

Staff Council Meeting Minutes

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

Location: AD310

Meeting called by: Staff Council Exec.

Type of meeting: Staff Council Monthly Meeting

Facilitator: Staff Council Exec.

Note taker: Alyssa Pulley

Attendees: Lindsay Stapley, Alex Cruz, Alyssa Pulley, Connie Murphy, Kiersten Orton, Lori Hopkins, Holly Kunkel, Jack Bucy, Troy Brady, Paul Bennett, Mark Hendrix, Bob Machovsky, Shelby Bottiger, Courtney Gard, Krista Barcus, Michelle Drake, Natasha Young, Carolyn Johnson, Heather Kline

Agenda Items

Organizational Structure Support & Strategic Operations Reports

Extended Leadership Team - Lindsay

- Reviewing mission statement and values and alignment

Plus 6 - Lindsay

- Dr. J established a team of faculty senate, staff council, and student senate to discuss topics important to Northwest (originally 6 people)
- Includes Staff Council executive committee
- Agenda for the most recent Plus 6 meeting was provided with the agenda for this meeting

DEI

- Clarence is meeting with executive committee to discuss DEI this week
- Feedback/Comments: employees appreciated social justice training, DEI employees seem overwhelmed due to employees leaving, need to define a clear goal of DEI, DEI is doing a good job but they need resources and staff, how do the students feel about the DEI changes?

Faculty Senate – Travis

- They haven't met

Student Senate – Natasha

- New advisor – Matt Baker
- New committee assignments this spring and Natasha can provide info if needed
- Scheduling blood drive for April 17 & 18
- Pre-vet club was approved
- Legislative reception in Jefferson City – some students attended and it went well
- Designated Fees – talking about reducing the fees from 50 cents to 40 cents, used funds to renovate Union last year

Board of Regents – Lindsay

- Work session – Chris Hughes gave a presentation related to the vision of Northwest and our current model. Would like to have Chris attend a future staff council meeting to explain.

Benefits & Wellness Committee – Michelle

- TOPS has started and have several employees signed up
- There will not be “Be A Better Bearcat” sessions this spring. Currently evaluating what employees want/need.
- May have a walking challenge – more to come soon.

Diversity, Equity & Inclusion – Civility Committee – Connie

- No report.

UPD Monthly Report to Staff Council

- See 4Up report provided with agenda

Old Business Items

Prayer & Meditation Rooms

- Discussion that Staff Council could help, but not own this project. Room is 2nd floor of North Complex. It needs to be painted and furnished. Can Wellness Services or DEI take on the project?

All-employee meeting

- Comments/Feedback: Prefer to have in August, January one seemed repetitive, guest speakers (at past meetings) added more value than repeating the numbers presented in August, employees are not engaged with the meeting and only attending because it is required, both times (August & January) are in very busy times

All-staff meeting

- Comments/Feedback: Did not seem like the information presented warranted a meeting, timing was poor, appreciated the music, employees appreciate the awards but not the rest, can we just do awards at the all employee meeting or another event (tower service/student employment award ceremony)?, are we just having a meeting since the faculty have a meeting?, employees weren't sure of the point of the meeting, the information regarding employee survey feedback presented at past all-staff meetings was beneficial, could the meetings be held on a NLT member level, emails are not effective methods of communication for some employees including the Facility Services team,
- Email further feedback to staff council email

Employee Satisfaction Survey – Mark

- Questions are selected and include an open-ended question
- Please encourage everyone to take the survey. This is our opportunity for change.
- Intend to set aside work time for employees to take the survey online

Staff Council Scholarship – Shelby

- \$571.68 contributed to the fund since July 1st (one bake sale and payroll contributions)

- Over 30 applicants for the scholarship. Committee must make a decision by March 1st. Committee will validate that the applicants are eligible. Financial need is leading factor for award.
- In the past, they have selected two people. We can award \$1,300 total this year.

Death of a staff member process

- Staff Council will send a card to a family member in the event of the death of a staff member that is currently employed.

HR employee gifts

- HR still has quite a few gifts that have not been picked up. They have sent email reminders. Staff council members will assist with distributing. Michelle will contact the staff council representative for each area that has unclaimed gifts.

New Business Items

University Police Spring Break Event

- Looking for volunteers for March 20th to assist with the event. Shelby Bottiger & Paul Bennett volunteered for 11 – 12. Alex Cruz, Troy Brady & Lindsay Stapley volunteered for 12 – 1. Katrina or Lindsay will provide more information to volunteers.

