

Present:	Darci Blackney, Melissa Chesnut, Lisa Crater, Derek DeMott, Kala Dixon, Selena Foreman, Duane Havard, Marsha Martin, Becky Meneely, Kelley O’Riley, Nancy Ozanne, Jessie Peter, Sue Smith, Grace Stephens, Taylor Suiter, Kim Todd
Absent:	Troy Brady, Matt Cronk, Chris Guess, Sherry Gutzmer, Kathleen Kobayashi
Guests:	Krista Barcus, Michelle Drake, Clarence Green, Melissa VanBuren

1. Clarence Green – Leadership Advisory Team

- Health Care Renewal – NLT received a briefing and accepted recommendation from HR
- Compensation Study – NLT accepted the Compensation Study results. HR will be working on the next steps.
- Diversity & Inclusion follow-up on legislation that is rolling out. Working with Dr. Malone to make sure we remain in compliance
- Great Northwest Days is being planned for February. It is a legislative roundup of people from the community and campus. Lobbying for a core appropriation increase of 5%. Supporting the MOExcels projects and the Governor’s transformational projects
- Athletics – There is a candidate on campus last week for Lori Hopkins position, Kiersten Schneider will be leaving in the next two weeks and will be looking for her replacement
- Tatum Tour – Dr. Tatum is touring the region with University Advancement – Kansas City, Omaha, and Des Moines
- Dr. Tatum announced he is starting an enrollment task force for our on-ground undergrads for Fall of 2024
- Dr. Tatum will be sharing his vision with during the inauguration event in April

2. Krista Barcus – Human Resources

- Benefit Renewal 2024
 - USI negotiated with BCBS a 1.8% increase for the 2024 renewal period. The University will cover this increase and employees will see no change in premiums.
 - HSA deductible will increase to \$3,200 from \$3,000 to meet IRS guidelines.
 - USI model rates for an additional salary band (<\$50, \$50-60K, \$60-80K, **\$80-100K**, and \$100K+). Individuals in the \$80-100K band would see a 10% increase in rates to accommodate the additional salary band. There would be no savings acquired with this addition. Due to the significant increase, it was not recommended to add an additional salary band.
 - Open Enrollment
 - November 1-17
 - Enrollment information / packets will be received electronically.
 - Human Resources / USI will provide zoom/in-person open enrollment sessions.
- Employee Engagement Survey
 - October 16-30
 - 26-28% surveys have been completed on Day 3
 - Emails will be from USI website – not Northwest.
 - Focus Groups
 - Staff Council Representatives will attend the department area(s) they represent when they discuss overall University goals. Council representatives will take notes on the strengths and opportunities discussed. This information will be sent to Selena to be compiled as feedback from Staff.
 - The information will be analyzed to determine the top goals and will work with Faculty Senate to present to NLT and Dr. Tatum
- Compensation Study is moving forward. There is a lot of work to be done, watch for updates.
- Thank you to everyone who attended the Employee Appreciation event on Saturday, October 7.

- Physician Screening process – as of October 9 there was 80% compliance. Deadline is October 15. If anyone has concerns of the paperwork being submitted, please email Brooke Hull (bbadger@nwmissouri.edu) OR Krista Barcus (kbarcus@nwmissouri.edu). If someone missed the deadline due to an extenuating circumstance, please contact Human Resources.
- December 12 – Winter Employee Appreciation. RSVPs will be sent out with an option for breakfast or lunch closer to the date. There will be no to-go options this year.

3. Dr. Melissa Van Buren, Employee Wellness Coordinator

- Wellness Website - [Employee Wellness | Human Resources | Northwest \(nwmissouri.edu\)](#)
 - Monthly Health Topics
 - Nutrition – Food as medicine
 - Exercise – Aerobic fitness challenge to support mental health
 - Sleep – Quality sleep correlated to decreased stress
 - Financial Wellness – A sense of financial security and freedom
 - Health Relationships – The cornerstone to happiness and living a full life
 - Blue Cross Blue Shield – Updates and hacks for easier use
 - Counseling Resources

