

Darci Blackney, Finance	☒	Mike Aldrich, Undergraduate Studies/Arts & Sciences	☒
Melissa Bray, Facilities	☒	Connie Murphy, Graduate/Professional Study	☒
Angela Bremken, Facilities (Jacob Allen-Proxy)	☒	Kim Surprise, Facilities	☐
Nikki Bucy, Student Affairs	☒	Rachel Peter, Student Affairs	☒
Latonya Davis Harrison, Center for Engagement and Community Connection	☒	Megan Runde, Academic Affairs (Travis Kline-Proxy)	☒
Shelby Eitel, Admissions & Academic Success	☒	Melissa Wellhausen, RPDC, NW Kansas City	☒
Alyssa Godsey, Undergraduate Studies/Arts & Sciences	☒	Gia Zupancic, Athletics	☐
Duane Havard, NW Foundation	☒	Madalyn Mosbauer, Administrative Office, Capital Programs, Central Plant, Custodial Services, Energy Management, IT, Landscape Services, Maintenance Operations, Sustainability, Transportation	☒
Tim Hill, Facilities	☒	Brayden Major, Academic Success and Learning and Teaching Center	☒
Brenda Lutz, Athletics	☒		☐
Mark Hendrix, Institutional Research	☒		☐
Krista Barcus	☒	Kat Falke	☒
Guest Speaker	☐	Jill Galbraith	☒

1. Kat Falke- Workday Updates-

Workday Updates:

- The launch of Workday was an important milestone for Northwest and marked the beginning of our continued work to strengthen how we use the system. As employees gain more experience using Workday, the project team is focused on:
 - Stabilizing the system
 - Strengthening processes
 - Continuously improving the employee experience
- As more employees use Workday to complete their daily work, we are identifying areas that require additional clarification, resources, or adjustments.
- Questions, suggestions, and feedback continue to help shape system improvements and the resources available to employees.
- Upcoming support sessions (refer to HR bulletin and University calendar):
 - Thursday, Aug. 27: **student employment and graduate assistant manager Workday training support Q&A session**
 - Wednesday, Sept. 2: **student employment and graduate assistant manager Workday training support session focused on the hiring process**
 - Thursday, Sept. 10: **office manager and administrative specialist Workday training support session**
 - Wednesday, Sept. 16: **faculty and staff Workday training support Q&A session**

Looking Ahead: Workday Student

- Workday Student is planned to support the fall 2028 academic semester.
- Workday Student will support the full student lifecycle, including recruiting, admissions, records, advising, registration, financial aid, and student financials.

Takeaways:

- Assistance with Workday access and mobile app setup is available at the Jon T. Rickman Electronic Campus Support Center on the Northwest campus between 8 a.m. and 5 p.m. Monday through Friday, or by calling 660.562.1634.
- Submit general questions or feedback by using the **Feedback Form**.

- Submit system issues, errors, or requests by using the [Issue & Request Form](#).
- Review [Workday training resources](#) for step-by-step guides, videos, and other resources.

2. Krista Barcus – Leadership Advisory Team / Human Resources

- Employee Evaluations
 - Staff employee FY 25-26 annual performance evaluations have been assigned as a task for managers in Workday. Performance evaluations are required for all staff employees hired into their current department prior to January 1, 2026.
The performance evaluation process provides an opportunity to recognize accomplishments, discuss performance expectations, explore career growth and development, and encourage open communication. The evaluation process must be completed by **October 1, 2026**.
- Cybersecurity Reminder—Dustin Greenlee
 - Campus is seeing a lot more phishing emails.
 - Biggest red flag—hover over the sender’s name and it will tell you exactly who is sending the email.
 - If it is a phishing email, open email but do not click on any links, instead click that it is a phishing email.
 - Be careful when checking email on phone, it is easy to rush through those and accidentally click on links.
- Open Enrollment
 - Open enrollment will take place in October-November (the timeframe will be communicated once it is set). Benefit elections and changes are completed in workday.
- Physician Screenings
 - Employees on a Northwest health insurance plan must meet the requirements of the primary care provider wellness program, which consists of an **annual preventive visit and routine labs** ordered by a healthcare provider. Employees should print a **Physician Screening Form** from the Blue Cross Blue Shield “A Healthier You” portal to bring with them to their preventive care appointment. Physician Screening Forms are due **Thursday, Oct. 15, 2026**. If the requirements are not met, the employee will be assessed a **\$50 per month premium differential**, beginning in January 2027.
 - Employees who started Aug. 1, 2026, or later, are not required to return the Physician Screening Form in 2026.
 - For complete details about the primary care provider wellness program, visit <https://www.nwmissouri.edu/hr/Primary-Care-Provider-Wellness-Program.htm>.
 - For more information, contact the Office of Human Resources at 660.562.1127.

3. Committee Reports

- Employee Recognition – Nikki Bucy
 - Employee Recognition survey: <https://docs.google.com/forms/d/e/1FAIpQLSdcBEcRKSHiBUUh-rwiie5bMHifOXBjsDEw-5YSn48yirwtig/viewform?usp=publish-editor>
 - Staff appreciation event the week before Homecoming—looking at coffee/hot chocolate/soda bar. More details to come.
 - Looking at having an event at Good Habit in December. The goal will be to sample retail concepts, “Come have a taste of Elior.” In the Union there is an Italian Concept, Qdoba, and The Roost. We would also have the Bearcat Pub open which is in Good Habit. Note: Qdoba has started serving breakfast and open at 8am and switches to lunch at 10:30am.
 - Looking at bringing back an end of the year bash with faculty and staff.
 - Looking at doing cookie decorating in early spring.

- Outreach – Madalyn Mosbauer
 - Sweatshirt Fundraiser— Ordering is now live, and sweatshirts are \$30. All sizes are offered at the same price in response to staff feedback to ensure inclusive pricing for everyone.
Link: <https://www.nwmissouri.edu/staffcouncil/shirtorder.htm>

4. Old Business

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5. New Business Items

- Discuss Communication avenues for campus project updates.
 - An email was sent out on 8/20 with an update on campus facilities.
 - President Tatum plans to present at Staff Council.
- NW apparel at Career Closet
 - Will make a folder in The Staff Council Connection so that employees can post un-wanted NW apparel that other employees can comment on and claim.
- Martindale Ribbon Cutting—September 18th 2-3pm
- Guest Speaker Brainstorm—Coming up Dr. Rose Marie Ward (September), Dr. Skinner (October), Elior (September), President Tatum (TBD)
- There was a question for Staff Council surrounding why the All-Employee Meeting is scheduled when it is, because that is the busiest time for most offices. It was determined to contact the president's office for more information.

6. Engagement Survey Actions

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7. Employee Suggestions/Comments/Concerns

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8. Announcements

- **Next Meeting – September 16 | 1:30pm, OL 250**
- Ally Affinity- Michelle Drake
- Center for Engagement and Community Connection- Latonya Davis Harrison
- Northwest staff-related groups are welcome to attend Staff Council meetings to briefly discuss their activities. Please notify Staff Council if you have information to share or will plan to attend one week prior to the meeting.