

Staff Association Minutes

10/8/14

Senators Present:

Matt McDonald, Jackie Burns, Barb Harris, Debbie Johnson, Amy Foley, Jenny Sherlock, Tara Adwell, Jennifer Riley, Brenda Griffith, Carolyn Schindler, Amy Parnell, Derek Evans

Senators Absent:

Tara Stoll, Ryan Menley, Les Parnell, Hawley Rumpf

Staff Senate Liaison to Faculty Senate:

Carol Hare

Faculty Senate Liaison to Staff Senate:

Gretchen Quenstedt-Moe

Staff Present:

Sarah McCumber, Michelle Diaz, Laura Buhman, Abbie McGhee, Jenna Stevens, Teresa Crist, Annette Weeks, Gladys Kline, Misty Miller, Fred Nesslage, Lisa May, Dawn Baker, Deb Smith

Guests (Administration) Present:

Dr. Jeanne Daffron, Dr. Cale Fessler, Dr. Judy Grimes, Ms. Sally Sanders

Matt McDonald calls meeting to order.

Barb Harris is recording audio for minutes; Matt makes it known.

Matt announces that Dr. Vartabedian and Jerry Pickman will not be present at the meeting.

Report of Dr. Vartabedian by Dr. Daffron -

- President Vartabedian on his way to St. Louis to receive the Governor's Spotlight Award for the Walter Cronkite Memorial; Jerry Pickman, Tara Stoll and others are with him.
- Save the Date email going out to all employees regarding the January 16th general session and employee recognition rally, which will serve as part of the kick-off for the Centennial Year celebrations; more details and hard copy invitations to follow.
- Upcoming Campus Events -
 - Convocation on Critical Issues with Doug Brinkley - Nov. 4th (Election Day); Convocation to begin at 10:00am, no 9:30 classes, 11:00am classes will begin as soon as the event is over.

Report of Dr. Jeanne Daffron -

- We are almost to the middle of the semester, midterm grades due Oct. 22nd

- Dr. Cindy Heider's last day is this Friday, October 10th; we wish her well.
- Dr. Gordon Mapley is ill. Our thoughts and prayers are with him; cards and notes to him are welcome. Contact Jamie Willis in the W.I. if you wish to send something to him and need an address.
- This Thursday through Saturday are the final performances of "Of Mice and Men; Staff and faculty are encouraged to attend.
- Enrollment and Retention -
 - MWSU has seen a 2% increase in enrollment, including a significant increase in the number of freshmen.
 - Hats off to Admissions for their hard work recruiting new students!
 - Average ACT scores are up, as is our retention rate (up 3.7%); Dr. Daffron stated that these numbers are unofficial until the report is complete in December.
 - It is important for students to continue to persist and complete their education.
 - The number of international students is also increasing.

Carol Hare followed up a comment regarding the January 16th event, stating that every employee will be recognized, there will be a gift for everyone. The event is to start at 3:00pm. Those on the planning committee are excited and have enjoyed planning the event.

Jenny Sherlock added some announcements on Jerry's behalf -

- MWSU will have a table at Tiny Tot Town down at the Civic Arena on October 14th; booth will consist of a photo booth opportunity for kids to take photos in MWSU athletic gear and/or with caps, gowns and diplomas, theme of "Picture Yourself At Missouri Western;" First time MWSU has had a booth there.
- Homecoming parade will be Saturday, October 25th, kicks off at city hall at 9:30am.
- Arts, Beats & Treats @10am in Remington; lots of activities going on for Homecoming!
- Barb added that the Biology Department will also be hosting a booth at Tiny Tot Town, as they have done for every year that the event has taken place.

Report of Dr. Cale Fessler -

- Wilson Hall first floor restrooms operational, but handicapped doors are not yet ready.
- Results of the yearly, annual audit go to the Board on October 23rd, with a finance committee meeting prior to that;
- Current energy audit process with Schneider Electric is now wrapping up;
 - putting together a \$5 million dollar proposal to put into our energy saving plan for the campus;
 - Water fixture replacements, HVAC upgrades in a few buildings across campus coming; weather-proofing/caulking of windows, etc;
 - The GISC will receive new lights as well as Looney; many different areas of campus will be addressed; All lights across campus will eventually be replaced.