4. Committee Reports

- Employee Recognition – Colin McDonough
 - Stress Less Fest – Friday, October 20 @ Memorial Bell Tower – 1:00-4:00pm.
 - Encourage employees to come take a break and enjoy 15-20 minutes
 - Staff Council members should attend for a bit if possible
 - Activities planned
 - Coloring book station
 - Dogs (courtesy of NNHS)
 - Board games & yard games
 - Door prizes
 - Music, popcorn, refreshments
- Outreach – Darci Blackney
 - T-Shirts Sales totaled \$1,333.00
 - There are a few shirts that are available (flyer attached).
 - Contact Darci Blackney (dblackney@nwmissouri.edu) or stop by Ad Bldg 121 (Student Account Services)
- Policy Committee – Taylor Suiter
 - Discussing a potential attendance policy for Staff Council
 - They will begin working with Jessie Peter to review the Charter
 - Vacant Staff Council positions:
 - Jill Kain
 - Remington Long
- Diversity & Inclusion – Jessie Peter
 - LGBTQIA+ month
 - October 11 – National Coming Out Day
 - October 11 – Guest Speaker – *Let Your Pride Show* – 6:30pm Charles Johnson Theatre
 - October 18 – Love is Love bracelet making – 6:00pm in the Living Room
 - October 23 – ODI Movie Night – *Trans Lives on Screen* – 6:00pm
 - Native American Month
 - November 1 – Miss Native American USA (2017/2018) Autumn Rose Williams speaker – 7:00 pm – Charles Johnson Theatre
 - November 8 – Beyond the Circle Dancers – 6:00-8:00pm
 - November 15 – ODI Movie Night – *Gather* – 6:00pm in the Union Board Room
 - November 16 – Lunch hour – *Land Acknowledgements* - TBD

- Struggling with Staff Council attendance to D&I events.
 - There was feedback regarding the time of the events – not every event should be on Wednesday. Would it be possible for some of the events to be during regular business hours.
 - Social Justice Institute – Spring 2024
 - Participation is part of Staff Council’s IEAP
 - Two staff council members will attend Social Justice Institute.
 - Women of Color organization
 - The organization was recommended by staff members
 - This will be moving forward – watch the HR Bulletin for additional information
 - Diversity & Inclusion attended an Inclusion Summit. The information gather has been shared with Dr. Krauth
 - November 9 – Dmytro Gnativ (Ukrainian Flutist) – Charles Johnson Theater, 7:30pm
- Michelle Drake – ALLY Affinity
 - Met September 26
 - Ted Talk regarding LGBTQIA+ and held a discussion around using pronouns as inclusive language.
 - Important Dates & Activities for October
 - October 4: Movie Night: Bros
 - October 11: Wear rainbow colors for National Coming Out Day; Speaker at 7:00 pm in Charles Johnson Theater
 - October 18: Wear a nametag or button with your Pronouns to raise awareness; Love is Love: Bracelet Making is at 6:00 pm in the Boardroom
 - October 19: Wear purple for Spirit Week in support of Anti-bullying & Suicide awareness of the LGBTQIA+ population
 - Next meeting – October 31 at 3:30

5. Old Business

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6. New Business Items

- Homecoming – *Welcome to the ‘Ville*
 - Dress-Up Days
 - Monday: Sports Day (*Favorite Sports Team*)
 - Tuesday: Twin Day (*Dress Alike with another colleague*)
 - Wednesday: Wacky Wednesday (*Wear something wacky*)
 - Thursday: Superhero Day (*Dress like your favorite superhero*)
 - Friday: Bearcat Day (*Show off your Bearcat Pride*)
 - Work with your supervisor for approval of specific attire.
 - Love to have pictures of all the great outfits – send them to staffcouncil@nwmissouri.edu
 - Questions? Please email staffcouncil@nwmissouri.edu
- Welcome Committee Program for new Employees
 - Feedback from individuals?
 - Do we continue the program?
 - Thoughts? Suggestions?
 - Add a Staff Council slide to the orientation from Human Resources
 - Council Members responsibility
 - Send out an email to new employees on your distribution list
 - Melissa Chesnut will draft an email for Council members to use. It is located on TEAMS in the General Channel with the Distribution list.

