

# Staff Council Meeting Minutes

---

Date/Time: January 15, 2020 1:30PM Location: AD 307  
Meeting called by: Staff Council Exec. Type of meeting: Staff Council Monthly Meeting  
Facilitator: Staff Council Exec. Note taker: Natasha Young

Attendees: Krista Barcus, Paul Bennett, Brandon Bland, Troy Brady, Jack Bucy, Jenny Bucy, Melissa Chesnut, Melissa Cook, Michelle Drake, Adam Gonzales, Clarence Green, Lori Hopkins, Travis Kline, Holly Kunkel, Erika Lees, Marla McCrary, Connie Murphy, Kiersten Orton, Hilary Pritchett, Evan Rand, Ashely Strickland, Mary Welch, Natasha Young

---

## Agenda Items

---

### Organizational Structure Support & Strategic Operations Reports

Extended Leadership Team – no report

Faculty Senate – Evan

- Reviewing the engagement survey feedback process and university diversity statement
- Look at possible dates to attend RESPOND training
- Next meeting is on January 15

Student Senate – Natasha

- No report

Board of Regents – Troy

- Next meeting is January 30, no agenda set yet

### Old Business Items

Service Project update

- Ben's Stockings of Hope got fewer donations than previous years
- Four locations were better than one for donation bins but will look into having more locations next year

HR updates

- Reduced Tuition Policy – passed: Employees can take classes and reduced tuition for dependents is effect on date of hire
- Essential Staff Policy – passed: Essential staff will receive time and half instead of time off
- Illegal Drug and Alcohol Policy – passed: Will use reasonable suspicion policy instead of \$500 damage assessment
- Title IV – Non-Discrimination and Anti-Harassment Policy and Procedures – passed: title changes
- Payroll Deductions: still being reviewed by NLT, in accordance with expense policy
- Consistent employee hire and orientation dates
- Policies and procedures currently being reviewed:
  - Call-In Policy: for essential staff and give time and a half instead of time off
  - Shift differentials: special attention to employee working irregular shifts

Tuition Exchange Program review

- Northwest is part of the program according to website
- The ratio of a Northwest student to another university's student needs to be close to 1:1 as set by the program and is not always the case at Northwest. As of now, Northwest's ratio is where it needs to be.
- A committee is reviewing if Northwest will continue being part of the program and the advantages and challenges of being in the program, the whole process from when a student applies to graduation, work of key stakeholders, procedures, and benefits of being part of the program
- Students are encouraged to apply but there is no guarantee of acceptance due to the ratio

Benefits and Wellness Committee representative volunteer

- Holly Kunkel volunteered

## **New Business Items**

Elections for Staff Council are coming up. Please consider running for a leadership role which is on a volunteer basis.

## **Committee Reports**

Employee Recognition Committee

- Meeting with Engagement committee to discuss Staff Appreciation Week
- Nominations for Turret Award are due February 1

Outreach Committee

- Staff Council Scholarship closes on February 1. Applicant winner will be decided by March 1.
- Staff dependents are eligible for the scholarship

Policy Committee

- Final descriptions of each committee was sent to the Executive Committee and waiting to hear about any changes or approval. Then descriptions will be sent out to rest of Staff Council for review
- Reviewing Staff Council election process

Employee Engagement Committee

- Meeting with Employee Recognition Committee to discuss Staff Appreciation Week

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

Concern for Friday's weather (Was it safe for Northwest to stay open?): Weather was assessed but wasn't considered a threat. There were limited people on campus which allows for fewer routes to be kept open. When there are students on campus, there are more routes to keep open.

The Employee Handbook allows for leave time for classes that meet in person but not for online classes. The suggestion is to allow for leave time for online classes as well: This topic was addressed during the last policy review. Leave time is meant for employees that attend classes during their working schedule and not for course work. Employees can work on online classes at any time.

## **Announcements / Area Reports**

- Career Services – new students starting, Tuesday of next week is international workshop, Career Closet is for student, staff, and faculty and there are four full rooms in North Complex, donations are still accepted, clothes are constantly moving because Jill will donate clothes to other places if clothes have been at the Career Closet for too long

- Residential Life– resident halls are open, open coordinators position
- Facility Services – getting caught up from students coming back, completing work orders, looking to fill positions (driver, Energy & Sustainability manager, and plumber)
- NLT – prioritization of strategic actions that will be going out, university mission is under review, finance literacy workshops for people to understand budget
- UPD – will imbed a counselor into department and used as emergency first responder for employees and students and will complete follow-ups, fully funded
- College of Arts and Sciences – students are back
- Athletics – Women and Men Basketball play Missouri Western at Northwest on Saturday, indoor track is going to Lincoln for a meet, Spring sports have started practice, SAAC is having talent show at end of January and proceeds go to Make-A-Wish
- Wellness Services – Therapy Assistance Online is a resource for self-help and completely anonymous. Link: <https://www.nwmissouri.edu/wellness/counseling/tao/index.htm>
- Custodial Services: Foaming hand dispensers are being installed starting in academic buildings then resident hall, Shift B is 5-1:30, hiring, Capital Programs department has been consolidated to the Facilities Administration Building, which migrated Custodial Administrators to the Facility Services Shop, and Grounds Supervisor has moved back to the Grounds Facilities by the Fieldhouse
- Academics – busy with first day of school
- Marketing and Communication – working on marketing for next year’s athletics, updating website, a web developer left the university so reviewing that position
- Accounting – verifying 1099 taxable vendors, continued work on FY21 budget, BOR approved FY19 financial audit
- Student Success Center – getting academic support ready to go, First Generation series starts on January 22
- IRE –finishing projects
- Diversity and Inclusion – January 20 is MLK Peace Brunch; if your office would like a diversity training then contact Diversity and Inclusion
- International Involvement Center: welcomed 70 new students, finished orientation last week, start recruiting overseas soon
- Library: new carpet and paint

## **Next Meeting**

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