Staff Council Agenda May 21 | 1:30pm | OL 250

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

1. **Krista Barcus – Leadership Advisory Team / Human Resources**
   - Working on a procedure for any volunteer on campus.
   - Feedback from Employee Engagement Survey will be reviewed by NLT and aligned with the organizational goals. Reviewing action items and how to align to University objectives.
   - Infrastructure Projects and schedules - https://www.nwmissouri.edu/alert/infrastructure/faqs.htm
   - Workday is still in progress of implementation. It will begin with transitioning Human Resources, Payroll and Finance from Banner. Once that is complete, they will begin migrating students over to the new system.
     - The affected departments are currently in several meetings in preparation for the transition. Please be mindful of that when attempting to contact those areas.
   - Thank you to those that completed the Strategic Survey.

2. **Committee Reports**
   - Employee Recognition – Colin McDonough
     - Medallions and handwritten notes were delivered to staff members that graduated in the spring.
       - **Congratulations to graduates** 🎉
         - Brandi Bix
         - Christian Dixon
         - Selena Foreman
         - Emily Gutierrez
         - Kathleen Kobayashi
         - Ellison Maguire
         - Brayden Major
         - Lily Ann Masters
         - Travis Kline
         - Rachel Peter
         - Shelbi Pieper
         - Gerry Runde
         - Eleesa Wilmes
     - Human Resources randomly generated a list of 25 employees to receive a gift certificate for a free T-shirt from Student Body. Individuals have been notified via email.

   - Outreach –
     - Michael McBride is stepping down as Outreach Chair.
     - Andrew Murphy has agreed to serve as Chair of the committee.

- Policy Committee – Taylor Suiter
    - The committee has been working on suggested verbiage regarding an addendum for the bereavement leave.
    - Staff Elections – Lisa Crater will work with Taylor Suiter to get the notifications sent out.

- Center for Engagement & Community Connection – Jessie Peter
    - Center for Engagement and Community Connections will focus on the whole University population.
    - Jessie Peter is currently working on verifying that all verbiages have been adjusted via all platforms (social media, website, signage, etc.).
    - There will be no change in collaboration with Student Involvement.

- ALLY Affinity – Michelle Drake
    - No meeting

3. **Old Business**
    -

4. **New Business Items**
    - Staff Council Charter suggested updates – see attachment
        - Staff Council current representation is 1:20. The discussion has started to change the ratio to either 1:25 or 1:30. Tentatively look at the 1:25 ratio for representation.
        - Membership verbiage suggested update
        - Attendance policy verbiage addition
            - Members are expected to attend all Staff Council meetings. If an individual is unable to attend a meeting, it is their responsibility to notify a member of the Executive Committee and have an alternate attend in their stay. Members are allowed no more than three absences per academic year.
        - Center for Engagement and Community Connections noted in the Charter.
            - This committee is being dissolved.
            - The current committee members will transition over to various existing committees.
        - Change Chair Elect to Vice Chair
        - Update to the Chair and Vice Chair position
            - Must have served one year on Staff Council before nomination to either position.
            - Chair can be nominated from a Committee Chair position.
            - Chair position is a one-year committee with optional second year based on Staff Council approval with a maximum of six years.

5. **Engagement Survey Actions**
    - Completed!

6. **Employee Suggestions/Comments/Concerns**
    -

7. **Announcements**
    -

8. **Next Meeting** – June 18| 1:30pm, OL 250

NORTHWEST MISSOURI STATE UNIVERSITY
STAFF COUNCIL CHARTER

PURPOSE

The Staff Council contributes to the success of Northwest Missouri State University by supporting the University mission and strategy. The Council serves to facilitate effective communication and engagement between University staff and the University President, Board of Regents, Northwest Leadership Team, and Office of Human Resources.

VISION

Each Northwest staff member will have a voice, a positive impact, and feel they are a vital member of the institution.

VALUES

- Collaboration
- Strategic thinking
- Inclusive culture
- Employee satisfaction
- Communication

RESPONSIBILITIES

- Collaborate with stakeholders to help create an inclusive campus community, and effectively advocate and communicate updates, concerns, and recommendations that effect University staff.
- Gather and report feedback to leadership from staff regarding the Employee Engagement Survey results
- Provide recommendations to the Office of Human Resources and Northwest Leadership Team regarding the Employee Handbook.
- Communicate all staff-related matters to represented areas, including, but not limited to:
    - distribution of Staff Council Meeting minutes
    - potential changes that might impact staff
    - Council activities and events
- Serve on committees charged by the Council Chair, and potentially other ad hoc committees if necessary and available

OBJECTIVES

- Provide a clear flow of information between all stakeholders in matters concerning employees represented by this Council.
- Align Council initiatives with University strategic goals and objectives.
- Present an avenue for individuals to develop leadership opportunities.

