

# AGENDA

## Northwest Staff Council

February 21, 2018 | 1:00 PM

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### In Attendance

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Kirk Skoglund, Travis Kline, Troy Brady, Robert Lager, Kathy Cross, Shannon Heitman, Connie Murphy, Ashley Henggeler, Alex Cruz, Gabrielle Hawkins, Jeremy Baumli, Terry Immel, Evan Rand, Mark Hendrix, Alyssa Pulley, Courtney Gard, Kiersten Orton, Lori Hopkins, Marla McCrary, Wes Rockwood, Michelle Drake

Special Guests: Jill Brown, Scotty Perkins, Diane Runde, Kat Falke, Buddy Mayfield

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### Presentations

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- **Jill Brown, Profession Based Learning:** Jill has been at Northwest for about 4 months and is our Profession Based Learning Coordinator which explains how does Northwest helps students get the most hands on experience before they graduate, make connections, problem solve and then qualify that it is happened. This can be demonstrated across campus and business in Maryville, similar to an internship. Students need to recognize the skills they are gaining. Jill is now working with the Office of Learning and Teaching to develop a system to capture this information for students upon graduation. If you have questions or would like to talk, you can see Jill in the Provost Office by emailing [jillb@nwmissouri.edu](mailto:jillb@nwmissouri.edu).
- **Scotty Perkins & Buddy Mayfield, Tuition exchange program:** Beginning August 2017, Tuition Exchange Program was moved out of the Provost Office to Financial Assistance and Charles (Buddy) Mayfield. A small group was started at that time to identify if the program was a financial burden to the University and a true benefit to employees who have college age dependents. The exchange consists of over 600 institutions, most of which are private and a handful of public. An employee of Northwest would be recognized as such by Human Resources and then apply to a school within the exchange program and be admitted. Many factors must match for the exchange to be approved as a benefit: balance between students being admitted to Northwest and the number of dependents attending a different institution within the exchange, no financial assistance is not generally available so the export student is required to pay up to 28 hours of Northwest tuition upfront. Although we have up to 20 applications to come to Northwest, no new students have been admitted over the last two years to find balance. Historically, we have had very few students to export. Tuition cannot be claimed on taxes. Most schools involved are private and they would waive all of their fees versus Northwest where dependents pay 50% of tuition and 75% of fees. The Group identified that this benefit works best for families who can afford to upfront cost of 28 hours of Northwest credit but does not work well for lower income families who may not have access to the upfront cost. Based on the complicated nature of this benefit, the focus group determined to end our participation in the Tuition Exchange program since December 2017 although there is a teach out phase for those currently participating in the exchange. Moving forward, if the university can determine a more effective way to handle the exchange, it will be re-examined. If you have questions, please contact Buddy Mayfield at [mayfield@nwmissouri.edu](mailto:mayfield@nwmissouri.edu).
- **Diane Runde, IT Software Application List Project:** The Information Technology Department has been tasked with compiling a list of all software used on campus. This effort is by no means a way to limit the software used by each department or to change the funding source. The goal is to determine whether several departments purchase and use the same software. If this is the case, it may provide an opportunity to bundle the licenses together in one larger purchase and to negotiate a lower price resulting in cost savings for the university. IT is asking that anyone who purchases and loads software on their computer to fill out and return the necessary spreadsheet (attached to meeting minutes & on Canvas). This would include any

service software you may use such as Smartsheet. Share this information and the spreadsheet with your colleagues.

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## Meeting Minutes

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Discussion over January minutes: none

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## Budget

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## Organizational Structure Support & Strategic Operations Reports

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- Extended Leadership Team: None
- Faculty Senate (Brian Haile):
- Student Senate (Kirk Skoglund): April 17/19 is the next blood drive.
- Board of Regents (Ashley):
  - Northwest has a full Board of Regents now.
  - Spring faculty appointments were approved.
  - Renovations to the restrooms in Perrin have been allotted \$1.5 million.
  - Franken Hall renovation bid was approved. New windows and blinds, movable furniture, two private bathrooms per floor. New and returning students can live there.
  - Colden Hall window replacement was approved. Includes 340 windows & doors that are inefficient. Deferred maintenance funds of \$1.3 million allocated.
  - An electrical upgrade will be made in the Fine Arts building. Deferred maintenance funds of \$1.5 million allocated.
  - No deferred maintenance funds were awarded between 2000 and 2015. Northwest was allocated \$6 million in 2016, from the State of Missouri, and is using that funding for an ongoing series of updates.
- Benefits & Wellness Committee (Tanya Riley or John Sportsman): None
- Diversity, Equity & Inclusion (Connie Murphy): Working on civility policy.
- University Police Update (Ashley): Download all emergency procedures to your smart phone on our Crisis Manager App. <http://www.nwmissouri.edu/police/index.htm> The app. can be accessed from the UPD webpage. Emergency response procedures that are specific for an armed intruder situation can be found on myNorthwest under campus services-emergency operations. UPD has a mass alarm system that works internally as well as a system that can be sounded externally. The internal system utilizes voice commands and states armed intruder/active shooter and the outdoor system will state the same. There is no specific tone, the voice commands will direct the required actions rather it be armed intruder, tornado warning, or fire alarm. Northwest has certified police officers, University Police, that work for the campus 24/7 365. All officers are trained in armed intruder response. They also utilize a behavioral intervention team to detect concerning behavior and mitigate situations before someone can harm themselves or others, but need your help in reporting concerning behavior to UPD or a University official immediately. Kori Hoffman, with the BIT team, will attend the March meeting to talk about the team. There are a host of other strategies and tactics that UPD are deploying to mitigate an armed intruder situation as well. If you would like, Chief Green can meet with you and others to further discuss.
  - We have seen an uptick in alcohol offenses this year with 23 during the month of February
  - Title IX (Sexual, relationship, and domestic incidents) have increased in the last 30 days
  - Our Behavioral Intervention Team has continued on pace with a large number of triage visits, etc. The death of the student has been a factor. Please continue to report students and utilize

Northwest 360. Leslie Chandler is available for trainings concerning 360, Kristin Peltz can assist with mental health training, and Dr. Hoffmann can assist with how to respond to concerning behavior.

