

Staff Council Meeting Minutes

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

Attendees: Krista Barcus, Troy Brady, Jenny Bucy, Melissa Chesnut, Mary Collins, Melissa Cook, Michelle Drake, Clarence Green, Lori Hopkins, Travis Kline, Erika Lees, Bob Machovsky, Michael McVinua, Connie Murphy, Kiersten Orton, Evan Rand, Ashley Strickland, Natasha Young

Agenda Items

Organizational Structure Support & Strategic Operations Reports

Leadership Advisory Team – Clarence

- Discussed the budget with current cuts and how we're moving forward
- Cut can be from 10-25% for FY21
 - Now looking at 10-15% cuts instead
 - Enrollment can decline and looking at scenarios on what actions the university needs to take
 - No decisions made on where cuts will happen for FY21
- \$2.5 million cut to university for FY20
 - Reviewing budgets and finding savings through operations and employee labor but still figuring out how to get the full cut
 - Planning how to best protect employees throughout June until new fiscal year starts then will review again. An example of employee protection is Northwest 80
 - Northwest 80 is evaluated monthly by use of leave reports. Leadership will look at employees short on leave.
- CARES Act allows university to record about \$4.8 million through stimulus package. Half of that is for students in forms of grants, scholarships, and aid. No details yet on what the other half can be put towards, but there are restrictions. More information to come.

Faculty Senate – Evan

- April 1 was last meeting and discussed online courses and officer elections. Voting will occur online.
- Next meeting is April 15.

Student Senate – Natasha

- Meetings are over for the year
- Deciding best way to do elections and transfer of knowledge

Board of Regents – Clarence

- Covid-19 discussion

Benefits & Wellness Committee – Krista

- Walking challenge: All employees should have received an email to register. Registration ends April 26.

Old Business Items

- Combination of Recognition and Employee Engagement Committee
 - The planning and duties between the committees are similar allowing overlap.

- Discussion is to have three committees instead and then distribute Council members equally to committees. Council members received agenda item through survey and there was support in combining the two committees.
 - Committees will be combined
 - Name of committee will be decided by next month's meeting.
 - Committee description will be updated.
- Committee change will happen for next year's Staff Council.
- Employee Engagement Survey feedback needs sent to areas and be in HR bulletin
 - Lindsay will send bullet points to Krista so information can be added to bulletin.
 - PowerPoint used during feedback session will be attached to email with minutes.

New Business Items

- Discussion on including a work session with formal meeting
 - Allows for intergroup workings, cohesiveness, and committees to have a set time to meet monthly.
 - Work session will occur after monthly formal meeting.
 - Executive meetings still planned for week prior to formal meeting.
 - Reviewing time to start formal meeting. Troy will look at schedules.
- Committee description on the website is up to date
 - All descriptions are accurate on website for 2019-2020 year. Description will be updated with new committee change for next year.
 - Chairs need to look at their descriptions and send updates to Travis.
- Staff Council term discussion and timeline
 - All Staff Council members will receive a form on April 21 to add what committee they would like to serve on. The form is due on May 12. Member will know what committee they are on by May meeting.
 - First combined meeting with members leaving the Council and new members is in May. June will also a combined meeting. Two meetings are in replacement of the retreat. Committees will meet to discuss duties and future plans.
 - July's meeting will only be for 2020-2021 members.
- General description of Staff Council and committees and individual committee list of tasks
 - Descriptions are meant to go to new Council members when they come on to Council to see Council and individual committee expectations.
 - Charter contains committee descriptions. Each new member will receive a copy of the Charter.
 - Each committee is in charge of creating a flyer that contains descriptions and duties. Policy Committee flyer is complete and Melissa shared it with the Chairs of each committee.
 - All committee chairs need to have the flyer complete and to Melissa Cook by April 17. Melissa will then send the flyers to Travis Kline.
 - Travis and Outreach Committee will work together to distribute the flyers to Council members.
- FY20 and FY21 budget discussion
 - FY21 will have the initial \$3,000. Council needs to plan early on best ways to use the allocation rather than saving it for a one-time event.
 - FY20 budget (about \$2,500 left) will go back to university to help with budget cuts.

