

# Staff Council Meeting Minutes

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Date/Time:	March 17, 2021 1:30PM	Location:	Zoom
Meeting called by:	Staff Council Exec.	Type of meeting:	Staff Council Monthly Meeting
Facilitator:	Staff Council Exec.	Note taker:	Gina Smith
Attendees:	Travis Kline, Julie Robertson, Elainabeth Russo, Helen Constantopolous, Ben Rogers, Brittany Roberts, Barb Weybrew, Gina Smith, Joshua Smith, Kiersten Orton, Troy Brady, Melissa Chesnut, Amanda Dempsey, Hilary Steinman, Selena Foreman, Mike McBride, Evan Rand, Joel Kosch, Clarence Green, Ashley Strickland, Michelle Drake, Wendy Berthiaume, Krista Barcus, Allison Kemper,		

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## Agenda Items

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### Organizational Structure Support & Strategic Operations Reports

Leadership Advisory Team – Clarence: Budget moving forward; one-time additional duty pay under consideration. Well-being briefing.

- Administration is working on the Adventure 2030 strategic plan goals.
- Environmental Scan committees have been formed and the scans have begun.
- A Green Team has been established to examine and foster well-being, and an advocate will be hired for employees; this person may be an employee or from an outside source, funded by federal stimulus money.
- Video surveillance policies are in formulation for approval by the NLT and the Board of Regents.
- A student military withdrawal policy will be implemented to give those serving while attending Northwest the ability to leave and re-enroll easily in case of deployment.
- Staff council representatives received a review of the projected budget from the leadership team last week via Zoom.
- A reorganization of the recruitment, admissions, financial aid, and marketing and communications units has taken place upon the departure of Dr. Lonelle Rathje.

Faculty Senate – Gina: See attached notes.

Student Senate – Natasha (reported by Gina Smith in Natasha's absence):

- Blood Drive results: 56 donations on day 1 and 33 donations on day 2. The next blood drive is planned for April 20-22. The senate is brainstorming ideas on how to increase donations for the next drive.

Board of Regents – Troy

- The BOR work session will be held tomorrow morning, and the official meeting will begin at 1:00 p.m. Let Troy know of any staff concerns that he can present to the board.

## Benefits & Wellness Committee – Beth Russo

- The Wellness Center is now vaccinating with a very limited supply of vaccines provided by Mosaic. 400 extra vaccines are available now, but the state is restricting their use. Dr. Green noted that campus individuals are now in the pipeline for vaccines.
- The committee met with Lockton about the Health Risk Assessment and wellness initiatives scheduled for this year. The committee continues to assemble the wellness challenge and will issue instructions on how to participate and explaining the benefits. HR will share any pertinent HRA information. On-campus vaccinations are limited, although campus individuals are in the pipeline. 1,000 shots will be available this Friday. The state is considering a move to Level 2.

Ally Affinity Group - Helen Konstantopoulos: The next meeting will take place on the 31<sup>st</sup> of March at noon via Zoom. Carol Spradling will lead the meeting; she has sent out articles and a questionnaire. Research into past allies continues; the information gathered will be posted to social media. Tomorrow's event for Women's History Month will be a presentation by Dr. Elyssa Ford, and will be available on Facebook Live on the Diversity and Inclusion page.

## Old Business Items

- Staff Council representation on other university committees: Participation on Staff Council committees has been decided that such a release may cause disadvantage for Council committees, especially with regard to short-term outside committees. It is agreed that participating in other university committee does not replace the time and responsibilities of Staff Council committees.

## New Business Items

- Digitizing and archiving of old Support Staff Council minutes will be ongoing, and possible uses were suggested for a variety of items found in an Administration building closet formerly used for staff gifts. Beth Russo has an inventory of all the items in the closet; she will distribute the list. Digitizing can be done by Beth and her student workers.
- Elimination of Staff Council Canvas site due to lack of use. Canvas was previously used by the communications chair to disseminate information, but it has been replaced by Twitter, the Staff Council website, and email within the group. For a number of reasons it was agreed that allowing the site to simply go dormant is preferable to elimination.

## Committee Reports

Employee Engagement and Recognition Committee – Selena Foreman. The committee reviewed the calendar in their meeting today; it will be sent to Troy and Natasha.

