

Attendees:			
Darci Blackney, Finance	<input checked="" type="checkbox"/>	Marsha Martin, Graduate/Professional Study	<input checked="" type="checkbox"/>
Melissa Bray, Facilities	<input checked="" type="checkbox"/>	Michael McBride, Institutional Research	<input checked="" type="checkbox"/>
Nikki Bucy, Student Affairs represented by Mark Hendrix	<input type="checkbox"/>	Colin McDonough, Athletics	<input checked="" type="checkbox"/>
Lisa Crater, Undergraduate Studies/Arts & Sciences	<input checked="" type="checkbox"/>	Becky Meneely, Undergraduate Studies/Arts & Sciences	<input checked="" type="checkbox"/>
Kala Dixon, Marketing & Communication	<input type="checkbox"/>	Andrew Murphy, Campus Recreation representing IT	<input type="checkbox"/>
Shelby Eitel, Admissions & Academic Success	<input checked="" type="checkbox"/>	Connie Murphy, Graduate/Professional Study	<input type="checkbox"/>
Nicole Falcone, Facilities	<input checked="" type="checkbox"/>	Nancy Ozanne, Facilities	<input checked="" type="checkbox"/>
Selena Foreman, Past Chair	<input checked="" type="checkbox"/>	Jessie Peter, DI – represented by Latoyna Harris	<input checked="" type="checkbox"/>
Duane Havard, NW Foundation	<input checked="" type="checkbox"/>	Rachel Peter, Student Affairs	<input checked="" type="checkbox"/>
Tim Jackson, Facilities	<input checked="" type="checkbox"/>	Megan Runde, Academic Affairs	<input checked="" type="checkbox"/>
Allen Langley, Facilities	<input checked="" type="checkbox"/>	Sue Smith, Academic Affairs	<input checked="" type="checkbox"/>
Brenda Lutz, Athletics	<input checked="" type="checkbox"/>	Taylor Suiter, Admissions & Academic Success	<input checked="" type="checkbox"/>
Guests:			
Krista Barcus, Judy Frueh, Dr. Tyler Tapps			

### 1. Dr. Tyler Tapps & Krista Barcus, Employee Handbook Change (2:00)

- Northwest will be changing from a Smoke Free Policy to Tobacco Free Policy.
  - Northwest is out of compliance with federal regulations. With this change tobacco free will include tobacco, cigars, pipes, cigarette, vape generating, chew, etc.
  - Northwest is the only school that does NOT have a tobacco free policy.
  - By not having this policy, we have not eligible for funding from Health & Human Services.
  - There will be a process for staff/faculty that violates the policy. This will be tied to your personnel file
  - Has been reviewed by:
    - NLT
    - Husch Blackwell
    - Faculty Senate
    - Staff Council
    - Will be taken to Student Senate
  - This will be taken forward to the Board of Regents for approval December 13. The Spring semester will be used for education campus wide. The policy will be in effective June, 2025.
  - With the new policy, Wellness is hoping that they can offer smoking cessation for faculty and staff like they do for student.

### 2. Krista Barcus – Leadership Advisory Team / Human Resources

- December 10 – Employee Recognition Event – Breakfast 5:30am – Lunch at 12:00pm
- We have used the current software for Employee Satisfaction for three years. Northwest will be bidding for software options during mid-spring to be used in the next cycle.
- Northwest complied with the FLSA July 1 2024 salary change for exempt status. A judge ruled against both the July 1 2024 and January 1, 2025 exempt salary increase.

### 3. Committee Reports

- Employee Recognition – Colin McDonough
  - Holiday Happy Hour – Monday, December 16 – 3-5pm in the Union Living Room
    - Hot Cocoa
    - Credit Card (formerly Cash) Bar for adult drinks
    - Snacks
  - Thank you to all that helped and participated during the Stress Less

- Sue Smith, Registrar's office will be reaching out to Human Resources for a list of staff graduating in December. Once they have the list, they will contact the graduates and to deliver their medallion.
- Outreach – Michael McBride
  - February 14 – Bake Sale
  - The committee has been in contact with Student Body about a sweatshirt sale. They are working on the design options.
- Policy Committee – Taylor Suiter
  - No report
- Diversity & Inclusion – Jessie Peter
  - Native American Heritage Month Upcoming Events
    - November 19 – Native American Heritage Month Activity: Dreamcatchers, Union Tower View Room, 6:00-7:30pm
    - December 12 – Multicultural Graduation in Student Union
- ALLY Affinity
  - Met Tuesday, November 19
  - November is Native American Heritage Month – Discussed activities that are going on for the month
  - The holidays are coming up and there are many different ones to celebrate. The group discussed different holidays and how to be supportive of all of them
  - Discussed ways to be a good ALLY during a Presidential election year
  - The group is currently looking at times and dates for the spring semester ALLY meetings.

#### **4. Old Business**

- Employee Feedback Proposed Actions
  - Interdepartmental Collaboration
    - Better communication, timely response, boundaries for non-emergency contact.
    - Lack of professional respect, politics behind the scenes, rules apply to some but not all, leaders feel the need to defend their own area.
  - Wellbeing/Perks
    - Flexible schedules and remote options – still stigma attached even when approved under current policy, campus wide policy would change perception, work/life balance, summer four-day week.
    - Those employees that can't have flexible hours, must work snow days, etc. should get other perks.

#### **5. New Business Items**

- 

#### **6. Engagement Survey Actions**

- Employee Feedback Proposed Actions – NEXT STEP
- The responses to the request for feedback was outstanding!!! THANK YOU to all that took time to send their feedback to the Council representative of their area.
- Next step
  - All comments, both written/electronic will be compiled into one document. If you have any additional feedback you would like to share, please be sure to get it to Selena Foreman BEFORE 5:00pm on Tuesday, November 26.
  - Selena Foreman, Duane Havard, and Darci Blackney will read through all the comments to find themes within the feedback. This information will be brought back to Council during the January meeting.
- All the comments will be shared so that individuals can see the feedback that was given campus-wide.

## 7. Employee Suggestions/Comments/Concerns

- Why does the University not have Veteran's Day off but have Juneteenth off? How are these decisions made?
  - Both are federal holidays. Northwest follows State holiday schedule. Within that schedule, Juneteenth is observed but Veteran's Day is not (Federal holiday).
- There was a question regarding benefits, specifically Delta Dental.
  - Some providers have opted not to remain as in-network providers. However, the plan will still pay but it will be at out-of-network rates.

## 8. Announcements

- Duane Havard and Darci Blackney met two of the Staff Council Scholarship recipients, Ella Everhart & Gavin Wray while attending the Power of Dreams event in October.

## 9. Next Meeting – January 22 | 1:30pm, OL 250

