

Staff Senate Minutes
March 8, 2017, 3:00 p.m.
Junior College Room (Blum 234)

Staff Senators Present: Jackie Burns, Nick Edwards, Derek Evans, Jessica Frogge, John Gregory, Carol Hare, Barb Harris, Eric Kramer, Christina Lund, Lisa May, Louise Mills, Fred Nesslage, Hawley Rumpf, Tara Stoll

Staff Senators Absent: Amy Foley and Jena Williams

Invited Guests

Dr. Vartabedian, President

- Missouri presidents' and chancellors' meeting with the Governor - auditor's report on University of Missouri came out very critical. The group in attendance made it clear to the governor that "one size does not fit all." Assignment was given by governor to all university chancellors and presidents (9 questions) such as areas of excellence, etc. Governor is not fond of tuition increases despite large education funding cuts. Commissioner of Higher Ed will be on campus Friday, March 10 to visit with particular groups. MWSU will ask the commissioner for a waiver to increase tuition above the consumer index percentage.

Stoll question- 4 board members still? Response by Dr. Vartabedian: Yes, no other appointments have been approved.

Frogge question- Good representation of staff and students and administration on budget committee? Response by Dr. Vartabedian: Fessler and Daffron chairing while 13 members from across campus being sought for equal representation.

Dr. Daffron, Provost

- Spring Commencement: 11:00 AM May 6th on football field. In case of inclement weather, decision will be made by 9am on May 6 to move to backup plan of 3pm indoors on the same day.
- Enrollment increases equal less tuition increases. There is a 70% increase in students registered for summer orientation. The add/drop and bill policies have changed to encourage student planning and preparation.
There is a new articulation agreements being formed, Cameron discussions on off-site offerings.

Latoya Fitzpatrick, Multicultural Education Director

- CME: April 3rd and 4th, 9-12 and 1-4 each day, 2 sessions per day for a Cultural Competency Training. The St. Joseph Police Department is paying half the cost for the training.
 - Burns question- confirming trainings- is each session a separate training? Response by Latoya: only need to attend one session.
 - Edwards question: Are these "hands on" training sessions? Response by Latoya: 30 people per session will work on the values between different cultures, personal values and their interaction.

Addressing Your Questions

Staff Stipend Policy – Tara Stoll

- ***"Is there a policy on staff stipends and a consistent measure on which to award such a stipend? Will such a policy be implemented? Occasionally, staff members assume other co-workers' duties while on medical leave or while positions are unfilled. This may be weeks or in some cases, many months. Please provide the staff some guidelines to go by to gauge the extra work they perform and whether it merits extra compensation. It is known that some areas receive stipends and others do not depending on the supervisor or VP of the area. This is merely a suggestion and in no way meant to be an attack of our current practices."***
- Funds available, duration of project time, and what the duty is. If someone is out on extended leave and accrued time is used towards the leave, then this does not free up time for an extra body. Not all departments have this anticipated in their budget. Short vs. long durations affect what sort of compensation can be allowed. Long term projects that are not part of one's job duties are more likely to allow for a stipend. One policy or short set of guidelines is less likely to do a good job of covering all departments needs, but salary/fringe could discuss this.
 - Edwards question- Can this be added onto a person's performance evaluation?

Response by Tara: Maybe. At least this would be some sort of documentation and it would be subjective.

- Frogge comment - Time compensation would be appreciated, but time limits are set to comp time. It was further noted that people who have maxed out vacation time use the comp time or lose it.
- Harris note: Salaried employees can receive "stipends" but non-salaried employees cannot due to tax code reasons.
- Hare note: Faculty who have hours overload receive a lump sum at the end of each fiscal year. Can there be a line item like this for staff, as well?
- General consensus: Carol Hare to review and research this policy and related potentials. Any policy would have to be all inclusive.
- Mills question: Can we have a copy of Sally's report? Tara will bring copies for Senators at the April meeting.