- The committee is planning for the end-of-term Bearcat Bash scheduled for the Pavilion; waiting for information from Dr. David Shadinger and Faculty Senate about whether FS wants to contribute.
- The proposed distribution of pre-packaged popcorn will take place between now and the Bearcat Bash; members of the committee will make popcorn in the Student Affairs machine with Covid mitigation precautions, and distribution will be on Wednesday, March 31<sup>st</sup> via golf carts to different areas of campus. Enough popcorn will be provided to accommodate employees in areas with multiple shifts, such as UPD and Facilities Services.

Outreach Committee –

- The suggestion to increase the number of Outreach Committee members to better execute the committee's responsibilities will be determined by July 1. Ashley Strickland noted that the committee would like to sponsor a summer event, but not a bake sale, along with T-shirt sales in the fall. Ideas for an event will be gathered via a Google Doc. Ashley agreed that the committee could use more

members for some, but not all, activities, and that Outreach doesn't need more people than other council committees.

Policy Committee – (reported by Julie Robertson in Natasha's absence): Julie is working with IT on a document for members to select their preferred committee assignments. She hopes to get the document out tomorrow or Friday. The Policy committee will meet again April 12th before the next general meeting for members to select their preferred assignments.

- Flyers have been received and are under review; thanks to those who provided them.
- Information Technology will not be represented by an IT staff member, but the area will have representation. Travis is working on a "find your representative" webpage.
- Election update: Work continues on the charter update.

**Engagement Survey Action Items:** None.

**Employee Suggestions/Comments/Concerns:** No concerns were presented.

**Announcements / Area Reports:** Helen Konstantopolous: This is the last week of the fund drive for KXCV-KRNW; the virtual 5K run-walk will take place next month. Participants are urged to register for the event on the station's website.

In response to a question about whether the meditation/prayer room in North Complex is open or closed due to Covid, Dr. Green explained that the Diversity and Inclusion group is leading that effort.

Krista Barcus, in response to a question, explained that at this time the nursing rooms are to be used by employees only; she is working with Student Affairs to identify nursing rooms for students.

Julie Robertson announced that as of April 1 she will take a new position as assistant director of Upward Bound Math and Science, replacing recently-retired Tanya Riley. Julie's current position with the SSS program is posted on the HR website; hoping to have a replacement by May 1<sup>st</sup>.

Selena Foreman: There are several moves in her area; Sue Nickerson has retired, and Jacob Wood has assumed her duties.

Krista Barcus: A staffing change has occurred in HR; Beth Wells has resigned. Recruiting is active for that position, current staff are covering the responsibilities..

Concerns were expressed about the decision and communication for the surprise April 2 campus closure, which affects planned faculty class schedules and classwork assignments for students. Clarence Green acknowledged that communication about the closure was inadequate, and that a new communication strategy for these types of decisions is underway.

The meeting adjourned at 3:22 p.m.

## **Next Meeting**

**April 14, 1:30pm- 3:30pm – Zoom**

# Northwest Missouri State University

## Forty-Seventh Faculty Senate

### Agenda

March 3, 2021



Call to Order (3:30 p.m.)

Approval of Agenda with suspension to talk about Chapter 2

Approval of Minutes: Feb 3 approved unanimously; Feb. 17 minutes approved unanimously

Provost's report: Jamie Hooyman

Nothing new with budget; still tracking to get 13.1 Mil back (what was lost last year); gun laws back; language changed. Even if HB passes it will not change how we operate substantially since we can as a campus can regulate and have policies about specific areas such as the dorms, classrooms, etc. We just can't have a blanket not guns anywhere on campus

HB1000—strange possible bill about grades

Highschool level on math credit (currently will change HS math with replacing some with computer science)

Reorganization will not affect faculty; it will affect Provost's office; Dr. (recruitment, admissions, financial aid advancement, & marketing & communication); Mitzi Marchant (current director of donor engagement) will work with alumni; she will not longer be part of the NLT (Alumni center was removed years ago; so this allows better communication)

Marketing, communications, etc. reporting is now coming to Jamie Hooyman (taking more responsibility)

3 AP (Dr. Haddock, Dr. Steiner, & Dr. Johnson) Academic Provost – no scope, titles, etc. changes

3 AVP—All report to provost work more directly with academics

AVP (Brandon Stanley – directly report to Provost) -marketing and helping understand academics better and improve marketing

