

Staff Council Meeting Minutes

Date/Time: February 19, 2020 1:30PM Location: Library NW Corner
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, Jack Bucy, Jenny Bucy, Melissa Chesnut, Melissa Cook, Michelle Drake, Adam Gonzales, Lori Hopkins, Brooke Hull, Travis Kline, Holly Kunkel, Erika Lees, Rebecca Lobina, Connie Murphy, Kiersten Orton, Evan Rand, Lindsay Stapley, Ashley Strickland, Natasha Young

Agenda Items

Organizational Structure Support & Strategic Operations Reports

Extended Leadership Team – no report

Faculty Senate – Evan

- Today's meeting was cancelled.

Student Senate – Natasha

- Students are encouraged to attend the Diversity Leadership Conference on February 22. Please encourage your students!
- MBA program moved from 33 credit hours requirement to 30
- Discussing Homecoming themes. Ideas include Roaring 20s (strong contender), Halloween, or decades.
- Approved new organizations
 - FLEAK: provides students with knowledge of fashion, promote and donate clothes to the community, host fashion shows, and provide classes on sewing and sewing machines
 - Young Life College: reach out to students at Northwest and invite them in to a community of believers who are following Jesus
 - Magic the Gathering: wanting to build a community for Magic the Gathering players. To compete and have fun.
 - East Asia Organization Culture: to gather students who want to share and learn about the East Asia culture, life, and language
 - Student Veterans: to help student veterans meet and promote the interest of veterans at Northwest
- Wellness Services is working with Student Senate to increase designated fee by \$4.65 per credit hour

Board of Regents – Troy

- Masters in Science, Nursing was approved as a program addition.
- Trail Project
 - Path would extend from the Rodel Arena along the rail access to Edwards Street.
 - Phased project (3 phases).
 - Potential grant funds to assist in construction.
- Approval of Faculty
 - All submitted were approved as a slate.
- Resolution of Support
 - Bearcat Nation supports the Chiefs in their bid for a Super Bowl victory.
- BOR Bylaws

- Changes include clarification of legal counsel, arbitration director.
- All changes approved
- Board moved into Executive Session.
 - Not sure if any actions were developed from this session.

Benefits & Wellness Committee – Holly

- Needing a Staff Council member to volunteer as a representative.
- Look at the email received today about more information on current events.

Old Business Items

- Staff Council elections are approaching. Please consider running for a leadership role. Open positions are Secretary, Communication Chair, and Chair Elect.
- Call in policy, shift differential, and payroll deductions policy – still in review
 - Goal is to have it reviewed in Spring.
 - Custodian shifts have changed already been adjusted to offices not closing until 5.
- Tuition exchange program update
 - There was a meeting was to clarify process and dates. As student graduate, program will remain in review.
 - Public entities have a more complicated process than private entities.
 - Currently at the maximum ratio and no more students being accepted. Seven have utilized program in last few years.

New Business Items

- Amy Nally – presentation on student organization supervisor process update
 - Every organization is required to register through Bearcat Link by October 1.
 - Process for organizations is changing. The last report ran showed there were only 50 organizations but there are 160 active organizations on campus. Rosters weren't being updated on Bearcat Link and information was sent to old members.
 - OSI worked with Student Senate to require every org president, treasurer, and advisor to attend an organization training. Topics include: new Bearcat Link platform, general university policies/processes (posting, chalking, movie, dead week, and early closing), risk management, Astra, general event planning, transition planning for Executive Board, and financial processes, policies, and best practices.
 - Advisor/officer resources include advisor training on canvas and a manual.
 - Training is important! Advisors must attend. Faculty and staff are primary advisors for student organizations and help make them successful
 - Scheduled trainings for the Spring: April 6 and April 20, both are 5pm-6pm in Boardroom. Be looking for an email for more information.
- Will Sabio – presentation on Title IV
 - The institution has a responsibility to review and investigate every Title IV report. A resolution can be informally solved or a hearing takes place. The objective is for everyone to feel comfortable. Will wants employees and students to know that this university is a safe place.
 - Anyone can report: students, staff, and faculty. Report incidents at the Title IV Office located in North Complex or UPD, Title IV form located on website (sent to Will directly), call or email Will. The Title IV website isn't live yet but form will be on it.
 - Employees are encouraged to be ambassadors. If something is said, report it. Title IV protects against retaliation for reporter and victim.

- For more information or to report to Will: wsabio@nwmissouri.edu or 660.562.1013
- Staff Council Scholarship
 - Current policy reflects old tuition reduction policy (eligibility after one year of employment).
 - Scholarship requirement will mirror new tuition reduction policy so employees are eligible for scholarship at date of employment. Outreach Committee will work with Brooke to change requirements.