7. Engagement Survey Actions

- Employee Engagement Tracking Sheet updated 10.9.2023 attached

8. Employee Suggestions/Comments/Concerns

- Sodexo concern regarding the prices and selection of vending machines. Selena will share that information with Sodexo. If you have concerns, please feel free to file a comment card. This will then be forwarded to Sodexo.
 - Selena Foreman shared that information with Sodexo. Hopefully Sodexo will follow-up with the staff member with their response.
 - If you hear any concerns, please encourage them to complete a [Comment Card | Northwest \(nwmissouri.edu\)](https://nwmissouri.edu)
- Questions from staff member. These are based on previous employment with another university. The school made money on two of the processes which aided in other things like financing employee permits through the money students did not use for their car permits.
 - Why can't Northwest use student IDs to log into the Residence Halls. Students do not lose their ID as much as FOBs?
 - Is it possible to have parking passes as part of tuition? Every student pays for parking even if they do not have a car?
 - Printing expenses were part of tuition, \$30 a semester. The balance did not roll over semester to semester.

9. Announcements

- Career Closet having large requests for warmer clothes. If you have any donations, they can be dropped off at Administration Building 130 or contact Grace Stephens.
- Don't forget to send your Homecoming Dressup Days to staffcouncil@nwmissouri.edu!
- Employee Engagement Survey will be October 16-30.
- Two of the four Staff Scholarship recipients were recently able to attend the Power Dreams event. Pictured are Colby Bowles, Lilly Hanson and Duane Havard
- "Be a Santa to a Senior" – The tree will be setup on November 3 on the first floor of the Administration Building for anyone interested in participating. You simply select a bulb from the tree, purchase the item(s) and then place the bulb and unwrapped gift(s) in the collection area.
- Save the Date! "An Evening with Rissi Palmer" – February 29, 2024. Free and open to the public! Watch for more information as time gets closer.
- Student Affairs having a Haunted House again this year on October 31 – 3:00-5:00pm. Take a break and walk through the haunted house.
- Selena Foreman has accepted the Student Affairs Coordinator. Her current position, Residential & Auxiliary Coordinator has been posted.
- *Exercise is Medicine on Campus* [video](#) has been entered into a mascot video contest. Check it out and be sure to click "Like" to vote.



10. Next Meeting – November 15 | 1:30pm, OL 250

Shirt Design	SIZES	# Available
	Medium	2
	XL	6
	XXL	3
	XXXL	1

Shirt Design	SIZES	# Available
	Small	2
	XL	3
	XXL	2
	XXXL	1

Shirt Design	SIZES	# Available
	Medium	1
	Large	2

Staff Council T-Shirt Fundraiser's FINAL Sale.

OABAAB - \$20
BEARCAT VIBES - \$15


EMAIL: dblackney@nwmissouri.edu to purchase one of the available options OR


Stop by room 121 in the Administration Building. (Student Account Services) and see what is available!


OFFICE HOURS: M-F 8AM-5PM

Thank you
to ALL who have supported this fundraiser and helped raise money for scholarships.
We appreciate you!
-Staff Council

