Staff Council Minutes October 21 | 1:30pm | OL 250

Darci Blackney, Finance, CECC	☒	Mike Aldrich, Undergraduate Studies/Arts & Sciences	☒
Melissa Bray, Facilities	☒	Connie Murphy, Graduate/Professional Study	☒
Angela Bremken, Facilities (Jacob Allen-Proxy)	☒	Kim Surprise, Facilities	☒
Nikki Bucy, Student Affairs Emailed Out	☐	Rachel Peter, Student Affairs (Brianna Colvin- Proxy)	☒
Shelby Eitel, Admissions & Academic Success Emailed Out	☐	Megan Runde, Academic Affairs	☒
Alyssa Godsey, Undergraduate Studies/Arts & Sciences	☒	Melissa Wellhausen, RPDC, NW Kansas City Emailed Out	☐
Duane Havard, NW Foundation	☒	Gia Zupancic, Athletics-No Show	☐
Tim Hill, Facilities Emailed Out	☐	Madalyn Mosbauer, Administrative Office, Capital Programs, Central Plant, Custodial Services, Energy Management, IT, Landscape Services, Maintenance Operations, Sustainability, Transportation	☒
Brenda Lutz, Athletics- No Show	☐	Alyssa Bugbee, Academic Success and Learning and Teaching Center	☒
Mark Hendrix, Institutional Research	☒		☐
Guests/Speakers:			
Krista Barcus: Out	☐	Kat Falke, Jil Galbraith (Workday) Emailed in updates.	☐
Jessie Peter (CECC)	☒	Michelle Drake (Ally Affinity Group) Out	☐
Phillip Motazedi- Student Senate President	☐		☐

Kat Falke- Workday Updates-

- Workday Updates:
  - Northwest is implementing Workday Student as the next phase of the Workday transition. The planned go-live is February 2028, in preparation for the fall 2028 academic term. Workday Student will become the primary system supporting the student lifecycle and will replace many processes and functions currently managed in Banner (CatPAWS).
- Major implementation areas
  - Student Recruiting & Admissions
  - Academic Foundation
  - Curriculum & Advising
  - Student Records
  - Financial Aid
- What this means for Northwest
  - The Workday Student implementation provides an opportunity for Northwest to review and improve the student experience across departments, establish more consistent practices, and create a more connected experience for students, faculty, and staff.
    - Connected student system - Workday Student connects existing Northwest systems that support the full student lifecycle, including admissions, records, advising, registration, financial aid and student financials.
    - Transition from Banner (CatPAWS)- Student processes and data currently managed in Banner will transition to Workday Student, changing where information is entered, maintained, viewed, and reported.
    - More student self-service - Students will have increased ability to complete tasks, view information, track action items, and manage their academic and financial activities directly in Workday.
    - New terminology and ways of working - Northwest will begin using Workday Student terminology alongside familiar Northwest terminology.

        - A phased transition - The implementation will continue to involve process design, configuration, testing, training, and change management to support the fall 2028 semester.
- Open Enrollment in Workday
    - Open enrollment will take place in Workday. Information will be shared by email the week of November 2nd.
    - Employee open enrollment sessions are designed to explore open enrollment actions and will take place:
        - Tuesday, Nov. 3 at 1 – 2 p.m. in The Station Center/East Room
        - Thursday, Nov. 5 at 9 – 10 a.m. in the J.W. Jones Student Union Ballroom
        - Monday, Nov. 9 at 12 – 1 p.m. in the J.W. Jones Student Union Ballroom
        - Wednesday, Nov. 11 at 3 – 4 p.m. in the J.W. Jones Student Union Ballroom
- Takeaways:
    - Additional support sessions will continue to be announced in the HR bulletin and on the University calendar.
    - Assistance with Workday access and mobile app setup is available at the Jon T. Rickman Electronic Campus Support Center on the Northwest campus between 8 a.m. and 5 p.m. Monday through Friday, or by calling 660.562.1634.
    - Submit general questions or feedback by using the **Feedback Form**.
    - Submit system issues, errors, or requests by using the **Issue & Request Form**.
    - Review **Workday training resources** for step-by-step guides, videos, and other resources.

Krista Barcus – Leadership Advisory Team / Human Resources

Phillip Motazedi- Student Senate President

- Student Senate is looking for opportunities to get involved in Staff events. Please reach out to their team if you have events that they can be involved with.
- Student Senate Blood Drive will be held Tuesday, October 27th and Wednesday, October 28th from 11am-4:30pm in the Tower View Dining Room of the Student Union. Flyer attached.
- Walkout day will provide students with several opportunities to get involved. Please see the Student Senate social media for more information.
- Student Senate is holding a tailgating experience on October 31st and welcome all staff to attend. The tailgate will be held on the new pickleball courts next to Foster Fitness Center and Brown Hall.
- Looking for a non-traditional student representative to join the team. Please reach out to Phillip with questions regarding this or send in your suggestions of members. This representative would be your online student or mixture of online and in person student that does not fit the "traditional" fully on campus population. senpres@nwmissouri.edu

Jessie Peter -Center for Engagement and Community Connection

- Thanked Staff Council for being involved in the Green Runway Challenge and invited all to view the outfits at the art show.

