

MISSOURI WESTERN STATE UNIVERSITY

Governance Advisory Council Report  
2006-2007

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**GOVERNANCE ADVISORY COUNCIL**

October 10, 2006

Members Present: Dr. Joseph Bragin, Dr. Martin Johnson, Dr. Cindy Heider, Ron Olinger, Dan Nicoson, Dr. Paul Shang, Mark Linder, Tim Kissock, Dr. Phil Mullins, Tracy Sharp, Chris VanNess, Natalie Bailey, Luke Herrington, Jan Aspelund

Others present: Mark Mabe

Update reports were given by Vice Presidents Olinger, Nicoson, and Bragin regarding their respective divisions.

**GAC #1 – Resolution Concerning Photographs for Classes**

**Source of Proposal:** Faculty Senate

**Purpose of Proposal:** For Information

**Current Policy or Procedure:** None

**Proposed Policy or Procedure:** This item is a unanimously passed Faculty Senate resolution which proposes that photographs of students enrolled in classes be made available to faculty teaching those classes. This is an informational items; no change in the *Policy Guide* is required. Discussion with the Faculty Senate suggested that photographs can and will be delivered to interested faculty through the new version of WEB-CT in Spring 07. Two faculty members agreed to work with IMC on this project. The proposal to provide photographs to instructors went to the SGA and they approved a motion supporting this proposal.

**Class Rosters with Pictures**

Whereas, Missouri Western State University advertises that faculty know the names of their students

Whereas, Student ID photos are already stored in a digital format in the Public Safety office  
Whereas, Instructors are now required to keep attendance in all 100 level courses  
Whereas, In 2007 instructors will be required to keep attendance in all lower-division courses  
Whereas, Class rosters are available only to authorized individuals

Be It Resolved that the Missouri Western State University Faculty Senate encourages the development of a system whereby faculty can print class rosters with ID card photographs of their students.

**GAC Summary:** During discussion it was noted that there are technical issues with using student photographs on rosters through WebCT. In WebCT, access is not limited to faculty use only, which brings in concerns about FERPA regulations. In Banner, access to student photographs is available only through Internet Native Banner (INB). INB is difficult to use and is not available to faculty or advisors. It might be possible to do a program through the modified attendance verification.

It was also recommended that there may be policies and waivers that should be pursued. There should also be clarification of "authorized individuals" who will have access to the rosters with photographs.

*Supplemental Explanatory Information*

IMC-Instructional Design & Web Development Services has the Photo Roster Tool in testing with several faculty members. It will be ready for spring and there will be informational pieces prepared to inform faculty. Demonstrations of the system will also be available to interested faculty members.

Besides the student name and photo, the student's Western email address is visible. If the computer being used to access the roster has a default email program, the email link to each student is a live link. This would be true for any Western instructor station computer. Also, if the photo is clicked on, it enlarges for better viewing.

Work will soon begin to incorporate photos into WebCT. This programming will take several months to accomplish, so it will not be ready in this fashion for spring. Photos will be on a secure server and only available to faculty of record respective to any class section.

**Presidential Action:** No Presidential action is required at this time.

**GAC #2 – Staff Association Bylaws**

**Source of Proposal:** Staff Association

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** Missouri Western Policy Guide, Appendix N; pages 269-273

**Proposed Policy or Procedure:** BYLAWS OF THE STAFF ASSOCIATION (changes in bold)

I. DUTIES OF EXECUTIVE COUNCIL

The President shall:

- Preside over all meetings of the Association and the Staff Council.
- Represent the Association on all committees required by university policy or designate a representative, preferably the 1<sup>st</sup> Vice President.
- **Forward the names of Association members who have volunteered to serve on institutional committees to the university President. Recruit individuals if needed.**
- Approve all budget expenditures.
- Attend **GAC and Board of Governors** meetings or send representative.
- Vote to break a tie.
- Be responsible for passing on to the succeeding President pertinent information of the Association.

The 1<sup>st</sup> Vice President shall:

- Assist the President when called upon to do so.
- Serve as the President in the event of his/her absence.
- Solicit and/or appoint if necessary, a committee chairperson and members to serve on special and standing committees.
- Attend all required meetings in the absence of the President.
- Assist the President in attending Association committee meetings.
- Be responsible for passing on to the succeeding 1<sup>st</sup> Vice President pertinent information of the Association.
- Attend **GAC** meetings.

