

Staff Council Meeting Minutes

Date/Time: June 19, 2019 1:30PM

Location: BD Owens Library, 250

Meeting called by: Staff Council Exec.

Type of meeting: Staff Council Monthly Meeting

Facilitator: Staff Council Exec.

Note taker: Natasha Young

Attendees: Krista Barcus, Paul Bennett, Brandon Bland, Nola Bond, Shelby Bottiger, Troy Brady, Jack Bucy, Jenny Bucy, Katrina Burden, Melissa Cook, Michelle Drake, Clarence Green, Lori Hopkins, Brooke Hull, Erika Lees, Marla McCrary, Connie Murphy, Kiersten Orton, Evan Rand, Lindsay Stapley, Natasha Young

Agenda Items

Presentation

University Expense Procedure – Mary Collins and Denise Workman

- University Expense Procedure: <https://www.nwmissouri.edu/policies/finance/University-Expense-Procedure.pdf>
- Tax Exempt: there are multiple state exemptions based where traveling. To access forms must be signed into myNorthwest. Sales tax exemption can only be used for official university expenses and not personal use. <https://www.nwmissouri.edu/services/controller/tax-exemption.htm>
- The procedure is a constant work-in-progress and is a step in the right direction
- Checklist for approved expenditures
 - Is it a university official business?
 - Did you get approval from your supervisor?
 - Are you using the tax exemption status of the university? All purchases in Missouri are tax exempt and can get certificate online. There are other states that honor MO tax exempt. Let Controller Office know if a business doesn't recognize tax exemption in a state that does honor MO tax exemption.
 - Did you review the applicable sections of University Expense Procedure prior to purchase?
 - Did you review the unallowable expenses? (alcohol, student employee gifts, flowers, etc.)
 - Do you have an itemized paid receipt? IRS examination prompted this change.
 - Are you in compliance with the Purchasing User's Guide?
- Key changes
 - Reimbursements due within 30 days. Due to fiscal year, there could be a tighter timeline.
 - Meal receipts – itemized paid receipts
 - Tax exemption awareness

- Travel meals – meal reimbursement applies when staying overnight or business meals with external guest
 - Tip and gratuity – maximum of 20% of total bill
- In travel status, driving personal, university, or rental vehicles, be aware of liability for insurance purposes. Use Enterprise or Hertz for car rentals.
- Advance conference registration: best to use university purchasing card
- Business meals and department meeting meals: no food at department meetings funded by university monies. Only exemption is if there's an external guest
 - Student engagement, student programming, and external awards are approved.
- All University E&G (A101), Auxiliary (H100), Revolving Funds (Dxxx), and Grant Funds (Gxxx) are university dollars and governed by the University Expense Procedure. Agency/Tfunds (Txxx) that are student organizations in which the University is acting as a bank are not governed by the University Expense Procedure.
- Reach out to Controller Office for any questions
- Plan ahead for travel and get supervisor approval

Review and approval of last meeting's minutes

- Concern about misrepresentation of area updates
- Proposed minutes will be sent to Staff Council members. Any changes need to be sent by Friday at 1pm same week of meeting. Changes will be reflect in final minutes. If no changes need made, final minutes will be sent to members. Minutes will not be sent to areas until the final minutes have been sent.

Organizational Structure Support & Strategic Operations Reports

Extended Leadership Team

- Strategic Planning Session in May – reviewed environmental scan data, SWOT Analysis, strategic competencies, and developed new plan
- Four Strategic Objectives still need to be approved by NLT
 - SO 1: Learners - Addressing changing learner needs
 - SO2: Partners: Addressing workforce and community solutions as a preferred provider
 - SO 3: People - Delivering on the best place to work
 - SO 4: Ops - Disrupting and innovating our business model
- Staff Council will be most included in SO 3
- Next step in action planning is when rest of university gets involved

Northwest Leadership Team

- Clarence Green is new member representative

Faculty Senate – no meetings during summer

- Need a volunteer to represent Staff Council

Student Senate – no meetings during summer

- Need a volunteer to represent Staff Council

Board of Regents – meeting is June 20 at 1:00 pm

Benefits & Wellness Committee – Brooke

- July – renewal for 2020 insurance rates discussions starts in July/August – communication will be sent by October
- Fall 2019 Be a Better Bearcat is focused on mental health – look for communication in August