Committee Reports

- Employee Recognition – Nikki Bucy
    - Employee appreciation event- Tuesday, November 24, 2026. More details to come.
- Outreach – Madalyn Mosbauer

    - Sweatshirt Fundraiser— We received close to 100 sweatshirt orders with proceeds being added to the Staff Council Scholarship fund. **THANK YOU ALL** to whoever supported this year's sweatshirt fundraiser. Please reach out to Madalyn Mosbauer or Darci Blackney if you have not received an email to pick up your sweatshirt.
- Policy Committee- Melissa Wellhausen
    - Nothing to report

Old Business

- Meeting with Dr. Tatum follow up: Darci met one-on-one with Dr. Tatum.
    - Discussion was held on the date of the All Employee meeting and the low attendance for many Staff members due to the timing and being front facing offices. Staff are in full swing and busy that week getting students taken care of and eligible to return or start that very Fall session. President Tatum agreed to review the date and also explained that the zoom session will be brought back.
        - **Question in return to this discussion**: Could the session also be recorded for those that are unable to attend and can then review at a later more convenient time?

New Business Items:

- President Darci's Question of the day: If you had to give a TED talk for 20 minutes with only 20 mins to prepare, what would you choose to talk about?
- Welcome and introduction of Alyssa Bugby. She joins staff council from the Learning and Teaching Center. We are happy to have Alyssa join us and be a part of the Outreach committee. Thank you for your involvement Alyssa!
- First-Generation Celebration – November 10: Shelby Eitel is looking for first-generation staff members who are willing to record a short video (approximately 2 minutes) for the celebration. For more information, contact seitel@nwmissouri.edu. Please see attached flyer for event information, all staff are welcome.
- New Staff Receptions: Dr. Tatum has started hosting quarterly receptions for new staff members on campus.
    - **Request for Supervisors/Leaders to get the notice as well.** Many new staff members (depending on department/areas) do not check email regularly and some reported missing the event.
- University Laptops- Discussion regarding eligibility requirements for staff to receive a Northwest laptop. **Are all staff members eligible?**
- Any employee interested in learning more information regarding writing grants for AI or Rural Health are encouraged to reach out to Provost Ward to further discuss. RMWARD@nwmissouri.edu
- Green Runway- Darci, Madalyn, and Alyssa represented Staff Council in the Green Runway event held by the Office of Sustainability and CECC. The team is hoping that this will be an annual event. Pictures attached.
- Staff Council Website- The Staff Council page on the Northwest website includes a section where staff can submit anonymous comments. Contact us.
- Employee Well-Being Committee- Darci provided updates regarding the opportunities for Northwest employees to participate in the Well-Being Committee events.
    - Recent events included a walking challenge and meal prep event. Great turnout to both!
    - Employees are encouraged to attend the fitness classes being offered by the committee. These classes are designated for staff members. (Request by many that did not feel comfortable working out amongst all the wonderful college students)
    - Effective immediately, employees are entered into prize drawings just for checking in to the Foster Fitness Center, Student Recreation Center or the Carl and Cheryl Hughes Fieldhouse to exercise or walk. Winners are selected randomly throughout the semester and notified via email.

- It is the goal of the committee to continue offering opportunities for employees to get involved.

Engagement Survey Actions

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Employee Suggestions/Comments/Concerns

- Administration building bathroom concerns- Discussion was held regarding the size of the 1st floor women's restroom.
  - Positive comments were made regarding the increased size of the restroom.
  - Staff voiced that they would prefer the push/pull doors rather than the current door design that includes a handle. It was discussed that the current door is temporary and the push/pull door will be returned upon the completion of construction.
- Administration Building Mailroom- Concerns were raised regarding the appearance and confidentiality/security of the mail room in the Administration Building. Secure documents and money are easily accessible in this area and security measures should be looked into. **Can the area look more presentable for when tours go through and just for everyday viewing?**
- Bathroom Paper Towels. A complaint came in about cold water and cold air dryers. When something is spilled there is nothing to clean up the spill with. If we need to whip off anything that is not an option. **Can this be reviewed again?**
- Automatic Lights. Issues have been arising with the automatic lights shutting off and not coming back on like initially thought. If this is happening in your area, a Work Order is the next step. Be sure to be letting those know there is an issue or an issue cannot be reviewed/ fixed. WORK ORDER

Announcements

- **International Flag Raising Ceremony** will be held on Friday, October 20th at 2pm.
- **Ally Affinity**- Michelle Drake (not present) Sent a note with Duane Havard to note Open Enrollment Insurance information will be out soon.
- **Shelby Wood**-Director of Admissions, Recruitment – Staff/Faculty campus tour signup through February 2027. This is a great opportunity for those who are new to campus or those who would like a look at what we share with prospective families and updated areas. Staff & Faculty Tour Signup.xlsx
- 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.
- **UPCOMING SPEAKERS:**
  - Dr. Skinner: VP Student Affairs will be attending November meeting at 1:30pm.
  - Dr. Tatum will attend the December meeting at 1:30pm. This will **not** be an open forum session. Council is collecting questions for this meeting to present to the President prior to the meeting. Deadline to submit a question will be December 1st. You can send your questions to staffcouncil@nwmissouri.edu
- Next Meeting – November 18| 1:30pm, OL 250