Shirt Design	SIZES	# Available
	Small	1
	Medium	2
	Large	2

Shirt Design	SIZES	# Available
	Small	3

Shirt Design	SIZES	# Available
	XL	1
	XXL	3
	XXXL	1

Shirt Design	SIZES	# Available
	Small	1
	Medium	2
	Large	2

Shirt Design	SIZES	# Available
	Medium	1
	Large	2

Faculty/Staff Themes	Details of the themes	Current actions being completed	Suggested actions from faculty/staff	Current State
Healthcare	More affordable healthcare Quality	Completed the Benefit Consultant RFP process and the contract was awarded to USI Insurance Services effective 4/1/22. Collaborated with USI & BCBS to decrease the high deductible plan from \$5000 to \$3000. Reduced the family plan by 10%. Northwest covered all healthcare premium increases for the 2023 renewal period. Implemented Physician Screening Visits. Faculty Senate President and Staff Council Chair have the option to join the Benefit & Wellness Committee.	Decrease in healthcare premiums, specifically the family plan	Benefit renewal discussions for the 2024 plan year will begin in August 2024.
Wellbeing and Perks	Flexible work schedule	Remote work policy for those positions that have the capability to work remotely. Not all positions can be approved for flexible or remote work. Flexible work and remote work policies are available for those departments who can accommodate.	4 day work week	
	Parking- review lots, free parking for employees, employee of the month parking spot	Stacy Carrick shared the budget overview in the fall and spring with Faculty Senate and Staff Council. Budget sessions were also held for all employees to attend.	Free parking permits for employees Share the master plan for addressing the needs of the sidewalks and parking lots.	Funds are used to fund upkeep to parking lots, sidewalks and streets. Facilities are working on a master plan to address the needs of the sidewalks and parking lots. This is a shared cost between students and employees for the upkeep of the University. Add parking as part of the total benefit/compensation study.
	Employee discount for Horace Mann/LEET			The early childhood center was recently opened. Need time to evaluate the center's budget from a total compensation/benefit lens.

Faculty/Staff Themes	Details of the themes	Current actions being completed	Suggested actions from faculty/staff	Current State
	Work/life balance	Foster Fitness implemented programs to meet needs of employees, updates are provided monthly in the HR Bulletin. As a focus on employee wellness and mental health support our Employee Wellness Coordinator implemented the wellness website. www.nwmissouri.edu/hr/wellness There are also walking challenges available through the Move Spring app and a 5K coming up. www.nwmissouri.edu/hr/wellness/exercise	Time to go to the fitness center Flexible schedules	Work life balance and exercise is valued at Northwest. An incentive to promote exercise for employees is to offer free access for employees to use during non work time. An opportunity might be for the Benefit and Wellness Committee to look at population health. See above for Flexible Work Schedules.
	University dog park			The Maryville Parks & Rec have a community dog park listed in their master plan.
	Budget for appreciation	Each Leader has designated 1905 funds to be used for employee appreciation. Each Leader received a 50% increase in funding for FY23 from the Northwest Foundation to be used for employee and student employee recognition. There are generic Northwest cards available in Human Resources for everyone to use as needed to show recognition and appreciation.	Staff are invisible for recognition- need to recognize staff; contributions, pictures of all staff, all shifts,etc.	
Compensation	COLA increases, today's economy	2% COLA increase in FY23 \$15.00 minimum starting wage for all positions was approved for FY 23. Retention Payment \$1500.00 paid in February 2023. 4% COLA increase in FY24.		
	Increasing demands, do more with less, changing job descriptions			Development opportunities for leaders. Change in job description doesn't always equate to change in compensation.
	No incentive for improvement Pay inversions Pay increases based on longevity and knowledge Evaluations in relation to compensation	A Compensation Study is currently being completed by a third party Vendor, Evergreen. January-June they will be completing the market data survey. Recommendations will be provided to the NLT in July. Recommendations will be communicated out to stakeholders in August and presented to the Board of Regents in September.		COLA/market are evaluated each year as part of the budget process. Not equipped for pay for performance evaluations. Compensation study will provide guidance. Add Faculty Senate and Staff representatives on the Compensation Study Team.

Faculty/Staff Themes	Details of the themes	Current actions being completed	Suggested actions from faculty/staff	Current State
Trust/Communication	Survey credibility			Look at a new survey tool- Workforce Science Associates will be used for the 2023 survey cycle. Consideration of new survey tool going forward. Improve overall organizational communication and communications from Leaders on unit specifics.
	Transparency on why decisions are made, the big picture, how employees are impacted	The employee engagement survey action tracker continues to be updated in the HR Bulletin.	Employees want to feel more like they understood the “why” behind decisions that impact the University and themselves as employees. Provide education on where the money is going.	
	All employee meeting- not enough value			Continue to gather input for content for the All Employee Meetings. Received positive comments from faculty and staff regarding the January 2023 all Employee Meeting.
	Aggressive or incomplete messaging, ruling with fear		Don't perceive as an organizational issue- need to address each situation.	
	Hierarchy and timeliness of responses, leaders shouldn't have to get involved			

Proposed next steps:

Human Resources communicating quarterly with Faculty Senate and Staff Council regarding all actions, outcomes and timelines.

Updated 7.11.23