

Staff Council Meeting Minutes

Date/Time: July 17, 2019 1:30PM

Location: AD 310

Meeting called by: Staff Council Exec.
Type of meeting: Staff Council Monthly Meeting
Facilitator: Staff Council Exec.
Note taker: Natasha Young
Attendees: Robert Archer, Brandon Bland, Caleb Booth, Troy Brady, Jack Bucy, Jenny Bucy, Melissa Chesnut, Melissa Cook, Michelle Drake, Travis Kline, Holly Kunkel, Erika Lees, Marla McCrary, Connie Murphy, Evan Rand, Lindsay Stapley, Ashley Strickland, Mary Welch, Natasha Young

Agenda Items

Organizational Structure Support & Strategic Operations Reports

Extended Leadership Team – no report

Faculty Senate – no meetings during summer

Student Senate – no meetings during summer

Board of Regents – Lindsay

- Met on June 20
- Recognitions – Debra Roach appointed to Board of Regents effective June 2019, Selena Foreman named the Midwest Regional Student Employee Supervisor (first time in Northwest history); Matt Baker on MOSIAC Life's Board of Trustees; Nola Bond departed at the end of June after six years at Northwest; Debrielle Patee-Merill won first runner up at the Miss Missouri Pageant
- Approved the appointment of faculty for 2019-2020 academic year
- Approved the revision of the Financial Assistance Satisfactory Academic Progress (SAP) policy, reflecting 180 maximum allowable hours.
- Approved the Ellucion Banner software maintenance agreement for 3 years
- Approved the Education and General Auxiliary Services FY20 budget
- The Ag Learning Center initiative received a \$2.5 million in funding from the state. \$6.2 million of the \$8.2 million goal has been raised. In August, the foundation board will vote on taking the campaign into the public phase.

Benefits & Wellness Committee – Michelle

- Creating the events for the Fall

Old Business Items

Prayer Meditation Room – get info from Lindsay

- Thank you to Justin Mallet, Clarence Green, Auxiliary Services, Residential Life and Northwest Wesley Foundation for collaborating and finding the best available space for our Bearcat Community to contemplate, meditate, reflect and pray.
- The Northwest Wesley Foundation will now serve the Bearcat Community to support interfaith practices, as well as, stress reduction. It is available for quiet contemplation, meditation, reflection and prayer.
- Available for all students, faculty, and staff during normal hours of operation and when space is available. The room will be ready by this Fall.
- For more information please visit www.NORTHWESTWESLEY.COM

All Employee Meeting

- August 16: breakfast from 7:30-8:20 am and meeting from 8:30-9:30 am
- No all staff meeting
- Dr. Green is working with Dr. Jasinski to see if Staff Council can collaborate with Faculty Senate to discuss the next steps for the employee engagement survey. If so, we can possibly mention that recognition awards process will be starting soon and be on the lookout for communication.

Employee engagement survey

- Senior Leadership are receiving an email from WorkForce Science on July 26th with a breakdown of department level. Senior Leadership has been tasked with creating the department feedback sessions (e.g. if two departments are placed under the same leader in one feedback session).
- Facilitators will reach out to Senior Leadership to establish a feedback session and will work with Senior Leadership to create the meeting invite. Department results will be sent in the meeting invite along with questions to consider for the feedback session.
- During the feedback session, the Senior Leader will present the findings and then leave the room. Facilitators will start the feedback session and establish goals for the department and institution.
- Leaders of People and NLT will be in a group led by Krista Barcus.

Student Senate representative

- Proposing that a student from Student Senate attend Staff Council meetings

New Business Items

Convocation – August 20 at 3:30 in Bearcat Arena; Staff are invited to attend

March to the Tower – August 20 at 4:00 along the sidewalk by the Bell Tower; Staff are invited to attend

Directory for Staff Organizations on campus

- This would be for new staff that would like to be involved.
- Information will be placed in new employee gift bags and Staff Council Website.
- Send organizations related to staff that you know of to Staff Council email. Lindsay will compile the list.

Contracts

- Are not required by exempt or non-exempt employees but faculty still get one.

Compensation statements

- They pull a years' worth of information and show the benefits and the past fiscal year salary that make the total compensation for each employee. The statement also includes the new salary for fiscal year.
- HR is using a new vendor, so the process is new. They have to check each report manually for correct information.
- Unsure of timeline of how soon statements will go out.

Salaries - Budget

- The 2% COLA was approved and will be seen in July's paycheck (faculty will see the change in August). Positions that didn't reach 92% of market last year were increased to the 92% this year. Employees were given the 92% if applicable before the COLA was applied (all employees received the COLA). The 92% is due to the budget restrictions. The plan is for all employees to get to 100% of market but this must be taken in stages due to the budget.
- All employees are at 92% this year.
- Market is primarily based on CUPA for the match but do use Compdata.
- Supervisors can get their employees' information about percentages to market from HR. That information has to be pull manually.
- HR is reviewing different ways for compensation for employees

Committee Reports

Employee Recognition Committee – no report

Outreach Committee

- Advantage Week – Water station
 - Move-in day is on a Saturday this year
 - Usually manned by Alumni House and Staff Council
 - Concerns:
 - HR said that if someone hands out water at the advantage water station, they are “on the clock” and need paid for their time.
 - Alumni staff is not here
 - Alumni House supplied the water in the past because Staff Council did not have a budget. Now that there is a budget, they would like Staff Council to supply the water. Alumni House can still supply the tenets and coolers.
 - Shelby Bottiger and Lindsay Stapley have other commitments.
 - This event takes a lot of volunteers to set up, tear down, and man the station.
 - Shelby reached out to Kat Falke who suggested handing out water at the Backyard Bash (optional for students) or Helping Bearcats Succeed (required on Sunday).
 - Thoughts or suggestions
 - There will be employees working from Facility Services and Custodial that Saturday. However, time handing out water needs approved by supervisor.
 - Have the water available at Convocation instead. This would require more water though.
 - Not hand out water this year during move in day.
- Bake Sale is next Tuesday, July 23rd! Don't forget to sign up and/or come over to help support the Northwest Staff Council Scholarship <https://docs.google.com/spreadsheets/d/14okg2MYp-hIDwVON26obVNHR1AHahXo9U00thtSFwXQ/edit?usp=sharing>.

- National Custodial Day is on October 2. If you have any ideas on how to celebrate them, please let Shelby know (SHELBYL@nwmissouri.edu). Traditionally they get breakfast and dinner and some sort of thank you message.
 - Possible ideas: movie tickets or Chamber Bucks. Those two options include employees from all shifts.

Policy Committee

- Charter vs. bylaws
 - Discussing the best way to update the charter and making it more specific.
 - Will start with updating the committee descriptions. Asking committees to update their description based on the Policy Committee's description that will be presented at the September meeting. Each committee will receive feedback.
 - The committee will create an outline for the process and share it with leadership for feedback.
 - The goal is to have the preliminary committee descriptions done by October meeting.
- Vacation bank
 - Policy is under review. Next meeting is August 20 for further discussion for the policy to possibly be put in place.
 - The committee is working with other departments. Vacation is being reviewed due to budgets and other restrictions. Lawyers are hesitant to allow for policy due to liability.
 - Sick Leave is not an option since it's reported to MOSERS. A vacation bank is allowable by the State of Missouri (for state of emergencies or other emergencies) and it is up to the university on having such a policy. The university would need approval from state to place the policy.
- Extreme weather policy and reasonable suspicion policy
 - Extreme weather policy will be discussed in fall
 - Reasonable suspicion policy – Policy is under review. Occurs when a supervisor suspects employee to be under influence and ask for verification of suspicion by another employee (typically UPD) and then can ask for evaluation. The drug test is not based on a dollar amount but a report is still made with an accident. This policy is being reviewed in conjunction with accident policy.
- Essential Staff policy – Policy is under review. Send questions or concerns about policy to Melissa Cook (MCOOK@nwmissouri.edu)

Employee Engagement Committee

- Employee Appreciation Week – Find more information on the Staff Council webpage
 - July 22 – Delivering popsicles from 1-4pm. There will be 3 golf carts to help in delivery. Leftover popsicles will be placed in freezers at Facility Services and UPD.
 - July 23 – Bake Sale from 11-2pm at the Student Union, 2nd floor.
 - July 24 – visit the Commemoration of Administration Building Fire and KXCV Open House in Wells Hall
 - July 25 – Social at the Pavilion from 4-6pm. Must have your ID to take advantage of the alcoholic beverages. Menu includes veggie trays, sliders, egg rolls, cookies, chips and salsa, water, tea, mocktails, and tailgate bar. There will be yard games. Music and TVs will be inside the pavilion. University Policies apply (Kind reminder that you cannot have an alcoholic beverage if you have to go back to work after the social).

- July 26 – Chat with a Cat at the Track at Hughes Fieldhouse from 12-1pm. Come and go event.
- Employee gifts bags – located in HR and they will give the bags to new employees. Bags include business card holders, notebooks, lunch bags, and other goodies.

Engagement Survey Action Items

Employee Suggestions/Comments/Concerns

Announcements / Area Reports

- Custodial Services: Uniform fitting coming up (Farm & Facility Services) on August 8; Recognition Picnic was on June 30; Facility Services Realignment between Operations and Capital Programs (AVP of Capital Programs and AVP of Operations of Facility Services); Facility Crew did a great job due to the Union water leak!; Custodial still looking at foaming hand soap; Partnering with HR (Essential Staff Policy and Post Accident Policy); 2 new babies in the area (Shannon Long and Chris Redmond); Positions open (2 FTE and 1 PT and 1 driver)
- Student Affairs: Assistant Vice President of Student Affairs for Title IX and Equity position is posted; currently in the hiring process for a Green Dot Coordinator; programming around camps and move in day
- Provost: doing academic related things
- International Involvement Center: getting ready for new students and orientation; there are currently 85 new students in the fall
- Study Abroad: 6 exchange students coming in the fall
- Institutional Research and Effectiveness: continuing research on Noel-Levitz Student Engagement Survey; continuing research on the graduation survey; updating reports; Anna is working with HR on compensation statements
- College of Arts and Sciences – getting ready for students
- Bursar/Cashiering/Finance: get football season tickets now if you were a past season holder; Fall bills will come out this Friday and are due in full by August 15 or on a payment plan by August 14; in process of hiring for Bursar position. Diana Heitman will be the Interim Bursar until the position is filled
- Library: strategic planning
- Career Services: ready for new students; making renovations to office, so come visit during the Commemoration of Administration Building Fire event
- Facility Services: Roberta Hall almost finished, power shut off going on right now
- Landscape Services: Wants rain!; trying to keep things green
- Marketing and Communication: foundation campaign; branding; football video board; lots of projects!

Next Meeting

No meeting in August

September 18, 1:30pm- 3:00pm – Admin. Bldg. 310