# Staff Council Minutes February 26| 1:30pm | OL 250

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|---|---|---|---|
| Darci Blackney, Finance | ☒ | Michael McBride, Institutional Research | ☒ |
| Melissa Bray, Facilities | ☐ | Colin McDonough, Athletics | ☒ |
| Angela Bremken, Facilities | ☒ | Becky Meneely, Undergraduate Studies/Arts & Sciences | ☒ |
| Nikki Bucy, Student Affairs | ☒ | Andrew Murphy, Culture | ☐ |
| Lisa Crater, Undergraduate Studies/Arts & Sciences | ☒ | Connie Murphy, Graduate/Professional Study | ☐ |
| Kala Dixon, Marketing & Communication | ☒ | Nancy Ozanne, Facilities | ☒ |
| Shelby Eitel, Admissions & Academic Success | ☒ | Jessie Peter, DI | ☒ |
| Alyssa Godsey, Facilities | ☐ | Rachel Peter, Student Affairs | ☒ |
| Selena Foreman, Past Chair | ☒ | Megan Runde, Academic Affairs | ☒ |
| Duane Havard, NW Foundation | ☒ | Sue Smith, Academic Affairs | ☐ |
| Tim Jackson, Facilities | ☒ | Taylor Suiter, Admissions & Academic Success | ☒ |
| Brenda Lutz, Athletics | ☐ | Melissa Wellhausen, Graduate/Professional Study | ☒ |
| Marsha Martin, Graduate/Professional Study | ☒ | | ☐ |
| | | | |
| Krista Barcus, Michelle Drake, Judy Frueh, Rob Voss | | | |

1. **Ms. Judy Frueh (1:30)**
   - Wellness Services / Clinic
     - Judy Frueh and Rachel Peter presented what the Wellness Services offers for students.
     - Services are provided for all students that are enrolled in on-campus courses. Online Professional students have the option to opt into the Wellness Services.
   - Intake information for all students
     - Health History form
     - Preferred pronouns
     - Sexual preference
     - Safe Zone stickers visible
     - Inclusion & diversity policy posted

2. **Dr. Rob Voss – Faculty Senate President**
   - AI Guidelines and Guardrails DRAFT document
     - A committee of faculty and administrators met to establish guidelines and guardrails. This is not a new policy it is a guide to AI on campus.
       - The guidelines contain an ethical responsibility statement
       - There are policies in place to protect institutional data
       - There are policies for Prohibited Uses of Generative AI
     - Please review the draft included with these minutes. If you have any feedback, please forward that to Dr. Rob Voss.

3. **Krista Barcus – Leadership Advisory Team / Human Resources**
   - Immigration attorneys on site for international staff. They will have office hours and possibly an open forum sometime in mid-March

4. **Committee Reports**
   - Employee Recognition – Colin McDonough
     - Spring Sips Employee Happy Hour – Wednesday, March 12 – 3:00-5:00pm and 9:00-11pm
       - Free punch, snacks, and appetizers in the Station party room
       - Buffalo Wild Wings GO! Menu items and alcoholic drinks available for purchase
         - BOGO boneless wings *all* day!

        - Please remember to follow all University policies and not return to work if you consume alcohol.

- Outreach – Michael McBride
    - Thank you to all for the bake goods and the volunteers that worked the bake sale. The bake sale made $541.00.
    - Staff Council Scholarship must be selected/submitted by March 1.
        - The committee will be meeting on Friday, February 28 to select the recipients
    - Considering doing shirts in the fall as a fundraiser. This will be discussed more at the March meeting. Alyssa Godsey is a new representative and will be added to the Outreach committee

- Policy Committee – Taylor Suiter
    - Emails have been sent regarding open positions on Staff Council
    - Alyssa Godsey is joining Staff Council as a floater representative for the Facilities area

- Diversity & Inclusion – Jessie Peter
    - Former ODI is now Center for Global Engagement
    - Dr. Malone has been tasked of establishing a group to discuss how the office moves forward. The committee will consist of faculty, staff and students.
        - Duane Havard and Jessie Peter are members of the committee which will meet on February 28.
    - All planned Spring events will proceed as planned (flyers attached)

- ALLY Affinity – Michelle Drake
    - No report

5. **Old Business**
- Employee Feedback Proposed Actions
    - **Better communication, timely response, boundaries for non-emergency contact**
        - **Key Issues**
            - **Timely responses** or at least an acknowledgment of emails and messages are needed. Additionally, it's important to know when someone is out of the office and who to contact in their absence. (A response of will return emails when I return is not always sufficient)
            - Other departments should be **included in decision-making processes** when possible and should be notified of information or events that will affect them as soon as possible.
        - **Suggestions for improvement**
            - Establish **clear guidelines** for response times to emails and messages (e.g., within 24 hours).
            - Ensure every department has an organizational chart with contact information, especially for who to reach when someone is unavailable.
                - Example of organization chart-Student Account Services: https://www.nwmissouri.edu/studentaccounts/contact.htm
                - Example Automatic Response email: Darci Out of Office: Thank you for your email. I am currently out of the office from March 8th – March 12th, 2025. If your email needs attention prior to my return, please forward the email to grunde@nwmissouri.edu.
            - Implement a standard form for announcing departmental policy or procedure changes so others are informed promptly.
            - Use a (or if one is currently accessible by all) centralized calendar system for events and ensure consistent training on how to use it for streamlined communication.