Old Business Items

Employee Engagement Survey updates

- NLT receives survey results June 19
- Vendor will send results to leaders
- Facilitators will start meeting with leaders

DEI Prayer Meditation Room – tabled

- Justin Mallet has ideas for this room
- Meeting July 1 about this room – there will be an update at July meeting

Executive Chair Nominations

- Executive Secretary: Natasha Young
- Executive Communication: Travis Kline

Committee Chairs

- Employee Recognition Committee
 - Co-chairs: Lori Hopkins and Kiersten Orton
- Outreach Committee
 - Chair: Shelby Bottiger
- Policy Committee
 - Chair: Melissa Cook
- Employee Engagement Committee
 - Voting on chair before next meeting

Vacation policy under review with Policy Committee

- After review of multiple factors, the June 30 date aligns with fiscal year end; vacation policy will stay as is

New Business Items

Title changes and reassignments – Krista Barcus

- Will be discussed at July meeting

Welcome Back Picnic

- All employee meeting is August 16
- Picnic is evening of August 15
- Changes were due to the academic calendar update

Staff Council representation at all employee meeting

- Is it possible for staff recognition awards be presented at all employee meeting?
- No agenda is set yet. Clarence will speak with Dr. Jasinski about allowing Staff Council to have time slot during a meeting

Staff Council website

- Need a picture of Mary Welch and Robert Archer
- Can add events to the calendar on the website – talk to Travis Kline

Committee Reports

Employee Recognition Committee

Outreach Committee

- Concern about a recipient receiving the scholarship more than once – will be addressed at a future meeting
- Bake sale – preparing for bake sale.

Policy Committee

- Previous copies of past charters were found and will be reviewed

Employee Engagement Committee

- Employee Appreciation Week: July 22-26
- Possible idea: Time Capsule in Commemoration of Administration Building fire
- Lunch bags, business card holders, and notebooks were purchased to put in new employee appreciation bags
 - Will talk with HR and discuss the best place for bags

Engagement Survey Action Items

Employee Suggestions/Comments/Concerns

Announcements / Area Reports

- Library: working on strategic objectives
- Archives: getting displays ready for the Administration Fire Commemoration
- International Involvement Center: new acceptances for fall wrapped up; a lot of processing; Study Abroad ready for students to come in fall
- Institutional Research and Effectiveness: attended a Web Focus conference and found that it can be connect with Tableau (no date set on when this will occur); researching the Noel-Levitz Student Engagement Survey and looking at correlation between freshmen and junior responses and if any further questions should be added; Attended Microsoft Summit for Power BI information and will begin testing it on SOAR Survey data to see the functionality of using it on WebFocus. Should not be an additional cost.
- Alumni: wrapping up fiscal year for fundraising; NW Day at KC Zoo and St. Joe Mustangs had a good turn out; preparing for Alumni Chapter new student send offs
- Facility Services: finishing several projects (accessibility at Fine Arts, Roberta Hall remodeling, Hudson-Perrin update); power turn off on east side of campus in July – building is closed when there is no power and communication will go out
- UPD: MO Attorney General hosting Sunshine Training - contact Lieutenant Amanda Cullin for more information; need volunteers for the Parking Ticket committee – contact Katrina Burden; summer parking – need parking permit but can park in any lot; Rosemary Steins is filling in for Katrina while on leave

- Career Services: working SOAR
- Human Resources: working with new employee procedures; year-end budget; contracts
- Wells Hall – will play part in Administration Fire Commemoration; check out new interactive museum
- Finance: preparing for FY19 year-end; awaiting board approval of the FY20 budget; Budget Analyst position posted on website
- Wellness Services: Student Affairs all represented at SOAR; strategic planning process; Green Dot position will be posted soon
- Athletics: busy with camps and tickets; gearing up for fall; still needing to fill Assistant Athletics Director of Marketing and Promotions Coordinator
- Nola: presenting to BOR a 92% of salary match and 2% COLA and strategic objectives
- Residential Life: camps

Next Meeting

July 17, 1:30pm- 3:00pm – Admin. Bldg. 310