

Staff Association Agenda

October 10, 2018, 3:00pm

ROOM CHANGE: Spratt Hall, Room 109

Senators Present: Fred Nesslage, Kathy Kelly, Marissa Steimel, Nicki Robertson, Lisa May, Louise Mills, Derek Evans, Shelle Browning, Hawley Rumpf, Betsy Wright, Andrea Keller, Jessica Frogge

Senators Absent: Kathy Gammon, Jena Williams, Barb Harris, Jessica Poet

Staff Present: Aubry Carpenter, Karen Luke, Colette Weipert, Rachel Lundy, Kelly Sloan, Minerva C. Torres, Elise Hepworth

Invited Guests: Dr. Vartabedian, President

Dr. Davenport, Interim Provost

Dr. Vartabedian Report:

- Fall enrollment at 5,707 students, which means a 2.6% in headcount over last fall. 2% increase in credit hour production over last fall. Freshmen class is up by 5.6%. Good indicators two years in a row that we've had healthy enrollment, which helps with state appropriations.
- Board met on Monday to select a search firm, and they chose AGB. Last night, search committee met to review guidelines, timelines, etc.
- Final note: Doesn't want to lose sight of the fact that over the last two years, we've taken a 17% cut to our appropriations and nobody seems to care about it. We don't want that to be the new normal. That needs to be at the top of our agenda for the next year. He wants to fight to get that back. Appropriation Restoration is what he'll be focusing on. Our enrollment increases are helping, but we're in the minority. Many other campuses are struggling. That's what he will be fighting for over the next year. Brandt Shields would keep us informed, and then President's Association would get in there and fight for it. This governor is a decent guy, we just don't want to let him think these appropriations are the new normal. A press release is about to come out to name Brandt's replacement.

Dr. Davenport Report:

- Good challenges that come with enrollment increases: Finding seats in classes and finding beds for students. These are better challenges than low enrollment!
- Reminder that the MDHE grant abstracts are due today at 4:30 p.m. These grants are related to post-secondary education and employment. Can't extend deadline because of the small application window – need time to review proposals and properly vet them. It's a challenge to find community partners to match 50% of the project. We anticipate having some grants that will go forward to the state.
- He has had an overwhelming response to the Center for Teaching & Learning, especially from staff. Challenge to get all 23 people together to begin implementing.

Fred: Coffee with the Provost is not just for faculty, staff can attend. Went and it was a good discussion.

Dr. Davenport: The next one is November 17th. Been informed that he needs to do one in December with hot cocoa. Good opportunity to connect with people. No RSVP, just show up. 30 people at the first one, and the next one is in Looney at 3:30 p.m. Intends to get to every academic building.

Old Business

The September minutes were approved by the Senate.

Committee Reports

- *Salary & Fringe*
 - Fred: Meeting tomorrow to discuss new overtime policy going to GAC next week; quite a few people upset about the overtime policy approved on March 29th because it didn't address university holidays; new policy addresses that, so it's no longer hours worked, instead it's hours earned; if you would like to see it, email Fred.
 - Shelle: Will that be the end of it? Or can we continue to fight for vacation to be added to it?
 - Fred: That's why I brought it up today, so we can hear concerns. We want to express continuing concerns. If you all want to digest that a bit, and then send me any comments you have, we can forward our issues on to Kathy to represent our continuing concerns with the policy.
- *Constitution & By-laws*
 - Derek: Met to align grievance procedures in policy guide to the by-laws; Short version: currently in policy guide, it says there need to be seven members – three exempt and three non-exempt and a chair appointed by president, the staff association by-laws says it needs to be a five person committee with just one exempt and one non-exempt; that change to the by-laws was done last year to address and increase participation; need to bring them together; ultimately, Fred and Kathy said we should bring the by-laws to match the policy guide.
 - Kathy: Went with three and three so that everyone is represented and everyone is heard. Just like this overtime policy, some understand it and some don't. So as long as I've been chair, it's always been three and three.
 - Derek: The nature of the tasks requires it.
 - Jessica: Because oftentimes there's a quick turnaround with grievances, it helps to have more members because you have more members to choose from and work with.
 - Derek: We wanted to bring it in front of everyone to ask, but now we'll meet one more time and make sure our by-laws match the policy guide. The other issue is the grievance committee in the policy guide is referred to as an ad-hoc committee and in our by-laws as a standing committee. ...our suggestion is that the grievance procedure should be changed in the policy guide to match our by-laws.
 - Nicki: If it's a policy change, both need to go through HR and GAC.
 - Fred: Put together that change and send it. We'll run it by the senate and then forward it on.
- *Welcoming*
 - No report
- *Election*
 - No report
- *Grievance*
 - No report
- *Professional Development*
 - No report
- *Special Events*
 - Meeting on Tuesday
- *Advantage*
 - Didn't seem to be a lot of action taken with the committee last year, so looking to change that this year; doing updates on online form; doing more communication around holiday time; looking at taking applications and donations depending on what applications are received; focused more on Adopt-A-Family; goal is to do an event in the Fall and one in the Spring; communications for those will come out soon

