

Darci Blackney, Finance	<input checked="" type="checkbox"/>	Becky Meneely, Undergraduate Studies/Arts & Sciences	<input checked="" type="checkbox"/>
Melissa Bray, Facilities	<input checked="" type="checkbox"/>	Connie Murphy, Graduate/Professional Study	<input checked="" type="checkbox"/>
Angela Bremken, Facilities	<input checked="" type="checkbox"/>	Nancy Ozanne, Facilities	<input checked="" type="checkbox"/>
Nikki Bucy, Student Affairs	<input checked="" type="checkbox"/>	Rachel Peter, Student Affairs	<input checked="" type="checkbox"/>
Latonya Davis Harrison, Center for Engagement and Community Connection	<input checked="" type="checkbox"/>	Megan Runde, Academic Affairs	<input checked="" type="checkbox"/>
Shelby Eitel, Admissions & Academic Success	<input checked="" type="checkbox"/>	Melissa Wellhausen, RPDC, NW Kansas City- <b>Proxy Duane Havard</b>	<input checked="" type="checkbox"/>
Alyssa Godsey, Undergraduate Studies/Arts & Sciences	<input checked="" type="checkbox"/>	Gia Zupancic, Athletics	<input checked="" type="checkbox"/>
Duane Havard, NW Foundation	<input checked="" type="checkbox"/>	<b>Open seat</b> , Administrative Office, Capital Programs, Central Plant, Custodial Services, Energy Management, IT, Landscape Services, Maintenance Operations, Sustainability, Transportation	<input checked="" type="checkbox"/>
Tim Hill, Facilities	<input checked="" type="checkbox"/>	Brayden Major, Academic Success and Learning and Teaching Center	<input checked="" type="checkbox"/>
Brenda Lutz, Athletics	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Michael McBride, Institutional Research	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Krista Barcus	<input checked="" type="checkbox"/>	Dr. Tyler Tapps	<input checked="" type="checkbox"/>
Kat Falke	<input checked="" type="checkbox"/>	Marla McCrary	<input checked="" type="checkbox"/>
Madalyn Mosbauer	<input checked="" type="checkbox"/>	Makayla Crater	<input checked="" type="checkbox"/>

**1. Krista Barcus – Leadership Advisory Team / Human Resources**

- Staff Serving as Adjunct Faculty Policy-
  - Exempt employees will continue to be allowed to adjunct. Under the Fair Labor Standards Act, Non-Exempt employees will not be allowed to teach adjunct.
  - Approval of supervisors is required before exempt staff can adjunct.
  - Annual teaching maximum of 14 credit hours during each academic year including: Fall, Intersession, Spring and Summer.
    - A maximum of 4 credit hours can be taught per semester.
    - A maximum of 6 credit hours can be taught in the summer if they are not taught concurrently.

**2. Brian Swink- University Seminar Director**

- Qualified Exempt staff will receive an invitation from the Provost’s Office on March 9 regarding teaching University Seminar. University Seminar is the course first-year students take their first semester on campus to acclimate to the college lifestyle and learn strategies for academic success.
  - University Seminar hiring will open Monday, March 9<sup>th</sup> and close Friday, March 27<sup>th</sup>.
  - Please contact Brian Swink at [BSWINK@nwmissouri.edu](mailto:BSWINK@nwmissouri.edu) or visit the [Instructor Information Page](#) for more information.

**3. Kat Falke- Workday Change Management**

- What is Workday?
  - The new all-in-one system Northwest is implementing to serve various tasks in one place (HR, payroll, budgeting, class registration, etc.). It is cloud-based, mobile-friendly, and designed for modern campuses. It will optimize our work and align our systems.
- What has the Workday Change Management Team been working on?
  - End-to End (E2E) Testing: The project team has been reviewing test scenarios of business processes across project areas. This work helps ensure accuracy, usability, and readiness for campus-wide use.
  - Change network launch and engagement: A group of campus representatives has been established to help connect the project team with the broader Northwest community and support change readiness. The Change Network will soon begin sharing updates and gathering input to help prepare for the Workday rollout.

- Looking Forward
  - Continued testing to ensure processes in the system work as expected and are ready for use across campus.
  - Sneak Peeks to come, both live and recorded. These will showcase elements of the Workday system and how Northwest users will navigate.
  - We are working on the schedule for end-user testing and will share more soon.
  - Planning for phase 2, which is Student, will launch in March
- Takeaways
  - As we start to build out more information and engage more regularly with on campus groups and networks, opportunities to provide more feedback include:
    - Review [the project website](#) and [give your feedback here](#)
    - Submit questions or concerns via the [feedback form](#).
  - Review HR bulletin monthly for updates and information about Workday.

#### 4. Committee Reports

- Employee Recognition- Nikki Bucy
  - Spring Employee Appreciation Event will be held on Monday, March 2<sup>nd</sup> at BWW.
    - All staff employed as of July 31<sup>st</sup>, 2025, can pick up their Staff t-shirts as this event. This will include all employees who were previously contacted by a Staff Council representative regarding t-shirt sizes.
- Outreach- Shelby Eitel
  - The recently held Staff Council Scholarship Bakesale Fundraiser raised \$975! These funds will be added to the Staff Council Scholarship Fund to be used for future scholarships.
  - Scholarship selection for the upcoming academic year has been completed. Four applicants were chosen to receive \$500 scholarships each.
- Policy Committee- Melissa Wellhausen
  - Nothing to report.

#### 5. Old Business

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#### 6. New Business

- Service and Emotional Support Animal Policy update
  - Please see the attachment for more information. You may reach out to Dr. Stephanie Krauth at [SKRAUTH@nwmissouri.edu](mailto:SKRAUTH@nwmissouri.edu) with any questions.

#### 7. Engagement Survey Actions

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#### 8. Employee Suggestions/Comments/Concerns

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#### 9. Announcements

- **Next Meeting- March 18 | 1:30pm, OL 250**
- Ally Affinity- Michelle Drake
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- Center for Engagement and Community Connection- Latonya Davis Harrison
  - Please see the attached flyers for upcoming Academic and Financial Workshops as well as the Men's Summit. For information regarding the upcoming Women's Summit, please visit the following link: <https://www.nwmissouri.edu/connection/programs/herstory.htm>
- 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.