- Schneider does the proposal, we then agree to follow it. As utility costs go up, we will have guaranteed savings, per Schneider.
- Energy conservation is a positive, from a budget standpoint.
- Tuition: The Board of Governors voted to reduce tuition for in-State, on-campus classes dating back to last year's rate.
 - Students will be refunded that money, thanks to release of performance funding money from the State. The Business Office, Financial Aid and the Registrar will be very busy making student account adjustments.
- IRS audit: MWSU was chosen for a random audit, a large group has been meeting on this every Friday.
 - BKD audit firm is partnering with MWSU to navigate this process;
 - Audit will be mainly payroll focused -- i.e., Social Security, FICA, taxes, etc.
 - We do not have anticipation of large issues arising or incurring large fines.

Q by Tara Adwell: Is there a projected finish date for the report from the IRS?

A by Dr. Fessler: It could be a long process, possibly six months to a year, with no anticipation of an official end date. It is essentially open ended. Dr. Fessler would prefer a date, but have none yet. There will be a report of some kind coming, for good or for bad.

Q by Jackie Burns: Will the energy audit results be made available to employees, for their review?

A by Dr. Fessler: Yes, it could be made available. The consulting firm did put a lot of options on the table. MWSU had to narrow down the list to projects that had the best return within our budget constraints, etc.

Report of Ms. Meyer by Dr. Judy Grimes -

- Student Affairs has had a good fall thus far!
- College Completion Team that Dr. Grimes has been working with is working hard on second year completion;
 - Good news regarding second to third year student group. Continuation rate went up 6% over a two year period with this group. Hopefully this will continue and lead to increased graduation rates.
 - Sophomore students can easily get lost, it is important to work with them and keep them motivated towards success.
 - Dr. Grimes and Cosette Hardwick on this.
- Ongoing Student Affairs campus events and/or activities -
 - Chinese Acrobat program in Fulkerson a great success; was a combined event sponsored by Student Affairs, Center for Multicultural Education and International Studies; About 350 people attended;
 - This week is Hispanic Culture Week; Hispanic Heritage banquet with great food and music, free to all;
 - Greek organizations had a good summit meeting with the Board of Governors;

- Over 300 people attended the Family Weekend President's brunch, and free planetarium shows were also a hit;
- Ongoing search for a new Director of International Recruitment and Global Engagement, with two more candidates yet to visit campus next week; Information regarding these presentations can be found in the Griffon Weekly.
- Title IX: A team of 15 folks attending Title IX training in Kansas City; Learned what to do regarding mandated reporting, suggestions for how the university might develop their own policies and procedures, etc. Procedures will be posted on the web, with training sessions to come. Employees are encouraged to visit the Title IX website.

Report of Ms. Sanders -

- Title IX has become a primary focus for the university and nation-wide
 - A cross-section of campus employees went to investigator training in Kansas City;
 - Senator Claire McCaskill was here yesterday for an open forum regarding Title IX and the changes being proposed;
 - Title IX covers sexual misconduct as it relates to students, faculty and staff -- MWSU has a zero tolerance policy;
 - If a student approaches a university employee, it must be reported to the campus Title IX coordinator(i.e., Sally or Shana);
 - Staff are to encourage the student in question to speak with the Title IX representative, someone from the Counseling Center or the campus police;
 - Important to express that we have mandated reporting, and that nothing is confidential unless it is divulged in counseling or Health Services.
 - HR will be working on putting together employee training on this; not unique to Missouri Western, every institution is working on this.
- Benefits - Open Enrollment email is due out soon;
 - Oct. 21 & 22 are the scheduled dates for meetings; 2015 benefit packages will be revealed at these meetings
 - It is important for staff and faculty to attend these meetings, learn what changes are occurring in our coverage, and see what options are available.
 - One-on-one meetings will be made available those who need extra help on private matters and for unique circumstances.
 - Week of October 27th = Open enrollment via the call center or online; Online went well last year.
 - All enrollment must be completed by the end of that week in order to be in compliance with health care reform.
 - Flu shots will be offered during open enrollment meeting times; drop in, no appointments necessary.
 - Meetings and shots will be in Enright rooms 214 & 216.

