

## **Staff Association Meeting April 9, 2014**

### **Senators Present**

Tara Adwell , Jackie Burns, Derek Evans, Amy Foley, Brenda Griffith, Carol Hare, Diane Holtz, Debbie Johnson, Matt McDonald, Amy Parnell, Les Parnell, Carolyn Schindler, Jenny Sherlock, Tara Stoll

### **Senators Absent**

Ryan Menley, Hawley Rumpf

### **Staff Members Present**

Jessica Agnew, Sara Freemyer, Martha Greer, Gladys Kline, Bob Lance, Lisa May, Mallory Murray, Autumn Sands

### **Guests Present**

Dr. Robert Vartabedian, Dr. Jeanne Daffron, Jerry Pickman, Cale Fessler, Sally Sanders, Kurt McGuffin

Meeting called to order at 3:01 p.m.

### **Report of Dr. Vartabedian**

1. Of the five categories for Performance Funding from the State, Missouri Western made 3 of 5 categories. Missouri Western did not hit the retention and graduation rates.
2. Land Leasing Bill is nearing a close. If it passes, Missouri Western will be able to lease its land.
3. Staff Senators are invited to Drs. Vartabedian's home for an end of year Staff Counsel Dinner Party. Details are being worked between Kim Weddle and Carol Hare.

### **Report of Dr. Daffron**

1. Spring 2014 Commencement is May 10, 2014 at 11:00 a.m. in Spratt Stadium. This is a big event and volunteers are needed. Please contact Jennie or Carolyn if you would like to provide assistance.
2. Recruitment Retention e-mail was sent via campus. If staff and faculty have ideas, please send it to the committee.

### **Report of Mr. Pickman**

1. Centennial Campus Campaign (CCC) will send emails to faculty and staff in the next few weeks. Participation is encouraged, but not mandatory. This is a personal decision that the University respects.
2. Campus Master Planning reference checks are complete. A larger committee is being formed.
3. Foundation allocation has received 30 requests. Meeting is set for April 10, 2014.
4. Kelley Commons dedication is April 24, 2014 at 3:00 p.m. at the new Kelley Commons. In case of inclement weather, the dedication will be held indoors of Blum Union.
5. Night at the Ritz is April 11, 2014 at 6:30 p.m. in Remington Atrium. Approximately 150 guests are expected to attend.

Vartabedian publically thanked the Boulware and Laney families for their support for the future of MWSU. If staff and faculty see them around the community, please thank the family for their support.

### **Report of Mr. Fessler**

1. State Appropriations is expected to fund Missouri Western with 5% or approximately \$600,000 increase in funding.
2. Pre-audit work has begun with CliftonLarsonAllen, Missouri Western's new audit firm.
3. Summer projects include external and internal updates to Beshears and Vaselakos Halls.
4. Emergency drill for active shooter took place on April 8, 2014. Participation was good and feedback was positive.
5. New evaluation forms for non-exempt and exempt employees went out to the campus. A great deal of thought went into the revision.

### **Report of Ms. Sanders**

1. Online training is valuable. Please review and participate in the active shooter exercise.
2. New section in the evaluation form is Professional Development. This is a good time to review if professional development is needed for an employee's position. This category satisfies the AQIP component and is helpful to the employee.
3. Drawings for Wellness prizes will be on April 15, 2014.
4. Benefits survey went out campus wide.
5. The Faculty and Staff Awards/Retirees Reception is April 29, 2014. This year, 19 retirees will be honored.

Jenny Sherlock asked how an employee and/or their supervisor are to get a position description as mentioned in the position description section of the new employee evaluation form. Contact the HR Department at x4587 to obtain a current copy.

Jackie Burns asked about receiving a list of the retirees for the Welcoming Committee. A list was sent out via e-mail.

### **Report of Mr. McGuffin**

1. Sixteen (16) softball teams, 12 golf teams, and 22 soccer teams are in St. Joseph, MO for various tournaments and/or conference games. This is economic growth for St. Joseph's restaurant and hotels.
2. The Chiefs Camp schedule is set to come out April 21, 2014.
3. The Chiefs contract is guaranteed for five (5) years.
4. Missouri Western will host the Division II Football Championship in 2014. Sporting KC's field will be the location for the next five years.
5. The Student Athletic Banquet is April 28, 2014.

### **Old Business**

A motion to approve the minutes from March 2014 was brought forward by Debbie Johnson. Second was Brenda Griffith. March 2014 minutes were approved unanimously, with no changes.

### **Committee Reports**

- Advantage
  - The Rhonda Ingham Memorial Tree was planted in front of Agenstein Hall.
  - \$530 was raised for the Marty Bachman Memorial Bench.
  - The committee will meet to discuss a memorial for Rick Dyson.

- Constitution/By-Laws
  - No report
- Election
  - Nominations for 2014-2015 Senators have been received.
  - Elections polls close Thursday, April 10 at 4:30 p.m.
- Grievance
  - No report
- Professional Development
  - Professional Development dollars are exhausted.
- Salary and Fringe
  - The committee is working on a shared leave plan. The documents were presented to the Staff Association. Chair Debbie Johnson will speak with the Chair of the Faculty Senate Salary and Fringe committee.
- Special Events
  - Committee is working on the Spring 2014 Retreat.
- Welcoming
  - Welcomed three (3) new employees.

### **New Business**

Griffon Weekly: Mallory Murray and Autumn Sands discussed the Griffon Weekly and its origin and purpose. It was developed due to complaints from faculty, staff, and students that too many e-mails were being sent throughout the days and weeks. The Griffon Weekly reduces the number of mass emails sent per week. A change in any process is difficult. There have been growing pains and all issues are being addressed. The PR/Marketing office has received few complaints but overall positive feedback.

Is there a way to recognize people who have passed away during the academic year? Could this be done in General Session or Faculty and Staff Awards/Retirees Reception? Carol Hare will address this with Human Resources.

### **Adjournment**

Meeting was adjourned at 4:02 p.m. by Debbie Johnson, Tara Adwell seconded.

Next meeting is May 14, 2014 at 3:00 p.m. in Blum 220.

Respectfully Submitted,

Amy Parnell  
 2<sup>nd</sup> Vice President, Staff Association  
 Staff Senator