

Staff Senate Agenda
October 14th 2015, 3:00 p.m.
Blum 220

Invited Guests

Dr. Vartabedian

- Many events wrapping up with the end of the Centennial
- Unveiling of the Centennial sculpture recently
- Homecoming celebrations ongoing the week of 10/12/15
- Home Football game on Halloween against Northwest
- Nov 9. Cronkite memorial re-unveiling
- Holiday musical extravaganza, Dec 9th
- Zooming in more on Capital Campaign, Potter Project especially. 2nd in line for \$55 million for Potter project if legislative funds are procured.
- High level searches- Director of admissions, library, title IX coordinator, bursar
- Pool situation: Commitment from SJSU, county, city, and 139th airlift all committed for ongoing basis to the pool.
- Fiddler on the Roof for Summer Western Playhouse

Dr. Daffron

- Director of Library, Julia Schneider is retiring December 1st, she has been with MWSU since 1971.
- Associate Vice President of Recruitment and Student Retention- national search
- Director of Admissions position search ongoing.
- Cabaret open for the weekend, 10/14-10/16
- Founder's Day and Showcase day were very successful. Approx. 400 guests visited.
- Tournament of Champions 10/13
- Disco Dancer pictures at Dr. Daffron's office to be tweeted out.

Dr. Fessler

- Financial Audit wrapping up, presenting to Board of Governors in October Meeting
- Repair/Renovation projects ongoing, HVAC in a number of buildings, Eder carpet replaced, Eder and Looney bids have gone out. IT upgrades going on through winter and spring.
- Reviewing emergency operations and procedures manual, upgrading. Tim Kissock reconvening Emergency Alert Team. Departmental training for specific departments are being developed and will be rolled out.
- Ongoing search for bursar position after Dan Eckoff's retirement.
- Question: Will there be training for students for emergency operations on campus?
 - Revisions to emergency communications plan, Griffon alert discussions ongoing and expansion of emergency communication methods.

Jerry Pickman, Jenny Sherlock Reporting

- Homecoming activities, parade at 9:30 Saturday
- Arts, Beats, and Treats on Saturday

Shana Meyer, Dr. Grimes Reporting

- Great Health Fair
- Exchange student potential from south east Asia.
- Saudi National day went well
- Mid-Autumn festival went well, New Years Event coming up.
- International Education Week the week before Thanksgiving break.
- International Student lunch on 24th at Dr. Vartabedian's home, along with pumpkin patch visit and bonfire
- Accreditation process, one of the three action projects, working on creative manners to give resources to faculty, staff, and front-line employees to help international students.

Sally Sanders

- Open enrollment period, finalizing benefits, busy time of year
- Sara Freemeyer is the new Benefits Coordinator
- October 19th and 20th flu shot clinic open for all employees regardless of insurance status, follow up information to come.
- Benefit meetings the first week of November. 2.5 days work of meetings with 9 meeting options. 2016 Benefits renewal with very minor average increase, some plans might see decrease in cost. All co-pay and other factors remaining the same.
- Enrollment procedure has changed to be entirely online.
- New Health Care Reform compliance. Remember to have all dependent information on hand for enrolling them into your plan.
- Final decision on vendor for Labor Market Survey. More information will be shared soon.
- Title IX- As of last week, close to 70% of student population have completed training course. Hold will be put on student records on Monday 10/19 for those who have not completed Title IX training. Reminder information is being sent out.
- Question: Feedback about students taking the Title IX trainings once or once a year?
 - Unofficial stance is one time a year. Not sure if it is everyone each year or just for certain groups. This is currently in discussion. Office of Civil Rights looking for at least 85% completion rate of student training.
- Question: Has there been any look into post-tax contributions to Missouri deferred plan?
 - Looking into deeper after current busy period.
- Will discuss about employee survey with Carol Hare

Kurt McGuffin

- Not Present.

Old Business:

- Approval of Minutes: September 2015
 - Barb Harris motion to approve
 - Jessica Froggee second
 - All for, motion approved.

