

Staff Council Meeting Minutes

Date/Time:	May 20, 2020 2:00PM	Location:	Zoom
Meeting called by:	Staff Council Exec.	Type of meeting:	Staff Council Monthly Meeting
Facilitator:	Staff Council Exec.	Note taker:	Natasha Young

Attendees: Troy Brady, Jack Bucy, Jenny Bucy, Melissa Chesnut, Melissa Cook, Michelle Drake, Selena Foreman, Adam Gonzales, Lori Hopkins, Travis Kline, Helen Konstantopoulos, Joel Kosch, Amanda Lager, Erika Lees, Bob Machovsky, Connie Murphy, Kiersten Orton, Hilary Pritchett, Evan Rand, Julie Robertson, Ben Rogers, Beth Russo, Joshua Smith, Gina Smith, Lindsay Stapley, Ashley Strickland, Beth Wales, Natasha Young

Agenda Items

Organizational Structure Support & Strategic Operations Reports

Leadership Advisory Team – Lindsay

- FY20-21 Budget update
 - We are expecting a further appropriation withhold from our last state installment in June for FY20 – the amount is unknown.
 - Given pending specific news from the Governor’s Office in the near term – based on this morning’s call – we are likely to move from our medium-impact budget scenario to high and even extremely high-impact budget scenario for FY21.
 - Please remember appropriations are only part of the budget scenarios. There are other factors (e.g., end of FY20 budget performance, use of reserves, enrollment, etc.) that must be factored in as well.

Faculty Senate – Evan

- Discussed academic proposals.

Student Senate – Natasha

- No report

Board of Regents – Clarence

- Approved budget and using reserves money

Benefits & Wellness Committee – Michelle

- Virtual challenge is happening and have about 100 participating
- Preparing for open enrollment
- Virtual Care from Blue Cross Blue Shield – more information is coming from HR. BCBS is offering free virtual care service 24/7 for common medical conditions until June 30. Printed flyers will be placed in Facility Services.

Strategic Planning - Lindsay

- SO 3.1- Create and foster an inclusive environment where faculty and staff feel empowered engaged and valued. Through focused efforts, Northwest Missouri State University will work to build a more inclusive faculty/staff community on campus and equip individuals with the support and opportunities necessary for their success.

1. Elimination of January All-Employee Meeting
 2. Diversity days @Northwest
 3. Athletic department expansion of faculty/staff appreciation days
 4. Hiring an ombudsperson to mediate complaints
 5. Creation of a forum for incidents not related to Title VI or Title IX claims
 6. Academic days where classes are cancelled/Staff Days where staff is given a day off
 7. Re-establish Social Justice Institute
 8. Strengthen and expansion of affinity groups – Women’s affinity group being discussed
 9. Award ceremony collaboration
 10. Individual and departmental trainings in areas of diversity and inclusion
 11. Improved communication across campus to keep faculty and staff informed on issues related to them
 12. Create faculty research groups
 13. Bring back course releases for faculty research grants
 14. Create a civility policy
 15. Establish more endowed faculty lines
- Share any more ideas with Justin Mallet, Troy Brady, or Melissa Cook.
 - Staff Council needs to find ways to include these ideas in the upcoming year. One way is for representation in ally groups and information to be shared at Staff Council Meetings.
 - Helen Konstantopoulos volunteered to represent the Ally Affinity Group.

Recovery Team – Lindsay

- Remember to communicate with supervisor before returning to campus. Plans and dates can change daily. Information is fluid.
- Phase 1: began May 18
 - Leader reached out to team about employees that needed to be on campus to do work. Paperwork was submitted to Recovery Team to get approval
 - Enforcement piece of face mask isn’t happening. Please remember to wear face mask.
- Phase 2: June 8-June 21 (not open to public) vs June 22- July 15 (open to public)
 - Affects offices that serve students
 - Mitigation measures - Plexiglas barriers will be in place in some offices. Offices without the barriers need to practice social distancing or wear a face mask.
 - Work with supervisor to find out on campus work schedule
 - Recovery Team is planning for June 8, but all spaces may not be ready. Ben Rogers is walking through all areas to check spacing. Supervisors will receive notification when space is ready so don’t go to office on June 8 without FINAL approval from supervisor.
- Phase 3: July 15 (“new normal”) – this is the hope
 - Monitoring Covid cases in surrounding areas
 - Following mitigation measures
 - Majority of employees on campus and not considered working remotely
- Comments/concerns
 - Must bring own face mask
 - Ben Rogers is going around to all the offices to assess areas and moving offices around to follow mitigation measures. When employees come back, areas can look different. Ben will work departments to provide necessary items to feel safe at work.
 - Hand sanitizer and Lysol spray is on back order. Contact Tina Frueh for information. The items that are not available (face mask, hand sanitizer, and Lysol spray) need to be provided by individual because everything is on back order.

- Enforcement piece is currently being addressed and are discussing students. More information will be shared. Academic areas are looking at buildings to see what each building will look like. Enforcement will be difficult but we need to do what we can.

Milestone Team – Troy

- Still exploring financial feasibility of items on list

Old Business Items

- Discussion on work session with formal meeting
 - Work session same day as formal meeting. Meetings happen on third Wednesday of the month from 1:30-3:30 on 2nd floor of Library. First hour is designate for committee work and second hour for formal meeting.
 - Executive Committee meeting has a change due to schedule conflicts. Meetings are on 2nd Wednesday of the month from 9-10:30 in the Library. These meetings are only for the chairs of each committee and the executive committee.
 - Change will occur with July meeting.
- Committee description
 - 2020-2021 members will be on website in July.
 - Some members do not have headshots. Set a time with Todd in University Marketing. The first Monday of every month doesn't require an appointment.

New Business Items

- Committee selections
 - Reminder that June meeting will have a transfer of knowledge between past and future committee members. Chairs need to share events that are being planned and upcoming events.
 - The current chairs will need to send out Zoom invites to their committees.
- Employee Engagement Recognition Committee
 - Chair decision discussion
- Committee Chairs
 - Employee Engagement Recognition Committee: Selena Foreman
 - Outreach Committee: Ashley Strickland
 - Policy Committee: Melissa Cook
- Communication expectations
 - Each Staff Council member is responsible for communicating monthly minutes with area.
 - When a concern is in your area, share in meeting or can send an email to the Staff Council email.
 - At the beginning of year, notify area that you are now the representative for July 2020-June 2021.

Committee Reports

Employee Recognition Committee

- Start planning Employee Appreciation week. Plan for two scenarios: virtual and in person. Have a plan set by June meeting.

Outreach Committee

- Need other fundraising ideas since spring bake sale was cancelled and summer will likely be cancelled. Possible idea is to make face mask or use the handkerchiefs located in Administration Building?

Policy Committee

- Committee selections

Employee Engagement Committee

Employee Suggestions/Comments/Concerns

- Vacation time during Covid-19
 - If the deadline were moved or the amount changed would push back the problem and not eliminate it.
 - Vacation is built into the budget every year.
- No personal time left for those who depend on being on campus and can't work remotely
 - Different people have different capacities of work. It's the nature of the job. There's not a lot that can be done the work and workload. Northwest implemented Northwest80 to try and offset the employees that have to use personal time.
 - If those working remotely don't have anything to work on, they must use accrued time. Those employees are still expected to do 40 hours of work a week.

Announcements / Area Reports

- SSC: Fall to fall retention looks good and could be second highest in history; starting to work on SOAR and doing programming; SOAR at the end of July is planned to be in person at end of July and more information will be shared soon
- Due to time, no other areas reported.

Next Meeting

June 19, 1:30pm- 3:00pm – Zoom