Old Business

- Approval of February meeting minutes
 - 26% of population on Brent Rosenauer's presentation
 - Hare moves to approve minutes as corrected, Harris seconds. Motion carried.
- Exempt/Non-Exempt language discussion and feedback
 - *"I personally think they should stay distinct in the bylaws. I think the two groups have unique concerns, especially when it comes to things like overtime rules and time off, and representatives from both groups should always be on the committee, even if it is hard to find individuals willing to serve. Such a situation might change if that law about overtime rules passes, but that is highly unlikely now with Republicans control of the government."*
 - *"I vote to take the language "Exempt and Non-Exempt" out of the bylaws to make it easier to recruit committee members. Good Luck!"*
 - *"I don't see any reason why these titles cannot be removed from our documents. Knowing how hard it is to get people to serve, it should help with the selection of officers and committee members."*
 - Jackie notes we should look into exact non-exempt vs. exempt numbers, and how time/experience affects choices. Discussion regarding time management and the need for overall representation.
 - Tara Stoll feels that we can come to an official vote on this in April, suggests discussing with constituents for final thoughts. Follow up email will be sent out to all staff.

Valuing People AQIP Committee Update – Fred Nesslage

- Met on Monday to discuss progress. Subcommittees have met and have made progress. Recognizing longevity of service, Shana Meyer training regarding distractions in classroom and similar developments. Budget will likely affect things like longevity awards and other such physical representations of recognition.

C-3 Committee Update – Carol Hare

- Email from Jim Fox- we are getting close and working on a draft report that should be available to review soon.

Committee Reports

- **Salary & Fringe - Carol Hare:**
 - Final documentation for Crisis Leave Policy has been sent to Jennie McDonald. There is a GAC meeting on March 20. The Crisis Leave Policy Concept has not changed. The wording has been cleaned up. Example: "serious disease" changed to "serious medical condition". The donation form title name has also been updated.
- **Constitution & By-laws - Michelle Díaz: No Report**
- **Welcoming - Jackie Burns:**
 - January new staff employees: Cody Ingold- Assistant Men's and Women's Cross Country and Track & Field Coach, Traci Grove- Simulation Lab Manager - Nursing, Brandon Prater- Cashier/Billing Clerk - Business Officer
 - February new staff employees: Edna Christian - Administrative Assistant, Music Department, Dana Lombardino - transfer to carpenter position for Physical Plant

- **Election by Tara Stoll for Christina Lund:** Information to be sent shortly after April meeting
- **Grievance-** No report
- **Professional Development - Nick Edwards:**
 - One applicant dropped their application. \$313 remains for 1.5 applicants to apply/use.
- **Special Events:**
 - Committee has not met. Harris reported that there is \$900 remaining in the Operating Budget. Question: Are we obliged to do a Spring event? Response: No, but it has been popular in the past.
- **Advantage:**
 - A new online form is available on the Staff Association website - on the Advantage page. It is open for anyone to request aid. The form goes only to the chair of the committee for confidentiality. Mills noted this should be advertised in Griffon Weekly.

President's Report – Tara Stoll

- Professional Development AQIP Update - This subcommittee has not met.
- Notes from Faculty Senate minutes- Saint Joseph College of Indiana is closing down this spring. Their track/field students are being offered in-state tuition to come to MWSU.
- Stoll notes that she feels the list of individuals on the Budget committee seems to be well represented.
- Notes from BOG - Tuition increase approved. \$1.58 per credit hour.
- SGA Resolution - "FY17-60 of the SGA Senate passed unanimously and expresses the sense of the Senate that the international students of Missouri Western should be supported at all times, but especially in these current time of uncertainty regarding travel and visa qualifications."
- VOIP system - Fred Nessler: Cabinet feels that number of phones on campus should be reduced before a system change is made. Clear instructions were not sent out to departments regarding instructions on how to reduce phone numbers. Long run correct phone counts will need to be made before we change to VOIP system, Dec. 2018 is when PLEXAR is completely dropped from AT&T.

First Vice President's Report – Barb Harris

- Budget Report: \$951.97 remains in this year's budget.
- Notes from GAC - No February meeting

Other Business/Open Discussion:

- Wellness Screening - March 21 & 22
- Invitation to attend Brett McKnight's going away reception on Thursday, March 9

Next meeting April 12th, 3pm