

Staff Council Meeting Agenda

Date/Time: September 16, 2020 2:30PM Location: Zoom
Meeting called by: Staff Council Exec. Type of meeting: Staff Council Monthly Meeting
Facilitator: Staff Council Exec. Note taker: Natasha Young

Attendees: Krista Barcus, Wendy Berthaiume, Troy Brady, Jacky Bucy, Jenny Bucy, Melissa Chesnut, Melissa Cook, Michelle Drake, Selena Foreman, Travis Kline, Helen Konstantopoulos, Joel Kosch, Amanda Lager, Alisa Meyer, Connie Murphy, Kiersten Orton, Hilary Pritchett, Evan Rand, Julie Robertson, Ben Rogers, Elainabeth Russo, Joshua Smith

Agenda Items

Organizational Structure Support & Strategic Operations Reports

Leadership Advisory Team – Clarence

- No report

Faculty Senate

- No report

Student Senate – Natasha

- Meetings every Tuesday at 7 pm through Zoom.
- Greek Life is able to have recruitment. More details to come.

Board of Regents – Troy

- See attachment
- Essential Nonexempt Staff Call-In Policy approved and will be in effect after all departments have received communication and employees have been trained on submitting time.

Benefits & Wellness Committee – Michelle

- Appreciate all those that have signed up for the current fitness challenge, Play Ball. Sign up closes on September 20.
- Currently working on open enrollment and will share information by beginning of October.

Ally Affinity Group - Helen Konstantopoulos

- Last meeting was September 8 and had guest speaker Rikki Frucht
 - Ricky has a scholarship for transgender students
- Meetings are every second Tuesday at 4 pm through Zoom
- Follow on Twitter and Facebook.
- Safe Zone training on September 23.
- T-shirts and masks were ordered for the group. As of right now, no more are being ordered but can email Helen (HELENK@nwmissouri.edu) if interested so a future group order can be placed.

Old Business Items

- Proxies for Staff Council members when unable to attend meetings.

- Meetings are open. If a Staff Council member cannot make it, please send someone in your place. This allows representation.
- Faculty Senate and Student Senate liaisons and reciprocal information sharing.
 - Student Senate: Occurs every Tuesday at 7 pm through Zoom.
 - Faculty Senate: verifying meetings times.
 - Gina Smith already receives the minutes from Faculty Senate. However, a representative from Staff Council to share highlights to Senate is needed.
 - Representation includes sharing highlights from Senates and sharing Staff Council highlights.
 - If interested in being a representative, email Staff Council at STAFFCOUNCIL@nwmissouri.edu by the October meeting.

New Business Items

- Concerns about movement of all classes online in selected academic disciplines.
 - A few classes moved online for the week of Labor Day.
 - Have there been issues or concerns as classes have moved online?
 - A student concern is that some faculty are not participating in live engagement such as Zoom meetings. Students can reach out to Student Success Center for help on navigating the online structure.
 - A student concern is moving to an online only format. Students have shared that they will drop and attend next fall.
- Possible selection of a new Staff Council member to act as representative on the Benefits and Wellness Committee.
 - Meetings occur every last Thursday of the month from 3:30-4:30.
 - Will reevaluate the meeting times in January.
 - Elainabeth Russo is the new representative. Julie Robertson will serve as proxy.
- Walkout Day activities and staff participation concerns.
 - Walkout Day is scheduled for October 9. The schedule is ALL tentative:
 - Canned Art will be up all week.
 - Office decorating contest: offices can be decorated the week prior to homecoming week and voting takes place during homecoming week.
 - International Flag Raising at 1 pm.
 - Homecoming parade at 3 pm.
 - Walk-in entries only (no floats, jalopy, dancing clowns, nor paper mache heads)
 - Entries open to campus departments and students organizations.
 - Homecoming Showcase at 5 pm.
 - The event is meant primarily for students but would love faculty and staff participation.
 - A concern is that staff still have to work unless they take a vacation day. Moving all activities to Friday is difficult for all staff to participate.
 - Staff Council can help with promoting the office decorating contest.
 - Theme: Bearcats in Outer Space.

Committee Reports

Employee Engagement and Recognition Committee

- Staff Council Scavenger Hunt (a highlight reel presentation will be shared at a later date).
 - Winner: Residential Life and Auxiliary Services

- Winner receives a pizza party.
- Marketing is reaching out to people in videos.
- Trying to make the next event coincide with Walkout Day.
 - Ideas include a food cart provided by Aramark and lawn games
 - If anyone has outdoor games they would like to share, please email Selena Foreman at SFOREMAN@nwmissouri.edu
 - Selena is sending potential idea to Krista Barcus for comments and approval.

Outreach Committee

- Staff can help with Day of Green by becoming an ambassador for the Foundation: <https://bearcatdayofgreen.hubbub.net/ambassador/login/?next=/ambassador/>
- Holiday Coffee for 2020 has been cancelled.
- Bake Sale for 2020 has been cancelled.
- Members: Please complete the form to help Outreach Committee gain ideas to raise money for the Staff Council Scholarship: <https://docs.google.com/forms/d/e/1FAIpQLScrK9sIonUBg-b5B73goxJskVbC43sVhdVrhyUEMmbLLaasEw/viewform?vc=0&c=0&w=1&flr=0>

Policy Committee

- Procedures that occur if staff member has issues related to Covid-19
 - Step 1: Remind person to put on face covering.
 - Step 2: Tell higher leadership or supervisor that person is continuing to not wear face covering.
 - Step 3: Corrective action. Employee's supervisor will enforce the Disciplinary Action Policy.
 - If the behavior still hasn't changed, continue reporting. No investigation takes place but reminders and corrective actions will still occur.
 - More information can be found on MyNorthwest, Employee Resources, and in the box labeled Training.
- Vulnerable employees need to receive physician approval to get an accommodation. As of right now, no physician has had issues completing the paperwork.
- Updating the Charter.
 - Committee will stop making changes by April meeting. Changes will be brought to May meeting for Staff Council to review.
- Immigration Sponsorship policy and guidelines were approved. It will be used as a guide for recruitment. Policy will be added to the handbook soon.
- Leaders are in charge of the online trainings and ensuring employees complete trainings.
- Please inform Melissa Cook (MCOOK@nwmissouri.edu) if you hear of any policies being worked on or of a policy issue. The Policy Committee needs to be in the loop when policies affect the staff. This allows for the Committee to be in conversations.

Employee Suggestions/Comments/Concerns

- Add a process for staff to annually evaluate their supervisors - Is there a way to make the process 360?
 - Pro: All evaluations are great to have because it helps an employee grow. A 360 review can be beneficial for supervisors.
 - Con: Supervisors are encouraged to reach out and have a 360 review but cannot be required. Employees are worried of retaliation. Leaders of People are encouraged to seek a 360 evaluation but not all employees are comfortable evaluating supervisors.
- Student employees changes in payroll tax

- Northwest is not changing payroll taxes.
- Communication was sent to employees on September 16.

Announcements / Area Reports

- Institutional Research and Effectiveness – A portion of students, faculty, and staff received an email about a library survey. Please complete it if you received it.

Next Meeting

October 21, 2:30pm- 3:30pm via Zoom