higher satisfaction than national and regional comparison groups
- Freshman increased satisfaction (2015 to 2017) in all areas.
- 83 of 89 areas increased or stayed the same for juniors including large increases in safety, selection of food in cafeteria, commitment to racial harmony, and others.
  - Decreases – weekend activities, student parking space, and a few others
- Freshman strengths (top in importance and top in satisfaction) = campus is safe and secure, academic advisor is approachable, etc.
- Studied factors for enrollment for freshman and juniors
  - “Play sports” is higher for Northwest than other institutions. Not sure why – intramurals?
- Plan to use data to celebrate strengths and address challenges
  - Looking for feedback on why strengths are strengths and weaknesses are weaknesses
  - They did get some comments from students on the survey and are organizing and will share with departments as needed
- Will survey again in fall 2019 and spring 2020
- This presentation is on University dashboard along with full results
  - **To access: go to [https://webfocus.nwmissouri.edu/ibi\\_apps/bip/portal/Uni\\_Dashboard](https://webfocus.nwmissouri.edu/ibi_apps/bip/portal/Uni_Dashboard) and login with your network username and password. Click on the tab labeled "Noel-Levitz Satisfaction Survey" to view the executive summary (the PowerPoint shared at this meeting) or Noel Levitz results themselves.**

### Service Project suggestions for this holiday season?

- Last year we supported Ben’s Stockings of Hope. Ben’s Stockings of Hope creates and distributes t-shirt stockings to kids, families in need during the Christmas Holidays.
- Last year we donated items to go in the stockings.
- Will continue to give to this organization this year. Will discuss details at next meeting.

November meeting needs to be moved because we are on holiday vacation during the third Wednesday next month. Keep meeting that same week or move the meeting to the week before.

- November 14<sup>th</sup> at the same time

## Employee Suggestions/Comments/Concerns

Is there a winter coat drive for students, especially international students? Will check with Ashley and Connie.

Please send presentation suggestions to executive committee. Suggestions – BIT / reporting and HLC follow up / review.

Are we having anything for Halloween? Exec committee will discuss and get info out.

## Committee Reports

Employee Recognition Committee – **The Staff Commitment to Excellence awards are now open until November 16<sup>th</sup>**. Link is live on Staff Council website. Will contact HR to get an email sent out. Need five volunteers to read/evaluate nominations – Travis, Shelby, Lori, Natasha, Lindsay. Marla will send Michelle info to put in the HR bulletin. Awards focusing on STIR strategic competencies instead of strategic objectives. Paper copies in various places in FS and in HR.

### STAFF COMMITMENT TO EXCELLENCE AWARD

The Staff Council is dedicated to recognizing Northwest Missouri State University staff who exemplify quality service and commitment to student success, as well as play an integral role in meeting the University's strategic competencies. We want to recognize the hard working individuals, who through a combined effort, value and live the University mission of student success-every student, every day.

The Staff Council is seeking nominations for the Staff Commitment to Excellence Award. Candidates will be selected based on their demonstration of Northwest's Strategic Competencies (STIR): Safe, trusted, invested and resourceful and an overall commitment to excellence. Nominations will be accepted October 15 through November 16, with the recipients being awarded at the All-Employee Meeting on Wednesday, January 9, 2019. Nomination forms can be submitted online or through a form in the Office of Human Resources. More information can be found at the Staff Council webpage located at <http://www.nwmissouri.edu/staffcouncil/index.htm>. Please join the Staff Council in uplifting and recognizing the staff at Northwest!

Outreach Committee – Thank you for help with National Custodial Day.

Policy Committee – Currently have a vacancy and plan to fill it soon.

Employee Engagement Committee – No report.

## Announcements

- IR – finished state compliance reporting, working on dashboard
- Purchasing – Banner 9 training coming, surplus sale yesterday
- UPD – hiring an officer
- OL – still trying to fill director and librarian position
- HR – hired director (her bio will be emailed out to everyone in the next few days), football employee appreciation day November 3<sup>rd</sup> (pick up tickets ahead of time, more info coming).
- Custodial – 3 new babies in custodial department, 1 person graduating, new pallet jacks to move the bleachers, switching over to heat
- Athletics – Basketball bash tomorrow evening (posters, pizza, giveaways), Soccer pink out this Friday and senior day Sunday, volleyball is ranked 4<sup>th</sup> in the conference right now – play at home

next weekend and may get to host first round conference match, tennis player finished in the top nationally, honored athletes last weekend as part of Homecoming

- Landscape/Grounds – finished up Homecoming and Hughes grand opening
- Res Life – excited about Roberta renovation, posting for complex director
- Maintenance – switching to heat, lighting upgrades based on student concerns with lighting (Admin to Wells and Roberta)
- Career Services – local part time job fair tomorrow (23 local businesses) (invited local high school students), Career Closet in North Complex opened up – right now it is by appointment but planning to get set hours – 30 students have been through so far – donations can be brought to Career Services, Mock Interview day in November – more employers than ever before, Working with athletics to find a day for Spring Career Day in Hughes Fieldhouse
- Alumni House – completed 41 events for Homecoming, Faculty-Staff Giving campaign – should have received a flyer - many different funds that can be donated to - contact Shelby with any questions
- Bursar – applied pre-registration holds and have quite a few students with past due accounts
- IT (Nola) - interviewing for the IT director – narrowed down to 10 candidates, many great candidates applied

## **Next Meeting**

**November 14<sup>th</sup> 1:30PM in Admin Building 310 (moved up a week due to Thanksgiving)**