

Darci Blackney, Finance	☒	Becky Meneely, Undergraduate Studies/Arts & Sciences (Proxy Michael Aldridge)	☒
Melissa Bray, Facilities	☒	Connie Murphy, Graduate/Professional Study	☒
Angela Bremken, Facilities (Not Present)	☐	Nancy Ozanne, Facilities	☒
Nikki Bucy, Student Affairs	☒	Rachel Peter, Student Affairs	☒
Latonya Davis Harrison, Center for Engagement and Community Connection	☒	Megan Runde, Academic Affairs (Not Present)	☐
Shelby Eitel, Admissions & Academic Success	☒	Melissa Wellhausen, RPDC, NW Kansas City (Emailed Out: Work trip)	☐
Alyssa Godsey, Undergraduate Studies/Arts & Sciences (Emailed Out)	☐	Gia Zupancic, Athletics	☒
Duane Havard, NW Foundation (Emailed Out: Work Trip)	☐	Open Seat , 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 (Emailed Out: Upward Bound Presentation)	☐
Brenda Lutz, Athletics	☒		☐
Michael McBride, Institutional Research (Proxy Melissa Chestnut)	☒		☐
Krista Barcus (Emailed Out – Workday)	☐	Kat Falke	☒

1. Kat Falke- Workday Updates- 2pm (Jill Galbraith, Project Manager, joined)

- Thank you- role-based Workday training is underway for all staff employees.
 - Staff have received emails from Vector Solutions with training access and registration details; required training must be completed by Friday, June 26.
 - Faculty will receive training access information soon, with additional in-person training sessions offered during faculty PD sessions August 20.
- Employees are also encouraged to navigate to the Employee Dashboard in CatPAWS and **download any historical pay stubs** needed for their records by **June 30, 2026**. As an alternative, employees may print and/or save historical pay stub notifications and attachments from their email inbox.
- A **payroll review period in Workday from June 29 through noon on July 13** will provide employees with the opportunity to review critical payroll information to ensure the first biweekly payment and tax withholdings in Workday are accurate. Communication through home mailing, campus mailing, email, and HR bulletin.

Action Required: Review and Verify (June 29 – July 13)	
Personal and contact information • Verify personal information • Verify contact information Benefits • Verify benefits elections • Verify HSA employee deduction • Verify supplemental retirement election • Verify dependents Pay • Verify tax elections • Verify payment elections	Time entry (non-exempt/student employees) • Check in/Check out (non-exempt) • Review and submit time (non-exempt) • Review and approve time (Leaders of People) Absence • Submit <u>new</u> absence requests for June 29–July 12, if applicable • Review/approve absence requests for first pay period by noon on July 13 • Validate all absences on June 29 and 30

- The [Workday Cutover webpage](#) offers employees guidance on critical deadlines for submitting information in existing systems and timelines outlining when transactions will begin in Workday. This resource will be maintained as the primary source for the latest updates throughout the transition, and **employees are encouraged to reference this page regularly**.
- Workday access will be available through the Northwest login page beginning June 29.

Takeaways:

- Submit questions or concerns via the [feedback form](#).
- Review HR bulletin monthly and the [Workday website](#) for updates and information about Workday.

2. Krista Barcus – Leadership Advisory Team / Human Resources

- Not Present: No updates

3. Committee Reports

- Employee Recognition – Nikki Bucy
 - The next Employee Appreciation event, Popsicles @ the Union, will be held on July 14 from 2:00–5:00 p.m. The Union was chosen as a central location due to the various projects taking place across campus. Employees are encouraged to stop by, enjoy a popsicle, take a quick break, and connect with fellow Bearcats. (See Attached Flyer)
- Outreach – Shelby Eitel
 - Discussion on Fall 2026 Fundraiser. The committee is discussing selling Sweatshirts or long sleeve shirts this year. More information to come.
 - Continued discussion on a Fundraiser collaborated with Pizza Ranch. Communication is in the works.
- Policy Committee – Melissa Wellhausen not present.
 - No updates.

4. Old Business

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5. New Business Items

- **Staff Council Leadership Updates**
 - Darci Blackney assumed the role of Staff Council President for the 2026–2027 term and welcomed council members to the new “year.” Darci shared her excitement for the opportunities ahead and encouraged continued engagement and collaboration among council members. Council members were also encouraged to talk with colleagues who are not currently serving on Staff Council and help promote membership opportunities across campus.
 - Darci Blackney announced that Alyssa Godsey has assumed the role of Staff Council Vice President for the 2026–2027 term. Staff Council will welcome Alyssa to her new position in July.
 - Darci Blackney shared that there are currently two open positions on the Staff Council Executive Board:
 - Secretary, following Alyssa Godsey's transition to the Vice President role.
 - Communications Chair, following Becky McNeely's completion of her allowable term of service on Staff Council.
 - Council members were encouraged to consider these leadership opportunities and to help identify and encourage potential candidates who may be interested in serving.
- **Rachel Peter – Shared information on C.A.L.M. training for students and employees.**
(See the attached flyer)
 - Wellness Services offers C.A.L.M. in Crisis, a training program designed to assist the campus community with identifying students with mental health concerns. The training is available for all employees and students at Northwest.
 - It is a two-part training course that includes a one-hour online training camp and a 2.5-hour in-person training on campus.

- Faculty & Staff Training dates for fall 2026 are:
 - Tuesday, September 1st, from 2:15 p.m. to 4:45 p.m. (Student Union Boardroom)
- Student Training dates for fall 2026 are:
 - Wednesday, September 23rd, from 2:30 p.m. to 5:00 p.m. (Student Union Boardroom)
 - Thursday, November 12th, from 10:00 a.m. to 12:30 p.m. (Student Union Boardroom)

6. Engagement Survey Actions

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7. Employee Suggestions/Comments/Concerns

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8. Announcements

- **Next Meeting – Notice of Date Change: July 22 | 1:30pm, OL 250**
- Ally Affinity- Michelle Drake
 - No report
- Center for Engagement and Community Connection- Latonya Davis Harrison
 - JUMP START (a peer mentoring program) is coming up and all are excited. (See attached flyer)
 - Information to come soon on the Sustainable Fashion Show! The Center for Engagement and Community Connections is partnering with the Sustainability department and Tim Hill.
- 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.