The 2<sup>nd</sup> Vice President shall:

- Compose formal minutes of all Association meetings; within one week forward to Association Secretary for distribution to Association.
- **Oversee** Association budget; receive prior approval of all expenditures from President; **report budget status at Association meetings.**
- **Send cards from the Staff Association once notification has appeared publicly that a staff member is hospitalized or has experienced a death in the family.**
- Serve as Chair of the Professional Development Committee.
- Be responsible for passing on to the succeeding 2<sup>nd</sup> Vice President pertinent information of the Association.

The Secretary shall:

- Reserve rooms for Staff Council and Association meetings.
- Notify Staff Council and Association members of respective meetings.
- Distribute minutes to all Association members in addition to the **GAC** representatives.
- Chair and coordinate the Election Committee for all Association elections.
- Handle communications as necessary; maintain the Association listserv.
- Have all correspondence approved by the Staff Association President before being sent to Association.
- Be responsible for keeping and passing on to the succeeding Secretary all pertinent information of the Association.

## II. ELECTION OF EXECUTIVE COUNCIL

- The newly elected Staff Council shall elect the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and Secretary yearly. There will be equal representation from exempt and non-exempt employees serving as the Executive Council. If the President is an exempt employee, the 1<sup>st</sup> Vice President *must* be a non-exempt employee; if the 2<sup>nd</sup> Vice President is an exempt employee, the Secretary *must* be a non-exempt employee.
- The Executive Council will be elected from the new Staff Council and the election will be held in **July**.
- The current Secretary and the Election Committee will prepare ballots, conduct the election of the Executive Council, tally the ballots, and inform the Staff Council and the Association of the results.
- **The newly elected Executive Council will preside immediately upon election in July and remain in office until the next year's election.**
- Vacancies in the Executive Council will be filled as follows: a vacancy of the President's position will be filled by the 1<sup>st</sup> Vice President. A replacement will be elected for the 1<sup>st</sup> Vice President position from the Staff Council (the Council members status need not be considered). Any other vacancy in the Executive Council will be filled by the Staff Council. The balance of exempt/non-exempt employees on the Executive Council will resume at the next scheduled election in **July**.

## III. DUTIES OF THE STAFF COUNCIL

The Staff Council shall:

- Represent the members of the Association by attending regularly scheduled meetings and special meetings called by the President of the Association for the purpose of conducting business.

- Be accessible to communicate information regarding voting matters or other concerns of the Association to any member.
- Serve on one or more of the standing or special events committees.
- Continually strive to develop membership participation in Association activities.

#### IV. ELECTION OF THE STAFF COUNCIL

- The Staff Council will consist of 17 members. Eight (8) members will be chosen from exempt staff and eight (8) from non-exempt staff. The additional member will be the most recent President of the Association. The Staff Council is elected for a two-year term. Members may succeed themselves.
- In April, the current Secretary and Election Committee will prepare and distribute ballots to the Association, tally the ballots, and inform the Association of the results.
- The Secretary and Election Committee shall keep a detailed tally of votes for each candidate. The positions will be filled by order of those getting the highest votes and continuing down the list of each with lesser votes until all positions have been filled. In the event of the exact number of nominees, their appointment shall be by acclamation.
- Staff Council vacancies are filled by the runners-up from the last election for the balance of the vacated term. If a vacancy cannot be filled through the above means, it will be filled with a similarly qualified (that is exempt or non-exempt) person, appointed by the Election Committee and approved by the Staff Council.
- The newly elected Staff Council will meet **in July** to elect officers for the Association.

#### V. ADMINISTRATIVE FUNCTION

All proposals from members of the Association or from a Council member, to be considered by the Staff Council, must be submitted to the Secretary two weeks prior to a regularly scheduled meeting. The Secretary will then coordinate and distribute these proposals to the members of the Staff Council. The Staff Council will then determine by a simple majority, which proposals require a vote by the entire Association.

#### VI. COMMITTEES

STANDING (appointed annually)

- SALARY AND FRINGE BENEFITS COMMITTEE

Membership: A committee consisting of at least five members of the Association to be confirmed by the Staff Council (at least two exempt and two non-exempt employees, excluding the chair). The Chair and one member will remain on this committee as members

for the following fiscal year. At least one member of this committee shall be from the Staff Council.

Function: To review and make recommendations concerning salary and fringe benefits for the members of the Association.

