

Staff Council Meeting Minutes

Date/Time: May 22, 2019 1:30PM

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: Brandon Bland, Troy Brady, Jenny Bucy, Katrina Burden, Melissa Chesnut, Melissa Cook, Alex Cruz, Mark Hendrix, Travis Kline, Holly Kunkel, Erika Lees, Bob Machovsky, Justin Mallet, Kiersten Orton, Hilary Pritchett, Evan Rand, Lindsay Stapley, Ashley Strickland, Natasha Young

Agenda Items

Organizational Structure Support & Strategic Operations Reports

Extended Leadership Team- Alex

- Northwest leaders met the week of May 14 for Extended Leadership Team meeting. The goal of the meeting was to review the strategic objectives and think strategically in identifying potential innovations and initiatives to make our university more successful for the future. The ELT discussed conducted a PESTO analysis to identify political, economic, societal, technological, and organizational trends that we as a university must be aware of. The ELT spent several days identifying and discussing the strengths, weaknesses, opportunities, and threats (SWOT) facing Northwest and the higher education landscape as a whole. From these discussions, we have identified some key strategic objectives. Further action will be taken to compile and define these objectives so that we can create actionable items to help achieve such objectives. The four main areas of emphasis are: Learners, Partners, People, and Operations. In June there will be an additional ELT meeting to further define and validate these points of emphasis. There will be more to come soon.

Faculty Senate – Travis

- No report

Student Senate – Natasha

- No report

Board of Regents – Lindsay

- Approved all of the following: Academic Administration withdraw policy, 2020-2021 Academic Calendar, TouchNet subscription, multifunction devices is changing companies and machines will be upgraded

Benefits & Wellness Committee – Michelle

- No report

Diversity, Equity & Inclusion – Civility Committee

- Committee is under review
- Waiting for Associate Provost for DEI to be hired for a decision to be made

Old Business Items

Prayer & Meditation Rooms

- DEI is looking at Peer 36 (list of schools that are similar in size within region)
 - Investigating other institutions that have a similar room and managing department.
 - Investigating institutions that don't have similar room and where students can go in the community.

Employee Engagement Survey

- Results are not available yet
- June 19 – presented to NLT
- Facilitator's training is complete
 - Mark Hendrix and Lindsay Stapley have made a list of who will be attending each meeting. List will be sent soon.

New Business Items

Chair Nominations

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

Committee Selection/ Work session

- Faculty Senate and Student Senate representatives will be decided at next meeting
- Outreach Committee: Shelby Bottiger, Jenny Bucy, Brandon Bland, Ashley Strickland, Robert Archer
- Employee Recognition Committee: Hilary Pritchett, Katrina Burden, Melissa Chesnut, Lori Hopkins, Kiersten Orton
- Employee Engagement Committee: Marla McCrary, Erika Lees, Connie Murphy, Bob Machovsky, Caleb Booth
- Policy Committee: Justin Mallett, Paul Bennett, Evan Rand, Melissa Cook, Holly Kunkel, Jack Bucy, Mary Welch

Committee Reports

Employee Recognition Committee

- Co-chairs: Lori Hopkins and Kiersten Orton

Outreach Committee

- Chair: Shelby Bottiger

Policy Committee

- Voting on chair at next meeting

Employee Engagement Committee

- Voting on chair at next meeting

Engagement Survey Action Items

Employee Suggestions/Comments/Concerns

- Policy Committee will review
 - Vacation policy: Timeline to use vacation is by June 30 every year due to fiscal year end. June is a busy month and it's hard to get all of the vacation used by then. Leave balance isn't accurate so it's hard to know how much time needs used. Can vacation time be changed to July and August?
 - Title changes/reassignments: There needs to be a consistency of job postings. When does a job need to be posted and employee needs to reapply vs. no posting necessary? Does the 60% change in description apply?
 - See if there's a policy. If not, one needs made.

Announcements / Area Reports

- Facility Services: small summer projects; Capital Improvements renovations underway; keep sending work orders and don't wait until end of summer
- Athletics: Deputy Athletic Director hired; Assistant Athletics Director for Marketing and Promotions Coordinator posted; Tennis in Florida for Nationals and won first round; getting ready for fundraising and summer camps
- Student Affairs: Title VI and IX under Student Affairs; Title coordinator being hired; ADA will be under Wellness Services; Danielle Koonce (Green Dot) is moving to a different institution so another coordinator will be hired; RESPOND training September 24 and January 14
- Institutional Research: Name changed to Office of Institutional Research and Effectiveness; retreat at NWKC to work on initiatives for this year and what can be stopped its effect on different offices; reports that weren't functional should be functional now; Mike McBride and Melissa Cook collaborating on graduate research and would like any departments survey results targeted at graduate students to be sent to them
- International Involvement Center: many trips abroad; students getting accepted for Fall; students getting VISAs; international education conference in Washington, DC next week
- Custodial: in process of cleaning dorms and spending more than half time in dorms; fully staffed and have supervisor
- Career Services: North Complex Career Closet still accepting donations but rooms are moving and changing hours to open from Monday-Thursday; Chat with Cat on the Track will be for staff and every Friday 11-1 at Hughes Fieldhouse; paid internships in effect in fall. For more information, look under Faculty/Staff on Career Services website or talk to Travis Kline
- Residential Life: getting ready for summer camps; fully staffed
- Health Services: hiring for MOERA position
- Marketing: new website launched but still working on pages within site; fall sports shots; Recreation Center is getting branding
- Auxiliary Services: new carpet on 3rd floor in Union
- Alumni: June 1 - Bearcat Day as KC Zoo; June 8 - St. Joe Mustang game (for free tickets, contact alumni office); student send offs

- Student Success Center: preparing for SOAR; Student Services Fair is moved to early morning in PAC (groups involved have been notified); finance and bills presentation has been updated and financial assistance package letters can be picked up at SOAR
- UPD: fully staffed; need volunteers for Parking Ticket Committee. If interested, email Katrina with questions or volunteering
- Library: working on strategic objectives
- DEI: office is moving under the provost area; getting program set for fall semester; providing summer training for inclusion for faculty and staff; Maryville School district trainings for teachers
- Finance: Vice President of Finance secretary is Jessica Henry; pay attention to dates for purchasing and accounting deadlines
- Bursar/Cashiering: Summer bills were due May 15; students with questions about payment plans need to contact the Bursar's Office

Next Meeting

June 19, 1:30pm- 3:00pm – Admin. Bldg. 310