- **Lack of professional respect, office politics, inequitable rules/policies, leaders defending their areas**
  - **Key Issues**
    - **Inconsistent rules/policies** across campus can lead to inequities, especially when left to supervisor discretion.
    - There's a need for a **focus on respectful behavior**, including being courteous and professional with colleagues.
    - One concern raised was the potential for **conflicts of interest** when an employee's supervisor is close friends with the supervisor's superior. In such situations, employees may feel hesitant to report issues or concerns, fearing that the complaint may not be taken seriously or that they could face retaliation due to the personal relationship between the supervisor and their superior. Additionally, employees may feel uncomfortable escalating the issue to HR, as they worry it could cause more problems or they may not feel the issue is significant enough to involve HR, further discouraging them from reporting.
    - Some departments prioritize their own interests over **what is best for Northwest as a whole**, creating silos
  - **Suggestions for improvement**
    - Invest in leadership development to foster consistent practices and a more open environment where feedback and ideas are encouraged. This includes understanding generational differences in the workplace.
      - A recurring concern was the variability in leadership practices and the differing levels of leniency across departments. Addressing this could help create more uniform expectations and a fairer work environment for all employees.
    - Implement a standardized form/document for procedure changes so that everyone is informed in a consistent way.
    - Consider creating a Code of Conduct for the university, which could help foster respect and set clear expectations for behavior across all levels. This could be modeled as The Bearcat Way, (Cudos to Selena for this thought!) which would provide a consistent, positive framework for how employees interact with one another. By integrating The Bearcat Way into onboarding training, it would set a clear, consistent tone from leadership down to all staff. Additionally, establish clear reporting channels for any violations or concerns to ensure that employees feel comfortable and supported in raising issues when necessary.
      - Develop initiatives to build trust in HR by emphasizing HR's role as a supportive, neutral resource rather than an enforcer. Provide clear communication about HR confidentiality and protective measures in place to prevent retaliation, reassuring employees that HR is there to support them.
- **Flexible schedules and remote options – addressing stigma, work/life balance, summer four-day week**
  - **Key Issues**
    - There is still stigma attached to flexible schedules and remote work, even when approved under current policies.
    - There's a need for consistent flexibility in schedules that promotes work-life balance, while ensuring that staff remains accessible to students and colleagues.
    - There is a lack of openness to remote work options in areas where it's feasible
    - There are unclear guidelines for after-hours communication
  - **Suggestions for improvement**
    - Implement a summer four-day work week (with clear expectations):

        - Options could include: 4 ten-hour days, 4 nine-hour days with a half-day on Friday, or a rotating schedule within departments to ensure availability.
            - A Summer rotation schedule with coworkers to ensure office coverage example: Co-Worker 1 – Off on Mondays, Co-Worker 2 – Off on Wednesdays, Co-Worker 3 – Off on Fridays.
        - Ensure that employees still meet the required 40-hour work week and use PTO as needed.
    - Add flexibility and remote work options to supervisor training to ensure consistency across campus and clear expectations for managing remote teams.
        - There appears to be a lack of openness to various work options, including remote work and flexible hours, even in areas where these options are feasible. Some supervisors may resist remote work or flexible scheduling, often prioritizing their own preferences over the needs of the team. It's crucial that all supervisors recognize the value of being open to different work styles and be willing to offer flexibility when possible, ensuring that both individual and team needs are considered.
    - Set clear standards for after-hours communication (e.g., when email, text, or phone is appropriate) and ensure that non-exempt employees are compensated for after-hours work, including overtime or time off. Those employees that can't have flexible hours, must work snow days, etc. should get other perks.
- **Compensation and perks for essential workers during snow days and other critical events**
    - **Key Issues**
        - **Essential duties** not clearly defined at the time of hire, leading to confusion about expectations.
        - **Need for different options to flex hours**, especially when it's not feasible within the same work week.
        - **Compensation** for those who must come in on snow days or other days when others are allowed to stay home.
    - **Suggestions for Improvement**
        - While flex time within the same week is constrained by state law (which cannot be changed), consider exploring other options for compensating or acknowledging employees who come in on snow days, such as:
            - Offering free meal vouchers for those who report to work during campus shutdown days.
        - Clear expectations about essential duties should be outlined at the time of hire.