Follow-up by Dr. Daffron -

- The campus master planning process is in progress; a firm has been employed to assist the university with this assessment and decision making process.
 - Thus far, one forum has taken place, with two more to come.
 - Employees are encouraged to attend; ideas, questions and concerns should be sent to Ann Pearce.
 - Dr. Daffron asked all to please be aware that this is for long-term projections, big questions and long-term goals.

Old Business:

Approval of September meeting minutes.

Motion from Amy Parnell to approve.

Seconded by Jackie Burns.

September minutes are approved.

Committee Chairs: Jackie Burns and Matt McDonald thanked Jenny Sherlock and Dana Heldenbrand for agreeing to serve as co-chairs of the Special Events Committee.

Committee Reports:

- Advantage - Carolyn Schindler, no report
- Constitution and By-Laws - Derek Evans, no report
- Grievance - Amy Foley, no report
- Election - Barb Harris, no report
- Professional Development - Amy Parnell (for Tara): 3 requests made; 7 approved this year; balance left of \$1,741.00 for the rest of this year.
- Salary and Fringe - Debbie Johnson,: The Shared Leave Proposal seems to be where it needs to be; Big thanks to Misty Miller for all her help, hard work and knowledge throughout the process! Debbie and the committee had hoped to have this policy in place for October Wellness and Open Enrollment, but that will not be happening. A copy is going to the Staff Exec, then on to Faculty Senate, then hopefully GAC --- hopefully without problems or alterations.
- Special Events - Jenny Sherlock: Tentative Winter Retreat date is December 16th. The committee has lots of fun ideas in mind. The retreat will begin at approximately 11:30am and run until roughly 1-1:30pm; lunch will be served.
- Welcoming - Jackie Burns reports that they have welcomed 3 new employees in Admissions and Student Services --
 - Toni Mills (Transcript Evaluation Coordinator for Admissions),
 - Kelsey Guthery (Admissions Counselor), and

- Shelly Lundy (Administrative Assistant for Student Success and the Academic Advising Center).

New Business:

- Upcoming Centennial Displays/Exhibits - Sarah McCumber: Sarah spoke to staff about the exhibits being planned for the Centennial. They have several display cases to fill, and are looking for old MWSC and Junior College photos, memorabilia, etc; anything visually interesting; It is an extra plus if it is something with the old college and junior college names and/or logos on them. Sarah has been contacting departments all over campus to facilitate this. If anyone has anything that they or their department or office would like to contribute, please get in touch with Sarah via email.
- United Way - Barb Harris: We are in the heart of the United Way campaign, hoping to reaching our goal of 100% participation from the MWSU campus. Tara Stoll will be sending out email communications regarding campaign progress, and incentive drawings will continue. There are some great prizes this year for those who participate! Please consider a donation. If you have questions regarding the campaign, please feel free to contact Tara Stoll or Barb Harris.
- Matt McDonald spoke with staff regarding a meeting that took place between the Staff Association Exec and Faculty Senate Exec. The two groups discussed re-establishing the liaison connection between Faculty Senate and Staff Association. It was decided that Gretchen Quenstedt-Moe would serve as the Faculty Senate representative/liaison attending Staff Senate meetings. Carol Hare's name was suggested as the Staff Association liaison to Faculty Senate. Carol agreed. Matt welcomed Gretchen to our meetings. Carol will begin attending Faculty Senate meetings and will report back to Staff Association.

Motion to adjourn by Amy Parnell.

Seconded by Jenny Sherlock.

ADJOURNED

Next meeting - Wednesday, November 12, 2014, 3pm, Blum 220.

Respectfully submitted,

Barb Harris

Secretary