Jazz Speakeasy

- Fundraiser for Pay It Forward and affiliated with community and DEI
- March 9th 7pm-10pm
- Register by February 28 online to attend: [Click here to register](#)
- 1920s décor, dance floor, Jazz ensemble, Northwest catering, cash bar, live DJ
- Natasha will send sign-up sheet for Staff Council members to help with the event

Chair Elect nominations/ election

- Gabrielle has left Northwest and Lindsay has accepted the chair position. This leaves a vacancy in the chair elect position.
- Troy Brady has accepted the position.

New Members/Election

- Begin process in January
 - List terms for members (Policy Committee)
 - Lindsay will email information to Jack to determine who is leaving the council.
 - Contact leaders for each area to see who is interested
 - Once we have a list of interested individuals, each area votes for their representative(s)
- We would like to align with faculty senate and have the new council begin in August. This allows the current council to finish the fiscal/academic year and ELT/strategic planning. Over the summer, the council would include “old” and “new” members. Can employees stay on the same committee for their entire term for continuity of knowledge? Can at least the committee chairs stay on the same committee unless they move to the executive committee?
- Designated alternates
 - Current policy – if you cannot attend, just send someone in your place.
 - Should we have an official alternate? Yes, the person with the next most votes to be on the council can be an official alternate if the council member cannot attend.

- Staff Council FYI session
 - Should we have a session to let staff know about staff council?
 - Could we do it as part of the March meeting? Yes. Invite others who are interested and do a presentation on staff council at the beginning of the meeting.

Vacant Positions

Executive Committee Membership

- Should committee chairs be included in exec committee?

Leave pool (Policy Committee)

- What can individuals do with sick/vacation time that they cannot use? Central Missouri has a policy. HR will check on what is possible.

Inclement weather (Policy Committee)

- Michelle – HR is working on inclement weather and essential staff procedures. Chris Hughes is working on inclement weather policy. HR to see if a staff council member could be involved.

New Employee welcome approach (Engagement Committee)

- Engagement committee will meet and look at options for welcoming employees and how to get the employees their welcome bags. Can we give campus tours? If anyone has items to be distributed, please give to the committee.

Agenda/minutes communication method

- Is it best to have representatives responsible for sending it to their own areas or should it be sent to everyone through Canvas? Problem – reps may forget or may not know if there are new people in their area. Do people use Canvas?
- Troy is printing the minutes and putting them up in 4 areas for Facility Services to see them.
- Executive Committee will continue to post to Canvas and email to council

Employee Suggestions/Comments/Concerns

Committee Reports

Employee Recognition Committee

- The Staff Commitment to Excellence Awards were given to four award winners at the All-Staff Meeting on Wednesday, January 16th. After the meeting, all award nominees received a copy of their nomination letter. Several people expressed their thanks and appreciation for their award nomination and the kind words written about them.

Outreach Committee

- Scholarship report already provided
- When will the summer bake sale be? Is it part of the staff week?
- They will establish a date.

Policy Committee

- HR will assist Jack with the committee

Employee Engagement Committee

- Employee satisfaction survey is coming.

Announcements

- Finance – Mary Collins accepted the Assistant Vice President of Finance position and Denise Workman has accepted the Director of Accounting & Budget position.
- Purchasing – Ann Martin has retired. Alyssa Pulley has accepted director position. Currently interviewing for a buyer. Please contact Purchasing if you need Banner 9 training or have questions regarding purchasing.
- Owens Library - New library director hired (Lea Briggs)
- Alumni Relations – Working on fundraising, March 1st is deadline for Alumni Association awards
- Auxiliary Services – please keep them in your thoughts as they are dealing with the loss of a student, new employee starting soon
- Facility Services – dealing with the weather, custodial is testing supplies
- Athletics – hosting MIAA indoor tracking meet this weekend, MIAA basketball tournament in Kansas City in March, Alumni events planned after MIAA tournament games, employee appreciation games on February 26th, interviewing for a new position
- Career Services – speed networking today
- Registrar – getting ready for pre-registration, working on undergraduate catalog
- Institutional Research – Working on state compliance reporting, internal surveys, employee satisfaction survey, and other projects.

Next Meeting

March 20th, 2019 at 1:30pm in AD310