

# Staff Council Meeting Minutes

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Date/Time: September 18, 2019 1:30 PM

Location: AD 307

Meeting called by: Staff Council Exec.

Type of meeting: Staff Council Monthly Meeting

Facilitator: Staff Council Exec.

Note taker: Travis Kline

Attendees: Bob Machovsky, Lindsay Stapley, Erica Lees, Clarence Green, Melissa Cook, Hilary Pritchett, Travis Kline, Paul Bennett, Connie Murphy, Michelle Drake, Jenny Bucy, Krista Barcus, Shelby Bottiger, Lori Hopkins, Ashley Strickland, Kirstin Orton, Justin Mallett, Marla McCrary, Holly Kunkel, Troy Brady, Becky Meneely

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## Agenda Items

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### Organizational Structure Support & Strategic Operations Reports

Extended Leadership Team – no report

Faculty Senate –no report

Student Senate – no report

Board of Regents –

Recognitions:

John Carr- awarded Governor's Award for Excellence in Education

Ruth Kemper- selected to serve on the Midwestern Higher Education Compact Master Property Program leadership committee representing Higher Education Institutions

Faculty appointments: approved

Multi-year contracts:

ERP (Banner/ Ellucian) additional resources to add to contract was presented on 6/3/19- 5 year contract renewal- approved

Evisions- 3 year period renewal- approved

Benefits & Wellness Committee – Emails about Health Risks Assessments sent out, sign up is open, employees can also fill out an alternative means form to have filled out by their doctor and fax to BCBS directly (not to HR). \$20 fine for not completing either one. Open enrollment is being worked on with more info coming out in early October.

### Old Business Items

All employee meeting – Feedback from council: Interactive portion was enjoyable (and shared with each NLT member), Mosaic discussion with Dr. J was appreciated, more information on SOs could have been sent out electronically after meeting, some employees thought there was info repeated at a very busy time of year

Employee engagement survey and feedback sessions – Started sessions – 7 facilitators from SC working on them, must be done by Oct 15<sup>th</sup>, Oct 30<sup>th</sup> we will meet with Faculty senate to create common themes

to present to NLT in early November and the BOR in December, leaders should have their data now and they have had several messages about it (data is only good for 30 days and there were some firewall issues) – important to send feedback info back to leader after sessions

Employee appreciation week – Social was a success, other feedback: maybe do one event versus daily events, popsicles were popular, some wanted social earlier in the day (lunch time)

## **New Business Items**

New Outreach Committee chair – Shelby B leaving NW so we need to replace her as chair on Outreach committee (Ashley Strickland and Jenny Bucy) will co-chair

## **Committee Reports**

### Employee Recognition Committee

- Employee recognition awards – discussed moving awards to July in employee appreciation week as an EOY celebration

### Outreach Committee

- National Custodial Day update – new expense procedure does not allow us to do the same food (breakfast and dinner) for NCD, but council members are welcome to bring treats from home on Oct. 2<sup>nd</sup> to help celebrate custodians, Krista clarified why the new policy is this way

### Policy Committee

- Charter progress update – work has started to refine and will be presented to council in the future – policy committee has created a Smart Sheet to redefine the committee, they ask other committees do something similar by the next meeting in October.
- Vacation bank update – meet to discuss options, but waiting to hear back from legal counsel for options to take to leadership
- Going to the BOR in December: Feedback needed by October 1<sup>st</sup> to HR office
  - Essential staff policy updates: tracking current policy is very hard to track and causes staffing issues, looking at possibly saying Essential staff gets time and half during emergencies even with less than 40 hours worked that week – feedback is welcome to Michelle or Christa in HR
  - Tuition/ fee waiver policy changes: current fee waiver requires employee to be here for one year of service before it kicks in and we would like to make it upon hire, name may cause some confusion on what is covered, wondered if dependent coverage should be the same
- Not going to BOR but also discussed:
  - Incident/accident procedure: damage of \$500+ currently requires a drug test (but not all follow it), want to make it a procedure based on “reasonable suspicion” not the amount of damage done – this same process is used for other areas with employees and HR would like to make everything more consistent