Committee Reports

Employee Recognition Committee

- Met with Engagement Committee and discussed Staff Appreciation Week.
- Turret Award had two nominations.

Outreach Committee

- Staff Council Scholarship recipient(s) were chosen.
- Bake sale update
 - April 13 in Union from 11-1 followed by travelling to buildings/offices
 - Representatives are reminded to share Google Doc with information to areas
 - Google Doc: [Bake Sale Sign-Up](#)

Policy Committee

- Election process
 - Last year's email sent to leaders caused miscommunication in the nomination process. Communication for this year is being reviewed and will clarify the process. It will be sent out soon.
 - Staff Council is on a volunteer basis. Staff must nominate themselves. Leaders or others cannot nominate others.
 - Ballots will go out to affected areas next meeting so that members know assigned committee for April's meeting.
 - There's a meeting today and topics include: number of representatives needed on Council, reviewing Greg Haddock's area (has 66 staff with only 3 members to represent), reviewing Stacy Carrick's area and how it should be categorized, and proxy situation.
 - Any thoughts on election process can be sent to Melissa Cook (mcook@nwmissouri.edu).

Employee Engagement Committee

- Staff Appreciation Week update
 - Dates are set for July 20-24. There are no events set in place yet. Tentative plans are
 - Monday – popsicles
 - Tuesday – movie and popcorn
 - Wednesday – virtual reality at Wells Hall
 - Thursday – social at Pavilion
 - Friday – casual Friday/afternoon off
 - Think about NW-KC employees and how to incorporate them into week. Coordinate with Jay Johnson.

Employee Suggestions/Comments/Concerns

Announcements / Area Reports

- HR: bulletin will start going out 4th week of month; Electronically consented W-2s need printed from CatPaws or employees should have received W-2s in mail; Electronic consent rolls from one

year to next; building budget; getting ready for Employee Appreciation event and if anyone wants to volunteer to help event, email HR; 1095-Cs being processed

- Health Services: Working with Student Senate on designated fees (see Student Senate updates above) and approval has to pass Student Senate and BOR; working with HR and Wellness Committee using TAO (Therapy Assistance Online) tool; encourage faculty and staff to go through RESPOND training
- International Involvement Center: working on work authorizations for students graduating, International Student Organization having annual dinner April 2 and tickets are for sale online or contact the office
- Study Abroad: annual Study Aboard Day on Monday in Union at an information booth
- Facility Services: there's a lot going on; changes on projects and had to make adjustments; looking at problems before they happen and changes are being made
- Student Success Center: Application for University Seminar will open March 2 and due March 20 and will know April 3. Website is up-to-date; SOAR leader applications are on Student Employment tab on HR webpage. Students don't have to be enrolled in Summer classes to be SOAR leader
- Bursar/Cashiering/Finance: reviewing budget
- Institutional Research and Effectiveness: Noel-Levitz Student Engagement Survey is available and students have holds on accounts until survey done; ELT Strategic Objective meeting will involve past chair, chair, future chair elect
- Key/Access: campus-wide key inventory
- Marketing and Communication – updating website; working with Alumni, recruitment strategies next year; Eat-Free Campaign coming soon
- DEI: Diversity Conference open to faculty and staff, \$20 registration fee, can register day of conference, <https://www.nwmissouri.edu/diversity/rsvp/dlc.htm>
- Athletics: winter and spring sports in crossover; baseball and softball have started; Men's Basketball is ranked #1 and hosting tournament; Women's Basketball has a good chance of making tournament; indoor track in full swing, Employee Appreciation Game is Saturday
- Career Services: Mock Interview Day is today and all spots were full ; Career Day is March 4 from 8:30-1 in Hughes Fieldhouse; Use Career Closet and encourage students to use it
- Custodial Services: two new hires and one in process; new chemicals in Central Stores; foaming hand soap will occur over Spring break in all buildings
- Library: classroom on 2nd floor is being renovated and available for use soon; Summer Staff Council meetings will happen there
- NW-KC: hosting the Midwest Math and Stats Student Conference on February 29, a coordinated effort and facility being used, 33 students attending; hosting a Call to Action Coalition Summit for higher education administrators in Northwest Missouri and KC Metro area. Bringing awareness human trafficking and it's happening everywhere; The NWMSU SBDC center was rated as the #1 SBDC center for client satisfaction amongst all the SBDCs in the state of Missouri by the University of Missouri Business Development Program. The client satisfaction surveys are performed by an independent third party.

Next Meeting

March 18, 2020, 1:30pm- 3:00pm – Admin. Bldg. 310