- There is another Bill concerning allowing employees of an higher education institution to carry concealed (attached to meeting minutes & on Canvas)
- BADD (Bearcats Against Drunk Divining) Saturday, February 17, 2018, 1pm – 5pm – Bearcat Arena-Happening while the BB game will be taking place.
- Emergency Response Events – dealt with a Death of a Student, Water, and Weather.
- All of our officers received Affidavit Training along with Fingerprinting training during this reporting cycle.
- We are working towards an event that we would like you all to attend and participate with on March 27 – Spaghetti and Space – please practice up on YouTube. More to come.
- We are gathering information to have campus wide conversations concerning parking next fall. Our intent is to review our program and look for opportunities for improvement.

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## Old Business Items

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- Elections - Discuss possibly moving DEI under Strategy & Operations. DEI only has seven people in their area. Moving DEI with Strategy & Operations will offer a bigger pool to choose from in the future. After consulting with VP of DEI, Dr. Juanita Simmons and the Council, it was decided to merge the two areas. Jeremy has ran the numbers of employees in each area and we will round up, which means that Facility Services & the Provost/Vice Provost areas would each receive another spot on the Council. Last year, we did not round up but we thought a couple more people on the Council would help distribute work load a little better and help when people can't attend. Here is the timeline for elections:
  - February 21 Gabrielle to present at Leadership Roundtable
  - February 23 Jeremy Baumli, Policy Committee Chair, will email all leaders who have an opening to explain the process and outline all the areas that fall under that leader (see attached template)
  - March 9 Leaders submit names to [staffcouncil@nwmissouri.edu](mailto:staffcouncil@nwmissouri.edu). If a vote is needed (because more names are submitted than there are vacancies), Jeremy will send the names for the area to Alex Cruz, in IR, for a ballot to be created.
  - March 15 IR will email the ballot to the necessary areas.
  - March 22 IR will close the ballot.
  - March 23 Ashley will announce new members.
  - April 18 Joint meeting & elect new officers!

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## New Business Items

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- Proposing another “Bring Your Dog to Work Day” over spring break: Wednesday, March 21. Needs clearance with NLT.
- MyNorthwest. Need a volunteer or appoint someone to be on a committee to help shape the portal and work towards improving communication. Kat Falke volunteered to help with this as a Staff Council liaison.
- Pay It Forward week: Spring Forward by Paying it Forward. Take place the week before spring break-March 12-16.
  - Monday: Mega Monday-bake sale with proceeds to benefit the staff council scholarship. Outreach Committee will coordinate.
  - Tuesday: \$2 Tuesday donate to the Pay it Forward Fund-donate online or campus mail <https://www.nwmissouri.edu/alumni/giving/onlinegiving.htm>
  - Wednesday: Wellness Wednesday – tour of fitness center & collaborate with Benefits & Wellness Committee.

- Thursday: Throwback Thursday-office dress up day. Winning team will receive a prize.
- Friday: Finally Friday-Happy Hour at The Pub.
- Wes help with a flyer?
- Safe Spring Break is March 14<sup>th</sup> from 11AM-1PM. Kathy Cross and Terry Immel will help from 12-1 and Kirk Skoglund and Ashley Henggeler will help from 11-12.
- Food drive March 5-March 9 for the Food Pantry, being led by the Association of Computing Machinery for Women. Buildings participating include Administration, Brown Hall, Colden Hall, Garrett Strong, Student Union, Valk, Thompson-Ringold. (See the attached flyer).

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## Employee Suggestions/Comments/Concerns

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- Concerns were raised regarding the handling of the Tuition Exchange Benefit and the lack of communication that it had ended.

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## Committee Reports

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- Employee Recognition Committee – Working on a nomination for the Turret Service Award
- Outreach Committee – no report
- Policy Committee – no report
- Employee Engagement Committee – no report

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## Announcements

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- Student Retention Center: SOAR Leader positions are open and are looking for applicants.
- Athletics: Sunday, February 25<sup>th</sup> will be holding a wheelchair basketball exhibition game. Free and open to the public, will be accepting donations.
- Athletics: Wed, Feb 28<sup>th</sup> at 7:00, Lampkin conference room, informational meeting for employees interested in volunteering as Track and Field officials for the MIAA track meet in 2019. Watch for more information.
- Purchasing: Asking for feedback regarding copy machine features, please submit to Alyssa Pulley at [apulley@nwmissouri.edu](mailto:apulley@nwmissouri.edu)
- University Marketing and Communication: Campus branding is available through the capital requests. Requests must be submitted one year prior to expected project completion.
- African Student Association is having a dinner on March 3-tickets available in DEI. International Student Organization is having a dinner on March 28-email [s527099@nwmissouri.edu](mailto:s527099@nwmissouri.edu) for tickets.

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## Next Meeting

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3/21/2018 1:00 PM