

Staff Association Minutes

09/14/16

Senators Present:

Jackie Burns, Derek Evans, John Gregory, Amy Foley, Jessica Frogge, Carol Hare, Barb Harris, Eric Kramer, Christina Lund, Lisa May, Louise Mills, Hawley Rumpf, Tara Stoll, Jena Williams

Senators Absent:

Nick Edwards, Amy Foley, John Gregory, Fred Nesslage

Staff Present:

Jean Foster, Marissa Steimel

Faculty Present:

Dr. Elise Hepworth

Guests (Administration) Present:

Dr. Jeanne Daffron, Dr. Cale Fessler, Shana Meyer, Jerry Pickman, Sally Sanders, Dr. Robert Vartabedian

Staff Association President Tara Stoll called the meeting to order.

Report of Dr. Cale Fessler:

- Accounting Services: week 2 of auditors on campus. Process is going well.
- State Legislature: Carry & Conceal permit law has been vetoed. If it comes back to vote and is approved, college campuses are not included. You must still have a permit to have a gun on a college campus.
- Physical Plant: 7" of rain in 24 hours on campus has caused leaks in some of the buildings. Spratt and Potter are still under warranty. Leaverton and Vaselakos have received lightning stikes.
- House Bill 19: A lot of progress over the summer. Most associated physical work will pause during the school year. Major efforts will continue in summer 2017.
- Stadium: first game was Thursday, September 1. Elevator plus a few additional areas needed additional effort. Positive comments from everyone. The concrete work around the sign is in completion.

Report of Jerry Pickman:

- Convocation: It was a great event. Large numbers with approximately 3000 in the field house, including about 700 high school students and then 400 attendees for the luncheon. Next year's events will be September 12-13, 2017. The speaker will be Martin Luther King, III.
- Centennial Capital Campaign: An announcement about an increase to the initial campaign goal of \$20 million is forthcoming. On paper, this goal has been exceeded by \$3million. An example of this is deferred gifts. We might remain with initial goal or it might be extended to another level. We do not want to take away the momentum as efforts are getting started with Potter.
- Potter: House Bill 19 provided several strategic enhancements over the summer. Areas including lighting, ceiling and flooring in the hallways as well as some interior rooms were updated. The work was completed so donors could see efforts on deferred maintenance. Moving forward, focus will be on Phase 1: limited expansion and Phase 2: building a new performing arts hall. \$150,000 has been allotted by the state of Missouri for the architectural design portion. This figure must be matched. Fifteen

architectural firms responded to the RFQ. A committee consisting of Dr. Fessler, Jerry Pickman, Al Purcell, and Dr. Willenbrink will meet to review the submissions.

- Development: Phone a thon is underway. A direct mail was sent to Arts Society members. A donor poll is being used to identify major/planned gift prospects in an effort to build up younger donor base.
- Alumni: celebrating Homecoming October 9-15, 2016
- Foundation: just underwent audit and is working on the annual report.
- Important Dates: November 4 will be the celebration of Cronkite's 100th birthday with an invitation only reception. An open house will be held on November 5. Plans are underway for the August 2017 solar eclipse.

Report of Shana Meyer:

- Title IX: everyone is doing a great job by completing the online training.
- Sorority Recruitment: a total of 90 young ladies.
- National Panhellenic: traditionally black members. Twenty-four participated last week with intake being done.
- Fraternity Recruitment: begins Saturday.
- Tonight: CME will present Step Afrika at 7pm
- Family Weekend: carnival will be in Looney. Planetarium will have shows in Remington.
- Student Handbook: was sent to all students and includes the policies and code of conduct for MWSU.
- Testing Center: available hours have been extended to 8:30am-4:30pm Monday-Friday.

Report of Dr. Robert Vartabedian:

- Convocation: compliments to Dr. Hepworth for the wonderful effort by the chorale.
- University Library: Cabinet will tour on Monday to see the renovations.
- Press Conference: National Science Foundation Grant. \$1.1 million is the largest to date. This one is additionally significant due to the involvement by undergraduate students.
- First Home Football Game: brand new facility and brand new scoreboard. Big game this Saturday with both teams being undefeated.
- Fall Sports: is in full swing with women's soccer and volleyball. Mark Bierbaum is the new track and cross country coach.
- Tara Stoll: leaves one week from Thursday for the Cronkite Trilogy performances in New York, NY and Washington, D.C.