AVP Recruitment. Admin, FA & student success—position will be posted soon (internal & external); not new position; just realignment

AVP- Dr. Mallett – to help make a closer link to academics

Answered questions

- NLT is going down one member; therefore saving money.
- Concern that there may be less time to do other responsibilities; this is to try something new, to see how it works
- Status of Jasinski's job search- he is withdrawing from the process; so no changes in his status
- Higher Ed is Tier 2; May 1 is tentative roll out date
- AP and creating online lecturer position
- National Guard and other military active duty; current changes of shorter time spans; still trying to figure out how to address; can not require zoom or class participation when on official orders. Must show official order to enact military clause. Try when possible to allow to make up or have alternative assignment or give an incomplete or withdraw to redo the class (especially if early in the semester)
- We do not fall under "state employees" budget us unknown ... salaries at best will stay flat. Number one priorities to help faculty and staff, currently a lot is unknown. We are protecting employees (avoiding layoffs, unlike other HE institutions) We are already in our reserves.

[Agenda suspended to discuss Chapter 2 updates]

Guest Dawn Gilley (committee chair)-

- Reorganized to easily find information

- Everything applicable to all faculty in one place and only unique information in only one place (ranked or titled)
- All policies out; just in policy library since all of these relate to ALL employees
- On-line lecturer added ; and instructor increase load was denied; created an online lecture to be
- National average of teaching loads are adjuncts are 50%; NW is at 15%; created online lecturer position to help cover the NLT wanting to grow adjuncts.
- Concern with creating new position
- This gives flexibility to hire faculty to create starts.
- HLC only 2 classes = number of hours. This is to allow more continuity
- This is concern with OP undergraduate programs
- This is a recommendation; concern with 5/ 5 instructor load
- 5/5 non-starter. Course development is under- teaching
- How do we evaluate adjuncts; given to associate provost council to evaluate how online classes are being evaluated; from this another committee will address in the future
- Explain process...; chairs/directors, & faculty & feedback
- March 15<sup>th</sup> meet—compile feedback & then go through the same groups; then OK→ then to the faculty at large for zoom faculty forums; then can't be changed...
- Advisement. Mentoring (See chart)
- Sabbatical pay language policy; has been recommended change 75% pay versus 50% pay
- Added procedure for emeritus status
- Vast majority was to clean up titles and process of tenure, typos, etc.
- Concern about input on policies, now that it has been moved to the library; and gets snuck into policies
  - Removed all HR policies
  - We kept those which we do have a say; academic freedom, academic dishonesty, etc.
  - Allow federal mandates to be changed and keep current
  - Worked with Krista Barcus to determine which were HR issues
- We can only make recommendations; only what the BOR determines is OK will be approved
- Social media policy is not academic policy
- Faculty still need to keep an idea on a policy library
- New language is to meet the IRB standards HLC accreditation; training will be for those who are going to do research; found free training; helps meet HLC standard; it covers at least 1 year
- Gather comments....
- Reorganization was to help make it easier to find information.

President's report: David Shadinger

Bills in committee still...

- HB 908 Designates as institution as education prep, EDM, and ???
- Conceal and carry major changes in language; still opposed, however it is not as bad yet
- Bills on students who have their own insurance;
- Bills on trying to get students to attend trade schools instead
- Bill for universities to pay for their own deferred

Environmental scan teams reforming; staff counsel also included (PESTO)

- Political
- Environmental
- Social
- Technological
- Organizational

Matt Symonds- draft royalties → develop procedure for address royalty situation for textbook; see document Assoc Provost council; send feedback to Matt Symonds (see new email); no policy changed, just clarifying procedure; allows greater protection for faculty

Committee Reports:

Academic Appeals: Peter Adam

Academic Petitions: Cheryl Malm

Assessment: Jenni Wall –in meeting with programs; be sure to change outcomes; Darla sent out how to put 4 point-outcomes (be sure to change these)

Budget & Finance: Matt Symonds (see Draft Book Royalties attachment)