Committee Reports:

- Advantage – Adopt a Family project for 2015 starting up, October 21st- applications will be set out via Griffon Weekly and email. Applications due November 6. Applications confidential, any questions to go to Roe Gnuschke at 4572
- Constitution/By-Laws -- Committee set, Bylaws meeting tabled due to GAC meeting in October and September cancelled.
- Grievance – No report
- Election – Jake Kelly helping to pull information for replacement exempt senator
- Professional Development – Replaced Amy Parnell on Committee with Mary Miller, funds have been exhausted. Looking for suggestions for gaining more funds. Fessler and Pickman have been e-mailed regarding our funding. Dr. Fessler will allocate \$1000 for professional development for the 15-16 year.
 - Question: Why do we not split Fall/Spring funding?
 - Decided that it should be first come, first serve.
 - Question: Should this be a discussion for the full Senate?
 - It's been found that there is fewer Spring applicants which can cause loss of remaining funds.
 - Discussion regarding disbursement and allocation of PD funds. Carol Hare tables discussion for further talk for next Senate and Executive Board meeting.
- Salary and Fringe Benefits – Discussing Employee survey, survey appears solid and continuing to obtain feedback for formal version of survey. Survey to help employees be more aware of campus and job environment.
- Special Events – Met 10/13 winter retreat scheduled for Dec 22, supporting Hillcrest Transitional Housing. Meeting again on 10/27 for planning and meeting with Hillcrest manager.
- Welcoming – 5 new employees.

New Business:

- Senator Position (s)
 - Welcoming Martha Greer as new Non-Exempt Senator

- o Amy Parnell has left Missouri Western.
- o Les Parnell has decided to resign senate position. Election committee searching for replacement. Will look to accept nominations for exempt employees, week to respond for acceptance of nomination.
- o Exempt opening for 1st vice president
- o Barb moves for Jackie Burns to become new 1st Vice President, Second by Tara Stoll, all approved.
- United Way is doing very well, but we would like to remind everyone that there are many opportunities to help still out there. Goal is 30,000 and we are currently at 26,000. Package to the Elms and 2 tickets to dinner theater prizes still out there for those who donate \$100 collectively over the year.
- Committee Chairs need to let Tara Stoll who is on their committees.

President's Report:

- Address New Position (conflict of interest)
 - o Open to resignation if staff senate feels that there is a conflict of interest now that Carol has accepted a position in the Vice President of Finance and Administration office. Open to discussion.
 - o Senate general consensus feels that there is no conflict of interest.
- Events Attended on behalf of Staff Assoc.
 - o Attended Convocation event- Tom Ridge Luncheon was fascinating, an opportunity that was well worth it.
 - o Salary and Fringe meeting doing great job!
 - o Faculty senate meeting will be reported on in next month's meeting.
- Open Discussion
 - o Jackie Burns- Constituent list sent out and senators need to introduce themselves.
 - o Carol Hare meeting with Physical Plant on 10/23 at 12:00
 - o Fred Nesslage- Announcement of network maintenance on Sunday is tip of the iceberg of coming maintenance. Million dollars of network equipment have been procured. Friday evenings will be set for network maintenance. If network is needed for Friday evenings, please notify Fred Nesslage ASAP. Official email communication will come out. This will take about 6 months to complete and Fred Nesslage will not be here during the day on Fridays. Off campus connection to network will only be affected on Sunday.

EVENTS/MEETINGS FOR SEPTEMBER

- Convocation Events: Platform Party & Luncheon
- Salary & Fringe Committee Meeting
- Attended the Title IX-Dean of Students presentations

- Faculty Senate meeting, September 3rd

Barb Harris Motions to Adjourn, Fred Nesslage Seconds. All approve. Adjourned at 4:25 PM

New Hires:

Jeffery Moore, Custodian- Physical Plant

Jared Greer, Key Access Specialist/Assistant Locksmith- Physical Plant

Fumi Cheever, Assistant Director- International Recruitment and Student Services- Student Affairs

Tara Vides, Administrative Coordinator- Dean of Professional Studies

Shawn Becker, Head of Tennis Coach- Athletics