- CONSTITUTION AND BYLAWS COMMITTEE

Membership: A committee consisting of at least five members of the Association to be confirmed by the Staff Council (at least two exempt and two non-exempt employees, excluding the chair). The Chair and one member will remain on this committee as members for the following fiscal year. At least one member of this committee shall be from the Staff Council.

Function: To examine, on a yearly basis, the constitution and bylaws of the Association and recommend necessary additions, adjustments, and/or changes.

- WELCOMING COMMITTEE

Membership: A committee consisting of at least five members of the Association to be confirmed by the Staff Council (at least two exempt and two non-exempt employees, excluding the chair). The Chair and one member will remain on this committee as members for the following fiscal year. At least one member of this committee shall be from the Staff Council.

Function: To orient new staff employees to the campus and the Association. Provide support to new staff employees and serve as an additional resource of information.

- ELECTION COMMITTEE

Membership: A committee consisting of at least five members of the Association to be confirmed by the Staff Council (at least two exempt and two non-exempt employees, excluding the chair). The newly elected Secretary is the Chair and a member of this committee. The Chair and one member will remain on this committee as members for the following fiscal year. At least one member of this committee shall be from the Staff Council.

Function: To develop and conduct all elections pertinent to the Association.

- GRIEVANCE COMMITTEE

Membership: A committee consisting of at least five members of the Association to be confirmed by the Staff Council (at least two exempt and two non-exempt employees, excluding the chair). The Chair and one member will remain on this committee as members for the following fiscal year. At least one member of this committee shall be from the Staff

Council.

Function: To receive claims relating to grievance from any member of the Association and to initiate the first step in the grievance procedure.

- PROFESSIONAL DEVELOPMENT COMMITTEE

Membership: A committee consisting of a Chair (2<sup>nd</sup> VP) and four members of the Association to be confirmed by the Staff Council (two exempt and two non-exempt employees, excluding the chair). The Chair and one member shall remain on this committee as members for the following fiscal year. At least one member of this committee shall be from the Staff Council.

**Function: To promote staff development, provide information concerning funding available, and to select recipients of staff development funding.**

SPECIAL EVENTS (as needed)

- Homecoming
- Fundraising
- Professional/Social Gatherings
  - Fall Retreat
  - Year End Picnic

**CGAC Summary:** This proposal will be forwarded to the President for his approval.

**Presidential Action:** Dr. Scanlon signed this proposal on December 5, 2006.

### **GAC #3 – Staff Association Constitution**

**Source of Proposal:** Staff Association

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** Missouri Western Policy Guide, Appendix M; pages 264-267

**Proposed Policy or Procedure:** CONSTITUTION OF THE STAFF ASSOCIATION OF MISSOURI WESTERN STATE UNIVERSITY (changes in bold)

ARTICLE I: NAME

The name of this organization shall be the Missouri Western State University Staff Association.

ARTICLE II: VISION

The vision of the Staff Association at Missouri Western State University will be to serve as a liaison between the members and administration.

ARTICLE III: MISSION

The mission of the Staff Association at Missouri Western State University will be to contribute to and promote the mission and goals of the institution.

ARTICLE IV: PURPOSE AND FUNCTION

The purpose of the Staff Association is to provide a forum for all exempt and non-exempt personnel (classified in positions from A11 to C55) as defined by the Federal Government Fair Labor Standards Act, who hold a nonacademic position by primary appointments as defined by the MWSU Policy Guide and are not protected by tenure.

ARTICLE V: MEMBERSHIP

Membership in the Association will be those Missouri Western employees who are classified as exempt or non-exempt personnel (herein after referred to as staff) as defined by the Federal Government Fair Labor Standards Act, who hold a non-faculty classified position in A through C levels of the Classification System by primary appointments as defined by the MWSU Policy Guide and are not protected by tenure.

ARTICLE VI: GOVERNING BODY OF THE ASSOCIATION

- Section 1: The representative body of the Association shall be the Staff Council (formerly known as the House of Delegates).
- Section 2: The Staff Council will be comprised of 17 members to be chosen by the election process as outlined in the Bylaws. One member will be the most recent President of the Association. From the Council, there shall be four (4) elected officers: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and Secretary. These officers will make up the Executive Council. The immediate past President will serve in an advisory capacity to the Executive Council.
- Section 3: The Executive Council shall be elected for a one-year term, not to exceed two consecutive terms, per office held. The Staff Council shall be elected for a two-year term, one half in even years, and the other half in odd years. The Staff Council members may succeed themselves.
- Section 4: Staff Council vacancies are filled by the runners-up from the last election

for the balance of the vacated term. If a vacancy cannot be filled through the above means, it will be filled with a similarly qualified (that is exempt or non-exempt) person, appointed by the Election Committee and approved by the Staff Council.