CRD: John Katsion

DCM: Ildi Olasz

IRB: Bradlee Gamblin

Research: James Campbell

Teaching & Learning: Alice Foose

Faculty Welfare: Pat Immel

Legislative: Luke Campbell

NCAA Student Athlete requirements: Rhonda Beemer

#### Old Business:

Secretary's Report of online voting: Bronson Herrera

Majority passed the proposals (n=12; 11 approve, 1 abstention)

Chapter 2 Report: Dawn Gilley

#### New Business:

**The Proposals CDR passed 2/16/2021—We already voted with the last group**

Kristi Alexander	120-61-17	New Course	<a href="#">EDUC 61-733 Advanced Curriculum Design</a>
Kristi Alexander	120-61-18	Change Program	<a href="#">Specialist in Education</a>
Joy L. Daggs	121-29-01	Change Course	<a href="#">COM 29495 Independent Study in Communication</a>
Jim Campbell	220-04-02	Course Deletion	<a href="#">BIOL 04463 Introduction to Bioinformatics</a>
Jim Campbell	220-04-03	Course Deletion	<a href="#">BIOL 04625 Bioinformatics and Genomics</a>
Jim Campbell	220-04-04	New Course	<a href="#">BIOL 555 Introduction to Bioinformatics</a>
Shantel Farnan	220-GC-01	Change Non-Curricular	<a href="#">Admission to Graduate Study</a>
Shantel Farnan	220-GC-02	Change Non-Curricular	<a href="#">Admission to Candidacy</a>
Shantel Farnan	220-GC-03	Change Non-Curricular	<a href="#">Admission to Graduate Study</a>

#### Items from the Floor:

BOR- why are positions not filled; when will these be filled; this is up to the legislators to nominate people to fill these. BOR not at the top of the priority list.

2 new appointments to BORs; mandate to keep balance

#### Adjournment:

Future Meeting Dates:

#### Faculty Senate

#### Executive Committee

<del>3 February (Zoom)</del>	20 January (Zoom)
17 February (Zoom)	10 February (Zoom)
<del>3 March (Zoom)</del>	10 March (Zoom)
17 March (tentative)	
7 April (Zoom)	14 April (Zoom)
21 April (tentative)	

## Kline, Travis A

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**Subject:** FW: Staff Council Closet Inventory

Team,

Barb and I went through the closet and took inventory. It is definitely overcrowded and very dusty, so it needs some TLC.

Previously, staff council handed out welcome folders to each new employee (looks like the last time might have been 2009). There are a few of these folders in the closet that contain:

- A list of the Staff Council reps and Exec Council with contact information included
- Staff Council By-Laws
- UPD Traffic Policies Brochure
- Staff Council Brochure explaining the purpose of the Council
- A campus guide
- A map of Maryville

There are also a few old copies of Support Staff Newsletters that were previously printed and distributed on campus.

There are multiple binders of prior staff council minutes. Travis is going to touch base with the Exec Council to determine if we should digitize them, then shred the paper copies. We have been working through a similar process in my office.

There are also many empty binders. We can double check with the council, but I vote that we send them to surplus unless anyone on the council wants them for some reason.

Here is a detailed list of all other items currently housed in the closet.

- Random Stuff
  - Nice Support Staff table cloth in a protective duffle bag
  - Large roll of raffle tickets
  - Old packing tape
  - Gavel
  - Dog waste pick up bags
  - Items used to organize Bake Sale
    - Cash box
    - Mini trash can that is decorated and used for raffle tickets
    - Ziploc bags
- Gifts Graduating Employees
  - Medals
  - Cards
- Thank you cards
- T-Shirts
  - New Employee T-Shirts
    - 1 Large
    - 1 XL
  - Staff Council Shirts
    - 2 Large
    - 1 XL
    - 1 XXL
- Northwest Items that could be raffled, give as prizes, etc

- 2 Large boxes of nice insulated coolers/lunchboxes
- 1 Large box of Northwest business card holders
- Magnetic Northwest picture frames (fridge style)
- Small zipper change bags
- Post it size notepads
- Little notebooks
- Green 2013 Football fleece “neckies” or neck warmers
- 1 Black fleece neckie with green eyes
- Lots of bandanas
- Mousepads that feature Owens Library
- Mini “Number 1” clappers
- Megaphones with an older style Bobby Bearcat



**Beth Russo | Billing and Collections Coordinator**

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