Last updated: May 14, 2025

NORTHWEST MISSOURI STATE UNIVERSITY
STAFF COUNCIL CHARTER

MEMBERSHIP

Employees not represented by Faculty Senate or members of the Northwest Leadership Team are eligible to be members of the Staff Council. Membership will be assigned with a ~~1:20~~ 1:25 ratio under each member of the Northwest Leadership Team (NLT) with less than 100 staff underneath them. Membership will be assigned a ~~1:20~~ 1:25 ratio to the direct report of the NLT members with 100 or more staff. ~~It is the goal of the Council to achieve a minority representation of at least 20% of the Council. Therefore, one seat will always be given to a representative of the Office of Diversity and Inclusion. If this percentage is not achieved through the election process, the policy committee will work with University affinity groups and assign at-large members to achieve the desired percentage. All effort should be made to have all areas represented.~~ To ensure fair representation, the council's composition should reflect the various departments, roles, backgrounds, and perspectives present within Northwest's campus community. Members on the Staff Council will be responsible for communicating information back to their respective NLT areas.

MEMBERSHIP TERM

Staggered two-year term with the exception of the first two years. Membership for identified members will require overlap of terms. Individuals will be limited to two consecutive terms. Staff members will be eligible to serve again, after a two-year absence.

Members are expected to attend all Staff Council meetings. If an individual is unable to attend a meeting, it is their responsibility to notify a member of the Executive Committee and have an alternate attend in their stay. Members are allowed no more than three absences per academic year.

The Council will arrange a meeting time that meets the needs of all representatives of the Council.

EXECUTIVE COMMITTEE

The committee will work in conjunction with the Assistant Vice President of Human Resources by driving conversations within the Council to reach a general consensus on decisions and issues. The members will not serve on additional Staff Council committees, unless specifically appointed. This committee will seek and appoint representatives to various committees for strategic and University operations as well as organizational structure support that will report back to the committee. The current committees charged may change depending on the needs of this committee and the approval of the other Council members.

Members will hold the following positions:

- ***~~Committee~~ Chair:*** The Chair will serve as the administrator presiding at all meetings and will be responsible for meeting arrangements, agendas, and notices. The Chair will report to the Board of Regents and represent the Council at the Extended Leadership Team. Individual must have served one year on Staff Council Executive Committee before eligible for nomination. Position is a minimum one-year commitment with an optional additional year (maximum 6 years) based on Staff Council approval.

- ~~***Chair-elect***~~ ***Vice Chair:*** The ~~Chair-elect~~ Vice Chair will serve as the backup for the Chair in his/her absence. They will be responsible for the oversight of the operating and scholarship budget and communication of spending activity and balance. This position will coordinate with the Committee Secretary to monitor Council attendance. The ~~Chair-elect~~ Vice Chair will represent the Council at Extended Leadership Team meetings. This position will also attend the Policy Committee meetings during time of elections. This position is only held by members in their 1st term, 2nd year or in their 2nd term.
- ***Past Chair:*** The Past Chair will serve as an advisor to the Executive Committee. The Past Chair is a one-year position.
- ~~***Committee***~~ ***Secretary:*** The Secretary will be responsible for creating the agendas and recording the meeting minutes. This position will be responsible for documenting attendance.
- ***Communication Chair:*** The Communication Chair will update social media and the Staff Council webpage. In addition, this position will be responsible for updating information on Northwest Online and Office of Human Resources' newsletter.

~~This committee will seek and appoint representatives to various committees for strategic and University operations as well as organizational structure support that will report back to the committee. The current committees charged may change depending on the needs of this committee and the approval of the other Council members.~~

COMMITTEES CHARGED

Employee Engagement & Recognition Committee

- Assist with planning actions for the employee satisfaction survey.
- Coordinate with the Office of Human Resources to increase employee engagement
- Develop, implement, and monitor program for new staff.
    - Match new staff with experienced Northwest employees to acquaint them with University functions, offices, and culture.
- Plan and manage events for the State Employee Recognition Week and other employee socialization and collaboration events, including, but not limited to, the Staff Recognition Awards Banquet.

Outreach Committee

- Plan and manage a fundraising event each term where proceeds go towards the Northwest Staff Scholarship fund.
- Annually gather and submit a staff recipient, as noted in the Scholarship Agreement.
- Coordinate with University Advancement for the Annual Faculty/Staff Giving Campaign to promote philanthropic giving.
- Attend and assist University Advancement with the Holiday Coffee event at the Alumni House.

Policy Committee

- Review and provide a recommendation for policy changes, including Employee Handbook changes, and process issues brought to the Council by committee members, staff, Human Resources, and/or leadership.
- Collect nominations for the Staff Council.

  - Notify each area, respective area lead, and Northwest Leadership Team member of the number of positions that are open and the length of each term. The leaders of each area will ensure nominations and submit the representatives to the Policy Committee.
  - Create a list of the Council members, with term of appointment, for the secretary to post to the website.
  - Seek new members to the Staff Council, in the event that a member leaves the University, or vacates a position.
- Annually review the Staff Council Charter and suggest edits to be made for necessary updates.

METRICS

- **Effectiveness of Staff Council:** Net positive change
- **Scholarship fund:** Net positive change
- **Staff giving:** Net positive change