Committee Reports

Employee Recognition Committee

- Turret Awards update
 - Deciding best avenue to for rewards. Looking at an online format. More updates in May.
 - Worked with Employee Appreciation on finalizing days for appreciation week and will move forward in planning on site appreciation. Week's events will be planned so that next committee knows and won't struggle to plan a week.

Outreach Committee

- Bake Sale cancelled
- Fall ideas for donations to scholarship
 - Scholarship money given out is only based on the interest. Any money raised goes towards the principal. Scholarship amount will change with principal due to the interest. There will always be a scholarship as long as the principal amount remains the same or increases.

Policy Committee

- Election update
 - Restructured number of seats due to NLT
 - All seats are full. The extra member under Provost will fill the open Athletics position.
 - Lindsay or Troy will notify new members they are on Council and will ask for verification. Email will include a copy of the Charter.

Employee Engagement Committee

- Spring Employee Appreciation cancelled
- Employee Appreciation Week in July is still being planned

Employee Suggestions/Comments/Concerns

- University umbrellas in buildings
 - Most buildings have no umbrellas in the locations designated for them.
 - Members need to come to May meeting with ideas on how Staff Council can have an impact at university. Is that through the umbrella program or another means? Could the program be more in a format of umbrella donations rather than a nice university umbrella?
 - If umbrella program is no longer working, receptacle needs removed.
- Virtual competition and engagement
 - How can employees stay engaged?
 - Ideas: trivia, dance off, online games, talent show. Share ideas with HR

Announcements / Area Reports

- Finance: Per email sent out in early Feb, the IRS has released a 2020 Federal W-4 form that is different from previous versions. The IRS is not requiring all employees to complete the 2020 Federal W-4 form, but advises all employees to review their paycheck and evaluate the need to make adjustments to tax withholdings. If employees do not complete a 2020 Federal W-4 form, withholding will continue based on the most recent W-4 form completed. Contact the payroll office if you have questions.
- Library: BD Owens Library owned materials have a due date extension to August 21, 2020. Items that are through MOBIUS, interlibrary loan, and computer science equipment weren't included in the due date extension. If you have any questions, please contact olc@nwmissouri.edu.
- Human Resources – looking at ways to engage employees and send ideas to Krista Barcus; trying to keep up to date with Covid-19 and policies; helping employees virtually; reach out to HR if there are any struggles because adapting to the change can be difficult

- International Involvement Center: adapting to changes; receiving new guidance from government officials daily; making sure students are keeping up with classes; keeping in contact with all students; keeping track of students who have graduated and working in US; working in office every other day for a couple of hours
- SSC: changes to SOAR – but nothing set yet; planning for different scenarios; communication will be out there soon for SOAR
- IRE: a lot of data request due to CARES Act, Inclusive Excellence Survey will be emailed to all current students, faculty, and staff from nw_ir on behalf of the Office of Diversity & Inclusion. Please fill it out.
- Study Abroad: refunding money for students that came back from program early in Spring; Summer programs cancelled; working on fall programs
- Alumni: Thank a Donor Day is next week. Will be in a virtual format and social media will have large presence; encouraging faculty/staff to thank donors through website built by Alumni Office (email coming soon); events have been cancelled or postponed; Gradfest in August will be on same day as graduation and will celebrate after the ceremony; communicating with donors through email and phone
- College of Arts and Sciences: helping faculty with new online format; looking at budgets and seeing what to give back to university
- Wellness: Telecounseling with students and maintaining visits and staying busy; offers telecounseling to staff but few slots
- Student Affairs: a lot of virtual involvement; Will Sabio looking at how to accommodate students virtually; virtual programming every day; pushing employee engagement
- Athletics: recruitment on hold because virtual recruiting and visits are not allowed; keeping fingers crossed that fall will be normal
- Career Services: continued services online; a staff member is always available daily between 10-2; many internship questions for fall and telling students to continue as planned if employer hasn't reached out; reach out to employer if there are questions; resumes and internship research is still occurring; recruiters are still reaching out to fill positions
- Facility services: rooms still being clean and buildings maintained; limited working environment; report concerns to Facility Services; work orders are still being done but be patient
- NW-KC: working out schedules for textbook and laptop returns; allowing Maryville students to return items to KC center; working regularly with adjuncts to see how things are going in online format; use NW-KC as retention piece or to let students know there's ways to be connected to Northwest in the KC area

Next Meeting

May 20, 1:30pm- 3:00pm – TBD