

Staff Council Meeting Minutes

Date/Time: July 15, 2020 2:30PM 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, Melissa Chesnut, Selena Foreman, Travis Kline, Helen Konstantopoulos, Joel Kosch, Amanda Lager, Connie Murphy, Kiersten Orton, Hilary Pritchett, Evan Rand, Julie Robertson, Ben Rogers, Beth Russo, Joshua Smith, Ashley Strickland, Barbara Weybrew, Natasha Young

Agenda Items

Organizational Structure Support & Strategic Operations Reports

Leadership Advisory Team – Clarence

- Policies under review
 - Hiring chill/frosty: only necessary positions are being filled. A justification and NLT approval are required.
 - Travel and meals: suspended for six months due to Covid-19 and budget but there are exceptions.
 - Remote work: HR sent an email earlier this week in regards to remote work. If you didn't receive the email, reach out to HR. There is now an application process and requires supervisor authorization.
- Covid-19 budget update – all FY21 budgets released
- Issues of Race at Northwest

Faculty Senate

- No report

Student Senate

- No report

Board of Regents – Troy

- Work session and regular session are scheduled for August 7.

Benefits & Wellness Committee – will meet on July 30

- Renewal process of health insurance happens in August.
- Supplementary insurances have no changes for 2021.
- Another fitness challenge will occur in the Fall.
- BCBS is soon offering a program called “Mindful.” More information coming.
- All employees will be receiving a face mask and bottle of sanitizer in August on behalf of BCBS.

Ally Affinity Group - Helen Konstantopoulos

- Meetings are every second Tuesday of the month at 4pm. For Fall, meetings are through Zoom. Contact Helen for questions or an invite.
 - August meeting agenda: Members are to watch videos (“[The Look](#)” and “[Let’s #TalkAboutBias](#)”) and will have discussions.
 - September meeting: guest speaker will tell her story as a trans-individual.

- Recommended reading (available through the library in print and e-book): *White Fragility: Why It's so Hard for White People to Talk About Racism*.
- LNWMO is having a video conference on July 30 from 2-4 in regards to "Continuing the Conversations" around Diversity and Inclusion. Conversations will be around *How to Be an Antiracist* by Ibram X Kendi (available in print and e-book through the library).

Enforcement of mitigation measures for students - Kori Hoffmann

- Currently working through the policy and procedures.
- Will be posted on FAQ page when finalized.

Old Business Items

New Business Items

- Covid mitigation processes: remote work possibilities, sanitizer supplies and distribution, and face coverings; staff training will be implemented and will be ongoing
 - Face coverings need to be worn when entering and exiting a building. Face coverings include a mask, handkerchiefs, or anything that covers the nose and mouth. Information is being posted on buildings' doors in regards to which doors are to be used.
 - A common area is any area outside of the office (bathrooms, classrooms, lounge). If six feet cannot be maintained, a face covering is required.
 - Personal office does not require a face covering but is up to your comfort level on mask enforcement. Six feet is best.
 - If comfortable, use a friendly reminder to ask person to put on a face covering.
 - All vendors and outside people (includes food deliveries) brought onto campus need to be following the campus policies and mitigation measures.
 - The original two masks supplied to employees were supplied through the CARES Act. Masks were all one size. If masks are too big, try drying them to make them shrink.
 - New cleaning products, named Bearcat Thunder, will be coming soon.
 - HR sent an email on June 14 in regards to employee accountability. Please read.
- Cost saving measures at Northwest for FY21: Travel and meal expense policies and exceptions. Send any other recommendations to STAFFCOUNCIL@nwmissouri.edu
- Employee Appreciation Week/Day
 - Handing out popsicles on Monday, July 20 from 1-3 to all offices.
 - The Committee is working with Jay Johnson on getting some to NWKC.
 - An idea for August includes a scavenger hunt.
- Plans for fall term on-campus experience in regards to Covid-19
 - Training will be coming.
- Proxy at meetings
 - When the Staff Council member cannot be at the meeting, send a proxy. A proxy can be from same office.
 - Proxies allow representation and information to be shared.
- Finding people within your areas
- Student Senate and Faculty Senate representation

- Discussions will be had in August Staff Council in regards to representation. This includes going to the meetings or receiving the meeting minutes and sharing updates at Staff Council meetings. If interested, email STAFFCOUNCIL@nwmissouri.edu or share at August meeting.
- If representing Staff Council on either group then that member does not have to be on a Staff Council Committee.

Committee Reports

Employee Engagement and Recognition Committee

Outreach Committee

- Scheduling a meeting for later due to Zoom issues.

Policy Committee

- Reviewing Charter: Responsibility section then moving to Membership section.

Employee Suggestions/Comments/Concerns

- All Employee Meeting will happen in some form and will be limited in size of group and speakers. No plans have been set.

Announcements / Area Reports

- HR: Email with attachments from HR was sent about employee accountability in regards to mitigations. Emails and the HR bulletin is the best place to look for updates.

Next Meeting

August 19, 1:30pm- 3:30pm – Zoom