President's Report – Fred Nesslage

- Overtime policy change – already covered earlier in meeting

- Hiring Practices – met with Sara in HR to express concerns and to get a feel for official practices; takeaway from that is that HR is in the process of looking at an application tracking software; as part of IT and the staff association, I volunteered to look at that; that will allow committees and supervisors an opportunity to make comments online and make sure that things are being put down; has been some concern that search committee recommendations don't make it back to HR
- Kathy: It was brought up last meeting about current employees being able to advance their career when a supervisor knows someone off-campus. Current employees are overlooked because of that, even though the search committee recommends the employee and not the outside candidate. Need to show current employees that they're valued. Giving 100% of yourself at your job and then someone else comes in and gets the promotion. Doesn't happen all the time, but it has happened. That's why they wanted to talk to Sara about best practices. As an employee at Missouri Western who loves my job, I want to be seriously considered. Or at least be given an interview.
- Fred: Expressed strongly that there needs to be a preference for qualified internal candidates versus external. The improved record keeping with an applicant tracking software will help those qualified candidates from falling through the cracks.
- Andrea: Some differences in positions being posted internally and some going straight to external, but not sure if there's a reason behind that.
- Fred: Some jobs need to do internal and external at the same time because they need a large pool quickly, some jobs don't need that quick turnaround; also issues with advertising timeline, sometimes there isn't time for a full week of internal candidates
- Kathy: Admins/exec assistants shouldn't need to be rushed when there are good people here; in my eyes, there shouldn't be an urgency to get it out to the public because there are qualified in-house people.
- Fred: I can agree with that.

First Vice President's Report – Kathy Kelly

- Budget Report – budget hasn't been touched yet

Other Business/Open Discussion/Announcements

- Presidential Search Committee
 - First meeting last night. Discussed search committee. The search firm is very experienced and work with higher education. They have a good applicant pool and presented good experiences from the recent past. The timeline starts with a position profile. Constituents will need to give input. There will be open forums – everyone is highly encouraged to attend and provide input on the next president. They will tentatively start reviewing candidates at the end of December, beginning of January. Neutral site interviews will begin for the top 10-15 candidates near the airport to narrow down to the 3-5 candidates who will be brought on campus. Hopefully will announce in March/April. Search firm also provides a transition service for the old president to the new, which Fred believes we're going to take advantage of. If you cannot make one of the open forums, please pass the information along to Fred and Kathy. They are representing what you all want. The search committee recommends and the board makes the final decision.
 - There was a discussion amongst the staff and guests present about the Provost search, whether the presidential search meetings were open to the public, the size of the presidential search committee, Jessica Frogge brought up a concern about the lack of student representation on the committee, and the candidate vetting process.
 - Jessica Frogge brought up that the Faculty Senate and SGA were bringing up a big issue with parking on campus. They want to open up parking across campus for anybody to park anywhere. Wants Staff Association to be aware that it's going on. Elise Hepworth shared that faculty/staff get ticketed if they park in white spaces. They petitioned that staff/faculty could park anywhere if all yellow spots were taken. They thought that had been implemented, but then it turned out the police hadn't agreed to it.

Fred said that there was a Parking Committee that meets under Cale Fessler, who asked if we wanted another staff member from the association. Jessica Frogge had enthusiastically agreed to be the staff representation on the committee. Jessica doesn't want everybody to be able to park everything. She is trying to talk the students down from wanting to let students (including the res life students) to park anywhere. Fred said there had been some discussion previously about re-evaluating how many staff/faculty spots there were around certain buildings. Jessica said another spot they want to look at are the reserved spots in front of Eder, which are all visitor parking. She said we can't park there, even though we often have to just run into the Business Office to drop something off. They are petitioning to move several of those spots to 30 minute or 15 minute parking spots. Marissa Steimel brought up that students/faculty/staff already park in those spots and completely ignore the visitors signs, so there's already not enough space for visitors to park who come to see Missouri Western, which leads to a terrible first impression for visitors. Kathy Kelly said she's called the parking office to let them know she's parking somewhere for 15 minutes and she's never been ticketed. Derek asked about the 10 year plan that had all of the diagrams about parking. He said he always remembers that we have more parking spots per student than any other campus, but the issue is that they're all behind Remington and the football field, so everything is crowded up at the front. Jessica said they were looking at expanding the lots in front of Hearnese and out that way, but there's a city line that we can't expand past. They were also looking at building two new dorms, which would take out space and add in two new residential lots. Kathy said this has been a discussion for a long time. We have great parking!

- The bike system on campus took \$8,000 from SGA and turned it into \$40,000 through a grant with the city. In the process of putting together a proposal for updates. The process is done through the city, so they do maintenance on the bikes. Working on updating the system and looking at new options. Brief discussion about the different types of bike sharing and app options. No one is allowed to ride bikes through the center of campus.
- Craig School of Business just renewed the Wall Street Journal subscription. Last year, there were only 362 people who used it, so it's going to be hard to justify continuing to spend \$5,000 on it in the future if more people don't use it. So read the Wall Street Journal! There's a link to it and you can read it on the app: wsj.com/mwsu. Aubry asked Kathy to submit a form to Griffon Weekly to share that information.
- Marissa shared thanks from Admissions for all of the staff's help with Griffon Orientation, Griffon Edge, and Griffon Showcases. There are great reports back about how friendly the staff is. Couldn't put on these large campus events without the awesome staff participation!
- Nicki shared that benefits meetings will be on October 30th and October 31st. They squeezed through all four medical plans. Dental and vision will move together, instead of split. There will be an increase in HMO plans and buy-up plans. Giving out a consolidated version of the big booklet – 8 pages. Encouraged to attend!

Mark your calendars: Next meeting will be Wednesday, November 14th at 3:00pm in Blum Union JCR