### Employee Engagement Committee

- Halloween activities?
- Met yesterday – talked about Employee Appreciation Week and possibly partnering with recognition committee for future (overlapping responsibilities)
- Bob suggested Holiday Coffee could be co-hosted by Staff Council and Alumni (Dec 4<sup>th</sup> from 7:30 am to 10:30 am at Alumni House)

- Seeking suggestions by next meeting for possible Employee Appreciation Week activities
- Christa suggested partnering for December holiday meals and NW Football and Basketball staff appreciation events

## Employee Suggestions/Comments/Concerns

### Announcements / Area Reports

- Missouri HOPE needs volunteers – 1<sup>st</sup> weekend in October and need volunteers to help for Friday night and all day Saturday – contact Dr. Peter Adam for more information (also on Facebook)
- Area reports:
  - Accounting: Allison Kemper- Accounting Manager, accepted position as Budget Analyst, will continue to perform Account Manager duties until position is filled
  - Bursar/ Cashiering: Ashley Henggeler accepted the position of Bursar
  - Purchasing: Reminder to check the “how to purchase office supplies” guide on Purchasing’s website and continue to use Central Stores until supplies are depleted. We have various supplies available to Departments for free in surplus- binders, hanging file folders, etc..
  - Res Life: new positions posted, Wellness has new Green Dot coordinator
  - Athletics: fall sports underway, volleyball #15 in nation right now, soccer is going to video stream online this season, Admin team member is leaving and position is now posted
  - Alumni: Fundraising underway, faculty/staff campaign gets going in October, public phase of Forever Green campaign starts in November and want more staff to contribute, Shelby’s job is posted now, Alumni award banquet upcoming – Turret award allows for staff member to be awarded
  - IIC: Ashley is gone now, position is posted now, new Spring student numbers are looking good, Study Abroad apps are due October 1<sup>st</sup>
  - Custodial: Future talks with Dr. J were successful, standardizing work ongoing
  - IT has hired a new employee and have an offer out, IRE now has Dr. Tyler Tapps doing a fellowship with them, they are in the process of developing a university-wide completion survey
  - Facility Services: lost a VP recently, work is going but is a bit behind
  - Library: Hours have been adjusted, event coming up for BD Owens
  - DEI: Programming going on, lecture tonight, next week (Sept. 23<sup>rd</sup>) Adam will holding tortilla making workshop for LatinX awareness month with movie following, Sept. 25<sup>th</sup> will be Bearcat Dialogues from 11:30 am – 1 pm session and hope to do one per month, work on February 2020 conference ongoing
  - Provost: Normal school work underway
  - HR: Performance evals are due October 1<sup>st</sup>, looking for ideas for recognition dinner table gift ideas (low budget)
  - UPD: Pizza a police served about 800 students, working with partners to better serve student needs, will recognize service or staff and students in near future, grant asks in process
- Orientation dates for 2020-2021:

## 2020-2021 Orientation Dates

Event:	Date:	For Semester:
<b>Transfer and Returning New Student Orientation</b>	Friday, November 8, 2019*	<b>Spring 2020:</b> Classes begin Wednesday, Jan. 15
	Friday, December 6, 2019	
<b>Winter Welcome</b>	January 13 - 14, 2020	
<b>Transfer and Returning New Student Orientation</b>	Friday, April 10, 2020*	<b>Fall 2020:</b> Classes begin Wednesday, Aug. 19
	Friday, April 24, 2020	
	Friday, May 15, 2020	
	Friday, July 31, 2020	
<b>SOAR</b>	Friday, June 12, 2020	
	Saturday, June 13, 2020	
	Tuesday, June 16, 2020	
	Wednesday, June 17, 2020	
	Friday, June 19, 2020	
	Saturday, June 20, 2020	
	Tuesday, June 23, 2020	
	Wednesday, June 24, 2020	
	Possible: Friday, June 26, 2020	
<b>SOAR Make Up Day</b>	Thursday, July 30, 2020	
<b>Advantage</b>	August 15 - 18, 2020	
<b>Transfer and Returning New Student Orientation</b>	Friday, November 6, 2020*	<b>Spring 2021:</b> Classes begin Wednesday, Jan. 13
	Friday, December 4, 2020	
<b>Winter Welcome</b>	January 11 - 12, 2021	

### Next Meeting

**October 16, 1:30pm- 3:00pm – Admin. Bldg. 310**