#### ARTICLE VII: ELECTION OF EXECUTIVE AND STAFF COUNCIL

Section 1: The Staff Council shall be elected and the Association shall be informed by the end of the fiscal year.

Section 2: Election of President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and Secretary will be determined as outlined in the Bylaws.

Section 3: **The Staff Council shall take office at the beginning of the fiscal year. The Executive Council will take office immediately upon election at the first meeting of the new Staff Council.**

**Comment [u1]:** Change from: Executive and Staff Council shall take office at the beginning of the fiscal year.

#### ARTICLE VIII: MEETINGS

Section 1: The Staff Council will meet once a month as scheduled by the Executive Council. Meetings are open to all staff employees unless otherwise specified. The President of the Association may call special meetings of the Staff Council when there is a need.

Section 2: Official action on proposals either initiated by or referred to the Staff Council can only be taken with a quorum consisting of two-thirds of the membership of the Staff Council. A simple majority of a positive vote will be necessary to pass any proposal.

Section 3: Meetings of the Association may be called by the President of the Association, a simple majority of the Staff Council, or by petition of at least twenty-five (25) percent of the members.

#### ARTICLE IX: POWERS

Section 1: The Staff Council may make recommendations on matters affecting the welfare of Missouri Western State University.

Section 2: The Staff Council may make recommendations on matters affecting the welfare of members of the Association.

Section 3: **The Staff Council shall approve the Association President's list of volunteers to Standing Committees.**

**Comment [u2]:** Change from: The Staff Council shall confirm the Association President's recommendations of members to Standing Committees.

Section 4: The Staff Council shall approve the Association President's list of volunteers to Special Events Committees.

**Comment [u3]:** Change from: The Staff Council shall confirm the Association President's recommendations of members to Special Events Committees.

ARTICLE X: VETO POWERS

Section 1: Members of the Association shall have the right to challenge any Staff Council's action, which is to be binding on the Association membership.

Section 2: A challenge of the Staff Council action must be made by at least twenty-five (25) percent of the members of the Association. Such challenges, with justification, shall be made in writing and presented to the President of the Association within fifteen (15) working days after the minutes of the Staff Council meeting at which the challenged action was taken **have been posted.**

**Comment [u4]:** Underlined has been added

Section 3: The President, through the Secretary of the Association, shall send a copy of such challenge (names of the challengers need not be included) to each member of the Association and shall arrange a meeting of the Association no sooner than five working days after copies of the challenge have been distributed to the Association. The convened meeting shall consider the challenge.

Section 4: No later than three working days after the convened meeting, the Secretary of the Association shall distribute ballots to all members of the Association asking them whether they will uphold the action of the Staff Council. A simple majority of votes supporting the challenge (more than 50 percent of all votes returned/cast) constitutes a veto of the Staff Council.

Section 5: The results of the challenge shall be presented to the association no more than ten (10) working days after the ballots are distributed.

ARTICLE XI: AMENDMENTS

Section 1: Any member of the Association may propose an amendment to the Constitution or Bylaws.

Section 2: The amendment must be presented to the Secretary of the Association in writing and distributed to all members of the Association at least ten (10) working days prior to a vote on the amendment.

Section 3: Vote on all amendments may be by paper or electronic ballot and passage shall be by two-thirds (2/3) of the returned/cast ballots. The results of the vote shall be presented to the association no more than ten (10) working

days after the ballots are distributed.

**Section 4:** Temporary changes to the Constitution and/or Bylaws may be implemented by a majority vote of the Staff Council at any time necessary to resolve situations which are not specifically identified by the current Constitution and Bylaws. The Secretary shall keep a separate record of any temporary changes as they occur. These temporary changes will be valid only for the fiscal year in which they are enacted.

**CGAC Summary:** This proposal will be forwarded to the President for his approval.

**Presidential Action:** Dr. Scanlon signed this proposal on December 5, 2006.

Respectfully submitted,

Jennie McDonald  
Secretary