

Staff Council Meeting Minutes

Date/Time: August 15, 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, Gabrielle Hawkins, Ashley Henggeler, Alyssa Pulley, Travis Kline, Courtney Gard, Lori Hopkins, Troy Brady, Katrina Burden, Kiersten Orton, Holly Kunkel, Connie Murphy, Mark Hendrix, Marsha Martin, Michelle Drake, Nola Bond, Adam Gonzales

Agenda Items

Organizational Structure Support & Strategic Operations Reports

Extended Leadership Team

- Have not met – no report

Faculty Senate – Travis

- No report

Student Senate – Natasha

- No report

Board of Regents – Gabrielle

- Meeting on August 30th. Gabrielle will give report to Board at that meeting.

Benefits & Wellness Committee – Michelle

- Just started to look at plan design.

Diversity, Equity & Inclusion – Civility Committee – Connie

- Working on approx. ten minute presentation for All Employee Meeting and longer presentations for All Faculty & All Staff Meetings. Planning training sessions for a later date.

Old Business Items

Advantage Water Stations (Outreach Committee)

- Bob sent out sign-up sheets as Google docs. We would appreciate if everyone would sign up for water stations or for convocation.

National Custodial Day (Outreach Committee)

- Committee will provide an update at the next meeting.

Northwest Appreciation Week—July 23-27

- Monday – Bake Sale – \$220 raised. Traveling bake sale worked out better this year (Admin & OL). We only made \$80 in the Union. Suggestions for next time: plan for a traveling bake sale next year, wait until students are back, or select a date with a planned event. There was a Board of Regents meeting on the date in 2017 and we had more success. It would also be beneficial to have healthy treats.
- Tuesday – Dog Day
- Wednesday – Ice Cream Social – Event was well received and appreciated. We did have non-dairy treats (shaved ice). Next year, may have Kool Kats or shaved ice.
- Thursday – Family Member Day – Will provide waivers in advance and explain the process if we do this again. Facilities & UPD could not participate due to liability.
- Friday – Happy Hour at Carson’s – about 20 people showed up. There was a better turn out than The Pub last year
- *Please continue to send feedback to Gabrielle! We want to find events that appeal to everyone on campus, but we need your help!*

New Business Items

All Employee Meeting/ All Staff Meeting

- All Staff Meeting will be September 5th (time TBD). All employee meeting is on August 22nd.

Staff Council Awards – Employee Recognition Committee

- We will be giving out awards in January and planning to accept nominations earlier (Oct to mid Nov). More information coming at the next meeting. *Please send suggestions to Troy or Marla.*

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 side walk from the Tower - have asked Staff Council to help
- *Please let Gabrielle know if you can help.*

Chair elect position

- Our current chair-elect is stepping down and we are looking for someone else from Staff Council to fill the role. E-mail Gabrielle if interested. Please speak with your supervisor about time commitments and get their approval before contacting Gabrielle. We will vote for this position at the September meeting.

Employee Suggestions/Comments/Concerns

None

Committee Reports

Employee Recognition Committee – no report

Outreach Committee – no report

Policy Committee – no report

Employee Engagement Committee – no report

Announcements

Custodial – finishing up work before students arrive. Hired four new people this week and still looking for a supervisor.

Maintenance – Working on Hughes Fieldhouse and getting ready for students

RPDC – none

HR – Processing new hires and new faculty, looking for Director

IIC/Study Abroad –international orientation is next week. Have about 50 more students than planned

Career Services – Renee has left Northwest so they are interviewing for assistant director. Career Day registration is open and 100 companies have already signed up. Please encourage students to come to Career Day.

Owens Library - Jacob Robinson starting this week as a circulation specialist, looking for Director

IR – working on reports, contact Alex if you have WebFocus reports that need to be set up on a schedule

DEI – They have a full staff now with Adam Gonzales and Gabrielle.

Purchasing – There are quite a few surplus items available (binders, desk trays, all types of furniture, etc.). Alyssa will update the photos of surplus items as we get them organized. There will likely be a surplus sale in October or November. The copier contract expires this fall and we are looking at proposals. Please contact Alyssa or Mail Copy Center if you have issues with your copier.

UPD – Getting ready for students. New officer started - Shadoe Miller. Parking permits are available for pickup today.

Auxiliary – Some Student Union furniture has been re-upholstered and brought back to the Union recently. More is coming soon.

Athletics – New track coach, Andy is the new Athletics Director. Football, cross country, and soccer have games/meets during the first week of classes.

NLT – getting ready for all employee meeting and for students to arrive

Next Meeting

September 19, 2018 1:30PM in Admin Building 310