6. **New Business Items**
    - Should we establish Health & Safety Committee?
        - There are issues with covering current committees
        - Executive Council suggested that it would be beneficial if we simply received updates.

7. **Engagement Survey Actions**
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8. **Employee Suggestions/Comments/Concerns**
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9. **Announcements**
    - Tobacco Free Campus Policy Education
        - Dr. Tapps has been working with Marketing & Communications to develop a website to help provide communication and education for the updated policy.
        - The website is located at https://www.nwmissouri.edu/hr/tobaccofree/index.htm

- Northwest is participating in *Campus Race to Zero Waste* from February 2 – March 29.
    - Help prove Northwest is the best – reduce waste – always recycle correctly
    - Reminder – *plastic* and *paper cups* are **landfill trash**. They cannot be recycled on campus
- Salary Compensation Committee (Duane Havard, Selena Foreman, Colin McDonough) the process is moving forward. Looking at possibilities but must factor in organizational setup. The suggestion also needs to be fair but assured Northwest would be here for future students.

10. **Next Meeting** – March 19 | 1:30pm, OL 250

## AI use Guidelines and Guardrails at Northwest Missouri State University DRAFT

Generative Artificial Intelligence (AI) continues to have a profound set of effects on the work of higher education, impacting all of us including faculty, staff, and students. To address some common concerns, you will find a set of applicable policies and guidelines that are already in place at Northwest that can address some concerns. As Generative AI continues to change, please refer to this page for updates.

Ethical Responsibility Statement

Northwest Missouri State University expects all members of its community—students, faculty, and staff—to use AI responsibly and ethically. AI should be leveraged in ways that promote academic honesty, fairness, inclusivity, and the pursuit of knowledge. Users should critically evaluate AI-generated content, avoid over-reliance on automation, and ensure that AI tools do not replace fundamental human skills such as analysis, creativity, and ethical reasoning.

Northwest Missouri State University has policies in place to protect institutional data and ensure compliance with legal and ethical standards. These policies apply to all faculty, staff, students, and affiliates.

Key policies:

- Information Security
- Student Code of Conduct
- Code of Academic Integrity
- Online Learning policy

Prohibited Uses of Generative AI:

The university forbids certain uses of generative AI tools, including:

- Entering sensitive, restricted, or protected data into any generative AI tool or service without appropriate internal review. This encompasses:
    - FERPA-protected information
    - Health information protected by HIPAA
    - Employee performance-related information
    - Non-public intellectual property
    - Material under confidential review
    - Information subject to export control
- Uploading unauthorized electronic files or data that could facilitate malware, spam, phishing, or other cyber scams.
- Directing AI tools to generate content that facilitates sexual harassment, stalking, sexual exploitation, or other forms of harassment, threats, defamation, or illegal discrimination.
- Using AI tools to infringe upon copyright or other intellectual property rights.

Violations of these policies may also breach the terms of service of generative AI providers.

| Guardrail or Guideline | Policy Name | Explanation |
|---|---|---|
| Do not upload sensitive data. If you don't know if the data is sensitive, treat it like it is and do not upload it to an AI system.<br>You may not upload any information from electronic files you are not authorized to access and use. | Information Security | The university is obligated to protect sensitive information and comply with applicable state and federal privacy laws and regulations. |
| You may not direct AI tools or services to generate content that facilitates sexual harassment, stalking or sexual exploitation. | Student Code of Conduct | |
| You may not use AI tools or services to generate content that helps others break federal, state or local laws; institutional policies, rules or guidelines; or licensing agreements or contracts.<br>You may not use AI tools or services to generate content that enables harassment, threats, defamation, hostile environments, stalking or illegal discrimination. | Employee Handbook<br>Student Code of Conduct<br>Code of Academic Integrity<br>Title IX Sexual Harassment | University resources may not be used to violate laws, policies, or contracts.<br>University resources may not be used to facilitate sexual harassment. |
| AI-generated content should not be misrepresented as original human work unless explicitly allowed by an instructor, supervisor, or policy. You may not use AI tools or services to infringe copyright or other intellectual property rights. | Code of Academic Integrity<br>Faculty Intellectual Property Rights<br>Student Code of Conduct<br>Employee Handbook | Entering copyrighted material into a generative AI tool or service may effectively result in the creation of a digital copy, which is a copyright violation. Feeding copyrighted material into a generative AI tool or service could "train" the AI to output works that violate the intellectual property rights of the original creator. |

Trustworthy AI

For uses of generative AI that are not prohibited, Northwest Missouri State University staff, faculty, and students can help protect themselves and others by choosing tools and services that exhibit the criteria set forth by the National Institute of Standards and Technology regarding AI Risks and Trustworthiness.