**Staff Senate Minutes**  
*Wednesday, August 08, 2012*  
*9:00 AM, Billingsly Boardroom*

**Members Present:** Michelle Arwood, Mike Davies, Gary Edwards, Melanie Epperson, Alicia Hughes, Aaron Lewis, Brenda McDaniel, Tonya Nickle, Nancy Rainey, Robert Frossard, Olive Talley, Bob Tessman, Julie Wengert, Judy Wilmoth.

**Member(s) Absent / Excused:** Natalie Bruce, Josh Doak

**Determination of Quorum:** Fourteen of Sixteen active members present when meeting began quorum established.

**Call to Order:** Arwood called the meeting to order at 9:00 AM.

**Approval of Minutes:** Wengert made a motion to approve the minutes; Edwards seconded the motion. Motion carried and the minutes from July 11, 2012 were approved as written.

**Administrative Comments:** Arwood welcomed everyone including the gallery.

**Administrative/Special Guest Comments**

**Committee Reports:**

*Arwood called for Staff Senate committee reports:*

1. **Elections Committee** – Rainey reported in Doak’s absence. Elisa Bryant, Rae Surber and Gerald Lee were chosen to receive the Southern Service Champs awards.

2. **Executive Committee** – The group met Tuesday, August 7 with President’s Council. McDaniel advised the rec center fee was on the agenda – PC advised they would listen to research if we want to look at what other universities are doing. Maintenance of equipment was brought up; we are at the 3 year life expectancy mark. Faculty and staff are allowed to pay the same amount as the students; the original plan was for the rec center to be just for students. Tessman noted the concern about “non-compete” laws for state entities against “for profits” if we lower the cost of the rec center or promote outside the campus. Unless anyone wants to do the in-depth research we are laying the topic to rest.

The other agenda item was an anonymous comment made in June, yesterday was the first opportunity to meet with PC to discuss. The following comment was read as it was written:

*Please ask the administration to explain the need to hire an assistant vice president of academic affairs at this time. This was a position that was eliminated due to the ongoing financial crisis. Why was it re-instituted and how will this position benefit the students, faculty or staff at MSSU?*

There was a lot of discussion about this comment; approximately a year ago administration the Vice-President for Academic Affairs position was more than one person could accomplish. The Assistant Vice President position is actually part-time. The VPAA is responsible for 40% of MSSU’s employees; four administrators are responsible for 60% of the employees. Academic Affairs is responsibility for all faculty as well as policies and procedures for students. Other administrators have stepped up to assist the AA office. President’s Council also noted we no longer have a Dean of Lifelong Learning.
3. **Legislative Oversight Committee** – Wengert noted the group will meet after the school year begins. A question had been asked about when is it okay to talk. The president must acknowledge anyone before they speak (this includes senators as well as those in the gallery). That way we are not talking over each other. Comments and guest input is listed on the agenda.

4. **Staff Welfare Committee** – Hughes volunteered to fill an open position and to maintain an odd number of committee members. Wilmoth noted Melissa Forsythe has replaced Penny Richeson. The committee met and is working on a committee charge. A decision was made to survey other universities about employee benefits. In reference to the rec center fee the universities they looked at all charge a fee. In this research process it was found that most universities offer some type of reimbursement or assistance for graduate course work; the committee plans to put together a proposal for a reimbursement program for graduate classes.

   *Arwood asked if all senators had reviewed the Committee list; the updated list will be posted to the web sites.*

   *Epperson suggested some sort of Frequently Asked Questions for our SharePoint site. Tessman will post information provided to him.*

   *Wilmoth asked about publishing committee minutes. Tessman is making a presentation on this topic.*

5. **Communications Committee** – The committee met and Tessman is presenting a proposal concerning Staff Senate website information. The proposal identifies three sites: the public website, the campus Intranet site which is open to campus, and the Staff Senate Intranet site (see the proposal for specific web addresses) and addresses what information should be listed on each site. Talley noted Dr. Oakes was commissioned to set up the SharePoint Intranet archive site as a function of shared governance; who has been assigned to update this site? The Staff Senate Intranet site (limited to senators) is listed under “Other Intranet Sites”. Shaun Runyon in the IT department is offering Intranet training. Staff Senate sub-committees can post minutes on this site. Discussion about the best location for (sub) committee meeting minutes. Talley noted each sub-committee gives a report at the monthly Staff Senate meeting; specific sub-committee meetings don’t need to go out into the public because they are a work in progress behind the scenes. Sub-committee chairs should post their meeting minutes to the Staff Senate only Intranet site. Staff Senate monthly meetings will be posted to the campus Intranet site as well as the Staff Senate Intranet site.

   *Wengert made a motion to accept this proposal as written based on the intent and discussion thus far. Wilmoth seconded the motion. The Staff Senate Websites proposal was approved.*

   *Arwood called for campus committee reports:*

   1. **Administrative Council** – This committee meets during the academic term.

   2. **Appreciation Committee** – The cookout tomorrow; 270 RSVPS have been received, a big increase over last year.

   3. **Budget Advisory Council** – They are scheduled to meet August 30.

   4. **Diversity Committee** – Bruce chairs this committee. She announced the President’s Council has approved a proposal allowing Martin Luther King Jr. day to be a campus holiday, officially beginning in 2015. The academic calendar is published through summer of 2014; however they are considering implementing the proposal sooner. MLK Day/Week of Service will continue and all students, staff and faculty are encouraged to participate. The closing of the campus will allow greater participation. This is an additional holiday, it will not affect other holidays.

   5. **Faculty Senate** – The committee meets during the academic term.

   6. **Orientation & Training** – Wilmoth reported training will begin in September; they are working on a registration system. Training dates and times will be sent out soon. This is mandatory training.
7. Shared Governance – