

Staff Council Meeting Agenda

Date/Time: Nov 20, 2019 1:30 PM Location: AD 310
Meeting called by: Staff Council Exec. Type of meeting: Staff Council Monthly Meeting
Facilitator: Staff Council Exec. Note taker: Travis Kline
Attendees: Travis Kline, Lindsey Stapley, Troy Brad, Adam Gonzalez, Bob M, Connie Murphy, Erica Lees, Michelle Drake, Lori Hopkins, Ashley Strickland, Jenny Bucy, Becky Meneely, Kiersten Orton

Agenda Items

Organizational Structure Support & Strategic Operations Reports

Extended Leadership Team:

No update until 2020

Faculty Senate:

Evan – no update

Student Senate:

Natasha – will be sharing future minutes from meetings – Student Senate debate tonight (11/20) at 5 pm

Board of Regents:

Lindsay – work session last week – will attached agenda and presentations that were discussed

Benefits & Wellness Committee:

Michelle – information send for “Maintain Don’t Gain” challenge also working on *Being a Better Bearcat* program

Old Business Items

Service project update: Holiday Tree Lighting and collection – trees across campus to collect donations (some areas are just bins)

Employee engagement survey: Facilitators need to send feedback to leaders

New Business Items

Benefits and Wellness Committee: Representative needed they meet last Thursday of month (3:30 – 4:30 pm) – we can reach out to see if there are any SC volunteers

HR policy updates:

6.5 Reduced Tuition Policy

Benefit for employees and their dependents are eligible for a reduced tuition fee.

Proposed Revision:

Effective upon hire date as opposed to 1 year of employment for employee and dependents

4.9 Payroll Deductions- Addition

The following will result in an automatic payroll deduction from the employee’s next regularly scheduled payroll

Any unallowable expenses per the University Expense Procedure

Any expenses not supported with an itemized, detailed receipt

Any past due balances greater than \$200 on employee’s 919 account

Essential Staff Policy

Current Policy:

Essential staff reporting to work or non-essential staff who are asked to report to work during a University closing or cancellation will receive his/her regular pay. In addition, he/she will

receive time off equivalent to the hours worked while the University is closed, up to 8 hours. This compensation time must be used in the same increment of time as awarded and within 30 days of the closing or cancellation.

Policy Proposal:

Essential staff reporting to work or non-essential staff who are asked to report to work during a University closing or cancellation will receive one and one-half (1.5) times his/her regular working hour rate of pay.

2.5 Illegal Drug and Alcohol Policy

Current Policy:

Post-Accident. An Employee who is involved in an accident or other incident while on University business that results in injury and/or property damage of \$500 or more will be subject to drug/alcohol screening.

Policy Proposal:

Post-Accident. An employee who is involved in an accident or other incident while on University business that results in injury/ and or property damage who exhibit signs of impairment will be assessed using reasonable suspension and may be asked to report to a testing facility for drug/alcohol testing.

Title VI- Non-Discrimination and Anti-Harassment Policy and Procedures

Name changes to incorporate AVP of Title VI and AVP of Human Resources – remove employees who are no longer in those roles.

Tuition Exchange Program- This is not in the handbook but is an update from Human Resources. In recent years, there was a brief period when Northwest wasn't in the program. We are back in the program and are working to shape the program and close gaps, the current process is not manageable. An area that needs defined is the criteria used for acceptance. The Department of Human Resources is asking for representatives from Faculty Senate and Staff Council as well as stakeholders to help define the program.

Consistent New Employee Orientation Dates- This is not in the handbook but is a process improvement for Human Resources and Hiring Manager

Current State:

Human Resources is offering new employee orientation in an inconsistent manner creating inefficiencies for the hiring process and payroll practices.

Proposed Process:

Human Resources will offer scheduled New Employee Orientation on the first working day of the month and on the 3rd Monday. Dates discussed with Payroll.

Communication will be provided at the Leadership Forum in December.

Schedules for the year of the New Employee Orientation dates will be provided to all Hiring Leaders in advance.

Committee Reports

Employee Recognition Committee: No update

Outreach Committee: Staff Council will be helping with the holiday coffee on December 4 from 7:30 – 10:30 am

Policy Committee: New committee descriptions/details have been shared – discussion will prompt more edits

Employee Engagement Committee: Had a meeting on 11/19 and want to meet with Human Resources and Staff Council president to see what can and cannot be done to help inform future actions/programming, thinking about a possible fundraiser to fund future efforts (faculty senate has something similar)

Employee Suggestions/Comments/Concerns - none

Announcements

Northwest Ally group: Ally for Social Justice: B.D. Owens Library Meeting room from 4-5pm on Mondays - next meeting December 9

Professional Development:

- Bearcat Dialogue- November 20th- email J. Mallett
- RESPOND Training- January 14th
- CATS 2.0: 1-day class - The foundational Decision-Making Model at Northwest. This class teaches you how to use a standardized decision process that produces creative and logical solutions. The CATS 2.0's standardized process will enhance your problem-solving skills and aide in the production of information and decision papers and briefs at Northwest. This will be the standard for making and receiving recommendations and solving problems at Northwest. Attendees will learn how to utilize and produce decision briefs, analytical tools and R.A.C.I. All faculty and staff are welcome to attend this development opportunity.
 - Additional Dates: November 22nd & December 5th
- Prioritization and Information Brief: The Northwest Standardized Information Paper/Brief are designed to teach you how to best present information to peers and leaders at Northwest. The prioritization tools will specifically address how we can focus our work and deploy resources. All faculty and staff are welcome to attend this development opportunity.
 - November 21st: 8am- 12pm OR 1-5pm

Area Reports

Facility Services: Power outages next week for maintenance (including Hughes Fieldhouse), many new things going on, new VP settling in

Athletics: Football playoffs, basketball and volleyball ongoing, volleyball in KC this week, Men's cross country team in nationals in California this Saturday, student athletes will do a talent show as part of SAC to raise funds for charity

HR: Health Risk online portion needs to be done by end of November (can check on portal) you will get an email if you have not completed it, University closed on Wednesday through Friday next week for Thanksgiving holiday

Alumni: Tailgate this Saturday, Holiday Coffee Dec 4, NW Grad Fest Dec 11 for December graduates 3-7 pm

Library: New paint and carpet, finals hours start the Sunday after break

Int office: International Education Week is going on this week with several events around town, new spring student work ongoing, recruitment wrapping up for fall

Study Abroad: Photo contest for International Education Week

DEI: Celebration of Success and Lavender graduation in December, hiring a new employee soon

Career Services: PBL Palooza was success, NW Grad Fest upcoming, wrapping up fall semester

Wellness: RESPOND training on January 14 can register online now, workshops very successful this fall, Stress-less Fest is coming up on finals week

Accounting: New employee starting December 2

Payroll: Employees can electronically sign for W2s now on CatPAWS

SSC: Wrapping up advisement, hiring a new advisor and student employees

Next Meeting

No December meeting

Wednesday, January 15, 2020 @ 1:30 PM in Admin 310