Report of Dr. Jeanne Daffron

- Enrollment: needs to be higher. Taking positive steps that will impact enrollment in the future. Currently, we are pretty stable with freshmen. Overall, we are down about 5% as reported by the fourth week of classes. Everyone's assistance with retention and recruitment is appreciated.
- Institutional Accreditation Visit: October 3-5, 2016. We are waiting for the agenda from accrediting agency, but are ready for the visit. They will be impressed.

Report of Sally Sanders:

- Compliance: a lot of processing for federal system and banner with students working on campus.
- Benefits Renewal: formal bid every six years on all benefits. We have reductions on premiums across the board. This is being attributed to preventative care, wellness and good healthy behaviors.
- Open Enrollment Meeting: November 1-2, 2016. This is typically held around the first part of November so that information is available to employees for upcoming year. Online enrollment will begin November 1, 2016 and last for two weeks.

- Wellness: Sara has created some initiatives for fall and is working to add a yoga class. With financial wellness, we will have our first Medicare session and have over forty registered to attend.
- Labor Market Survey: working to know what positions to benchmark. Not able to do as many. Looking to see what are comparable externally. The survey will be sent within two weeks.
- Hang Tags: deadline has expired, but it is still possible to renew.
- Title IX: Adam McGowan and Sally are working on a training component. It is only required for new students, transfers, or those who did not complete last year. Employees and student employees have to complete the training every year.
- Flu Shots: October 11-12, 2016 from 10am-2pm each day in Blum JC.

Old Business:

President Tara Stoll:

- Constituency List: cards provided to staff senators. Please hand deliver or send through campus mail.
- Exempt/Non-Exempt: A survey will be issued to see if it is necessary to have the Exempt/Non-Exempt requirement for committee positions. Sally asked for the survey to wait until information on the labor law had been sent out to prevent confusion. Sally will let us know the timeline. It will be prior to December 1, 2016.
 - Question by Jackie Burns: do we have the time for the survey to wait? Tara responded yes. It just needs to be completed before next spring for next year's committees. Barb responded that it needs to go through GAC before the academic year ends.
- Tablecloth/Banner: information from Jessica is that it would cost \$214 and include a case. Because the idea came quickly, the ordering will be scratched for now.

First Vice President Barb Harris:

- Staff Association Committees: working diligently to get more members on Special Events Committee. Barb has sent emails to committee members. Charges to each committee have been sent. Election and Grievance have no specific charges.
 - Question by Marissa Steimel: can you be on more than one committee at a time? Barb responded yes. Marissa asked to join the Special Events Committee.

Committee Reports:

- Welcoming: report by Jackie Burns
 - New Staff: Katey Gorsage: Assistant Women's Softball Coach; Wesley Hutchcraft: HVAC/R Technician; Stephen St. Clair: HVAC/R Technician
- C3 report by Carol Hare
 - Staff job descriptions have been reviewed by the committee consisting of Carol Hare, Sally Sanders and Deatra Tyler. A list of sixty job positions will be evaluated. Salary and Fringe will then review.
 - Question by Barb Harris: is the process of writing own job description needed? Carol responded that she did not think so based on information provided to date.
 - Valuing Employees: Jeanne Daffron and Mark Mills: Professional Development. Fred Nesslage and Susan Bracciano: Communication and social interaction for each sentence. Shana Meyer and Amy Foley: Onboarding. Brandt Shields, Dennis Keller and Sara Freemyer: Employee recognition.

- President report by Tara Stoll
 - Thank you to Foundation for budget increase.
 - Tara attended the Board of Governors meeting on August 25.
- First Vice President report by Barb Harris
 - Postcards cost \$63
 - Nick Edwards was not in attendance – Barb reported “no report” for him.

New Business:

- Travel Funds Policy
 - Tara spoke with Bill Church about updates with vehicle fleet, etc.
 - Following informal discussion, the item was tabled until the October 2016 Staff Association meeting.

Other:

- n/a

Next Association Meeting – Wednesday, October 12, 2016, 3:00pm, Blum 220.

Motion to adjourn by Barb Harris.

Seconded by Hawley Rumpf.

ADJOURNED

Respectfully submitted,

Christina Lund

Secretary