

Staff Council Meeting Minutes

Date/Time: March 20, 2019 1:30PM

Location: AD310

Meeting called by: Staff Council Exec.

Type of meeting: Executive Committee Meeting

Facilitator: Staff Council Exec.

Note taker: Alyssa Pulley

Attendees: Mark Hendrix, Paul Bennett, Jack Bucy, Kiersten Orton, Lori Hopkins, Holly Kunkel, Hilary Pritchett, Krista Barcus, Paula McLain, Beth Wales, Lindsay Stapley, Troy Brady, Alex Cruz, Michelle Drake, Ashley Henggeler, Brandon Bland, Natasha Young, Courtney Gard, Shelby Bottiger, Alyssa Pulley, Marla McCrary, Jim Eiswert

Agenda Items

Presentation

Northwest Retiree Association - Jim Eiswert

- [Click here to view the proposed constitution and bylaws](#)
- Proposed constitution and bylaws were included with the agenda and are available at the link above. Please provide feedback to the generic email address - nwretirees@nwmissouri.edu. They would like staff council and faculty senate to approve the constitution and bylaws when they are complete. They would like to finalize them this spring.

Organizational Structure Support & Strategic Operations Reports

Extended Leadership Team

- Next meeting April 11th - Clarifying University strategy visual

Faculty Senate – Travis

- [Click here to view the minutes from March 6 Faculty Senate Meeting](#)

Student Senate – Natasha

- New beekeeping club will have bees on campus in conjunction with Agricultural Sciences and Facility Services
- Co-curricular fee decrease was declined
- Thank a Donor Day is coming soon
- Student Senate received an award for the most recent blood drive
- Northwest Missourian and Tower Yearbook received national awards
- Northwest Week is the week after spring break

Board of Regents – Lindsay

- March 14th meeting – approved previous meeting minutes, recognized Girija Chavala, BK Taylor, Danielle Koonce, and Monica Zeigel, Roberta Hall Refresh contract was approved, FY20 tuition and board rates were approved, graduate rate structure change was approved

Benefits & Wellness Committee – Michelle

- Researching Be A Better Bearcat program for the future, “Bounce” program coming this spring (more info in the next week or two)

Diversity, Equity & Inclusion – Civility Committee

- Committee is under review

UPD Monthly Report to Staff Council

- No report

Old Business Items

Prayer & Meditation Rooms

- Meeting scheduled for April 1 to discuss ownership of the space
- Room numbers are changing

HR employee gifts

- Staff Council members are helping distribute to their areas. HR will let council members know if they need further assistance.

UPD Spring break event

- Staff Council members assisted with the event today.

All Staff Meeting

- Plan to transition to once a year but no set date yet. We will need to coordinate the date in advance for the Staff Council Commitment to Excellence Awards.

New Business Items

Staff development

- Safe Zone Training - April 17th 2-4 (Staff Council meeting is 1-4pm)
 - Safe Zone training introduces ways for providing safe spaces and support for LGBTQIA individuals. This includes understanding LGBTQIA identities and expressions, terminology, and best practices for providing allyship to LGBTQIA individuals.
- Underrepresented Student retention, April 8, 11:30-1:00pm
 - Justin Mallet will present top factors that affect retention of underrepresented students.
 - Lindsay will send out a calendar invite

Employee Suggestions/Comments/Concerns

Committee Reports

Employee Recognition Committee – Marla

- No Report

Outreach Committee – Shelby

- April 16 bake sale 11-2
 - Shelby will send out signup sheet. Anyone can donate – not limited to council members
 - Free will donation
 - Proceeds go to the staff council scholarship
 - Plan to do mobile bake sale with leftovers – Administration Building, Owens Library
- Scholarship recipients selected – Brayden Welch & Brady Archer

Policy Committee – Jack

- Election update
 - Three areas are voting on representatives. Will announce new members after voting is complete. Will clarify the number of open positions for the Provost area.
- Policy availability and change notifications
- Inclement Weather Policy & Essential Staff Policy
 - Michelle – they have met to determine who needs to be involved. She will provide updates through the process
- Leave Bank

Employee Engagement Committee – Mark

- Satisfaction Survey – March 25th thru April 8th
 - Communication began the week of March 11th
 - Email with survey will come directly from the vendor (not a Northwest email address) on March 25th
 - HR will validate if the survey will be mobile friendly
 - HR will put out information to remind employees that the survey is coming from an outside company and is not junk mail
- Working on a plan to review the survey results
- Working on new employee welcome approach

Announcements

- Maintenance – getting ready for spring
- HR – please encourage everyone to take the satisfaction survey, national student employment week coming up, Northwest awards ceremony on April 8th
- University Marketing & Communication – working on basketball and alumni events
- Owens Library – new director started
- Alumni – working on plans for basketball elite 8, will share information on social media, Thank a Donor day is coming soon (to show students how they are impacted by private support)
- Purchasing – hired a new buyer (Ben Jermain), items on GovDeals for sale to the public
- Auxiliary Services – getting ready for spring break, hosting prom
- Residential Life – getting ready for spring break, finished room selection process for next year

- Athletics – men’s basketball going to the Elite 8 next week, April 5th is the Mark Rosewell tennis center dedication, baseball will open this weekend at home, softball will open next weekend at home, new employee starting April 1st
- Custodial – will be working over spring break, submit work orders if needed

Next Meeting

April 17th, 1:00pm- 4:00pm in the Station Center room

Different location and time