

# Staff Council Meeting Minutes

Date | time 6/20/2018 1:30 PM | Location AD—310

Meeting called by Staff Council Exec.  
Type of meeting Monthly Meeting  
Facilitator Staff Council Exec.  
Note taker Alyssa Pulley  
Timekeeper Alex Cruz

## Opening Notes:

Attendees :  
Alex Cruz X  
Gabrielle Hawkins X  
Ashley Henggeler   
Samantha Cole   
Alyssa Pulley X  
Travis Kline X  
Natasha Young X  
Shelby Bottiger X  
Bob Machovsky   
Caleb Booth X  
Courtney Gard X  
Lori Hopkins   
Mary Welch X  
Troy Brady X  
Omer Duckworth X  
Marla McCrary X  
Katrina Burden X  
Kiersten Orton X  
Brandon Bland X  
Holly Kunkel X  
Lindsay Stapley X  
Connie Murphy X  
Mark Hendrix X  
Paul Bennett X  
Jack Bucy X  
Robert Lager   
Marsha Martin X  
Michelle Drake X  
Nola Bond X  
Jamie Hooyman X

### **Organizational Structure Support & Strategic Operations Reports**

- **Extended Leadership Team** – Gabrielle provided an overview of the 2 day ELT meeting – They discussed the mission and values, went through the same budget presentation as the Staff Council retreat, had 2 breakout sessions (including civility questions on the survey that will be sent to Staff Council)
- **Faculty Senate** – Travis Kline - no report (have not met)
- **Student Senate** – Natasha Young– no report (not meeting in summer)
- **Board of Regents** – Work Session & Meeting on Friday
- **Benefits & Wellness Committee** – Tanya Riley is planning Be A Better Bearcat sessions
- **Diversity, Equity & Inclusion** – Civility committee – they are gathering more information and working on putting something together after receiving feedback from legal.
- **University Police Department** – no report

### **Old Business Items**

- Employee Engagement Committee Chair – Marla McCrary & Troy Brady, co-chairs
- Policy Committee Chair – Marsha Martin

### **New Business Items**

- **T-shirts** – Staff Council purchased 65 shirts for new employee welcome bags (various sizes) with “I’m a New Employee Here...” message. If anyone has items for welcome bags, please provide to Connie Murphy.
- **ELT Civility Questions** – Four questions will be sent out in email survey to Staff Council Members. Civility Committee hopes to gather genuine feedback by allowing people to respond anonymously through survey
- **Employee Satisfaction Survey** – Northwest will be outsourcing the survey and the committee has viewed vendor demos. They will send out an RFP to select a vendor.
- **Academic Calendar** - Dr. Jamie Hooyman – At the Board of Regents meeting on Friday, they will present the 2020 and 2021 academic calendars. A task force has been working on changes to the calendar including starting classes on a Wednesday in August and January, entire week off at Thanksgiving for students (very low attendance during Mon and Tues classes), 4 week student break at Christmas (allow time for small internship, possibly online courses), and classes will continue a few days into May. Spring break will stay the same length. It is a long process to calculate all contact hours for each class schedule to make sure each class meets the hour requirements. Hopefully, the new schedule will reduce the number of classes with different start dates to help Registrar, Financial Aid, and other departments. Eventually, we may have to develop a second calendar for the Online program. There will be committees established to determine how the new academic calendar affects staff and the employee holiday schedule. We are also going back to “semester” terminology instead of “trimester.”
- **Advantage Weekend** – Nola – We will likely have extended hours in some offices during that time. Hope to get more info out regarding 2019 changes in the next few weeks. Will do review after this Advantage Week to get feedback for next year.
- **Compensation Statements** - Michelle Drake – HR sent an email to employees that received contracts last year regarding compensation statements instead of contracts for this year. HR worked with Lockton and reviewed feedback and everyone will receive compensation

statements this year. Compensation statements will reflect the COLA for next year, but the benefits from last year. Benefits are from the previous year because open enrollment/benefit changes occur in January. Faculty are still receiving contracts this year because of special conditions in their employment. HR is planning on providing a hard copy of the compensation statements to supervisors to hand out to employees.

