

Staff Council Meeting Minutes

Date/Time: April 17, 2019 1:00PM

Location: Station Center Room

Meeting called by: Staff Council Exec.

Type of meeting: Staff Council Monthly Meeting

Facilitator: Staff Council Exec.

Note taker: Natasha Young

Attendees: Lindsay Stapley, Troy Brady, Alex Cruz, Natasha Young, Hilary Pritchett, Mary Welch, Holly Kunkel, Travis Kline, Mark Hendrix, Brandon Bland, Paul Bennett, Evan Rand, Justin Mallet, Melissa Cook, Melissa Chestnut, Ashley Strickland, Kiersten Orton, Lori Hopkins

Agenda Items

Welcome New Members

Campus Internship Policy Presentation

- Current policy on campus is internships have to be for credit and non-paid. Career Services wants to update the policy to allow student employment funds for internship pay. Working to make this effective in fall.
- Supervisor toolbox will have more information.
- Meet with Travis or Jill in Career Services to see if student employee position can be changed to paid internship.

Organizational Structure Support & Strategic Operations Reports

Extended Leadership Team

- Redefining Core Competencies
 - Identifying if STIR is valuable
- Beneficiaries and collaborators at institution to prepare for strategic planning

Faculty Senate – Travis

- Employee Satisfaction Survey: schedule doesn't allow for department feedback in time before summer break, so some department meetings not held until fall
- Academic calendar: planning to change schedule around holidays
- Research opportunities: grants to secure funding for students
- Elections

Student Senate – Natasha

- Red Sand Project: April 17 starting at noon at Bell Tower. Dr. Elyssa Ford is giving a short presentation. The Project raises awareness for human trafficking.
- Executive Board for 2019-2020:
 - President: Asma Hassan

- Vice President: Kirayle Jones
- Executive Secretary: Abha Niraula
- Executive Treasure: Debrielle Patee-Merrill
- Last meeting for the year is April 23. No meetings over the summer.

Board of Regents – Lindsay

- No report

Benefits & Wellness Committee – Michelle

- “Bounce” program

Diversity, Equity & Inclusion – Civility Committee

- Committee is under review

UPD Monthly Report to Staff Council

- No reports going forward

Area reports

- In the future, each representative should report from all areas that they represent

Old Business Items

Prayer & Meditation Rooms

- Meeting scheduled for April 29

Underrepresented Student Retention

- Report from Justin Mallett’s presentation
 - 10 factors that represent underrepresented students on a predominately white campus
 - One goal is to change language used at Northwest and having a more inclusive view

Employee Engagement Survey

- Northwest’s dashboards/results should be ready in 1-2 weeks
- Scheduling facilitator training
- Staff council representatives and HR representatives will do the feedback sessions

Employee Engagement Survey Action Items

- Update on our progress towards meeting the action items identified after the employee engagement survey

All Staff Meeting

- Plan to transition to once a year but no set date yet. We will need to coordinate the date in advance for the Staff Council Commitment to Excellence Awards.

New Business Items

Officer Nominations

- Announce officers at the May meeting
- Secretary and Communication Chair open
- Email <mailto:staffcouncil@nwmissouri.edu> if interested. State the position you're interested in.

Committee Selection

- Ballot will be going out to select a committee
- Recognition Committee
 - Identify the wonderful things staff does for the university
 - Commitment to Excellence Awards
 - Helped with Student Impact Awards
 - Help celebrate when staff members get their degree
- Employee Engagement Committee
 - New employee gift bags
 - Employee Satisfaction Surveys
- Policy Committee
 - Any area concerns would be filtered to Policy Committee
 - Update Charter: current policies being reviewed: accident policy and extreme weather policy
 - Elections
- Employee Outreach Committee
 - Staff Council Scholarship

Committee Reports

Employee Recognition Committee – Marla

- No report

Outreach Committee – Shelby

- April 16 Bake Sale - \$632 raised

Policy Committee – Jack

- Policy availability and change notifications
- Inclement Weather Policy & Essential Staff Policy
- Leave Bank

Employee Engagement Committee – Mark

- Plan to review the employee engagement survey results
- New employee welcome approach

Employee Suggestions/Comments/Concerns

- Make adjustments to email about Staff Council nominations

Announcements / Area Reports

- Facility Services: recommendations for project for summer need sent to Facility Services as soon as possible to be added to growing list.
- Custodial: see attached
- Career Services: all events are over for year. Planning events for fall. Offering camps this summer. Paid internship process. Send success stories to Career Services that pertain to student jobs or internships.
- Marketing: athletic posters will be done early. Getting ready for commencement.
- Resident Halls: Students move out in about two weeks and start preparing for camps and conferences.
- DEI: updating Social Justice Institute to include more topics. Celebration of Success Ceremony on May 3. Developing plan for future and direction of DEI.
- Wellness Services: Stress Less Fess on April 29. Awarded grant to start Hope for All.
- Institutional Research: Several surveys are circulating around campus. Any requests for reports that need updated every term can be sent now. Compliance report for IPEDS completed last week. May 9 is annual retreat.
- Student Success Center: advisors are meeting with students to prepare for fall. Updating Advantage Week schedule.
- Athletics: dedication of Mark Rosewell Tennis Center. Spring sports are finishing up in next couple of weeks. Process of hiring Deputy Athletic Director. Business Operations Director, Tyler Nehring, was hired.

Safe Zone Training

Next Meeting

May 22, 1:30pm- 3:30pm – Location TBD

NOTE Date change