- **Advantage Water Stations** (Outreach Committee) – Brenda Untiedt will provide locations and we will create Google Doc for everyone to sign up. Typically 30 minute shifts. Facility Services can provide ice for coolers.
- **National Custodial Day** (Outreach Committee) – 1<sup>st</sup> Monday of October. Last year we decorated breakroom and provided donuts/coffee and pizza. Committee will work to plan. Need to schedule to hit all three shifts.
- **Northwest Appreciation Week** – July 23-27 – Please share any ideas!
  - Monday – Bake Sale
  - Tuesday – Dog Day (not planning on the social – just the “bring your dog to work day”)
  - Wednesday – Pool Day? Looking for suggestions for another inexpensive appreciation event.
  - Thursday – Popsicles
  - Friday – Happy Hour
  - Staff Council will create flyer with the events.

#### **Employee Suggestions/Comments/Concerns**

- Question: Is it possible for Northwest to have a “sick leave bank”? Employees have asked if employees can donate sick leave or vacation.
- Discussion: In the past, Northwest kept sick leave from employees that left Northwest in an “emergency sick leave bank” that was monitored by a committee. Several years ago, the MOSERS retirement system started to require Northwest to submit sick leave to MOSERS so it can be used for retirement calculations. HR currently does not allow employees to donate or share sick leave or vacation leave. It would create liability issues for Northwest.
- Question: Is there anything we can do for employees that lose their vacation?
- Discussion: Currently, vacation is considered a personal benefit and cannot be shared. There are other entities that have vacation/sick leave sharing policies and it is something that Northwest could consider if a proposal was brought forward.
- Question: How can you tell how much vacation you have and how much you need to use by June 30th?
- Discussion: Check your pay stub. The information in Catbert may not reflect the time taken in the past few months or the time that will be earned in June.

#### **Committee Reports**

- Employee Recognition Committee – No report
- Outreach Committee – Shelby Bottiger, chair– met last week and discussed some edits to the committee description. Discussed co-sponsoring something with Student Senate like the blood drive. Reviewed the scholarship agreement.
- Policy Committee – No report
- Employee Engagement Committee – No report

#### **Announcements / Department Updates**

- Auxiliary Services – working on Student Union 3<sup>rd</sup> floor remodel, hoping to do branding and further work in the future
- Custodial – summer work and getting fully staffed
- Residential Life – lots of camps, hiring
- Maintenance – summer maintenance work, shutting off power/water/air conditioning on June 30<sup>th</sup>
- University Police – hired 3 new officers and overnight dispatcher, new parking signs by August
- Career Services – hosting Career Day and Ed Expo in Hughes Fieldhouse on Oct 2<sup>nd</sup>. Registration is open for businesses – 126 registered for career day; just opened Ed Expo. Jill Brown is the new director.
- University Marketing & Communication – Will begin working on submitted projects in July
- Athletics – Camp season. Hired new Sports Information Director. Hiring new track and cross country coach and Athletic Director
- Finance – Fiscal year end is June 30. Items received after June 30 will be paid with new fiscal year funds. Contact purchasing if you need to buy something and aren't sure which fiscal year to use. Jackie Runde was hired as a new employee in Cashiering. New payment plan software system is being implemented in Cashiering.
- Institutional Research – Working on survey processing and SOAR
- RPDC – Interviewing for new positions
- BD Owens Library – Kathy Hart is leaving and her position is posted along with another one, tearing down shelving on 3<sup>rd</sup> Floor
- Power Plant – have stockpile of wood that they are trying to get used up; working on wood fuel contracts, boiler inspections
- Landscape – Horace Mann playground grand opening is tomorrow
- NLT/Nola – Board of Regents Friday morning work session (performance metric system), afternoon meeting to approve budget
- Wells Hall – still working on the refresh
- Michelle/HR – compensation statements, FERPA/Title IX training due next week, hiring a director. Northwest is closed July 5 & 6 – see email regarding what to put in your timesheet.
- Alumni Relations/Advancement – 53 alumni are currently on the Touring Bearcats trip to Ireland, KC Alumni has Northwest Day at KC Zoo on Saturday (discounted tickets for wearing Bearcat gear), Hughes Fieldhouse Grand Opening on Homecoming, working on new student sendoff events for alumni to host
- DEI – SOAR, finalizing calendar
- International Involvement Center – Phil Hull is new director; getting ready for students

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## Other Information

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Closing Notes:

Next Meeting

- July 18, 2018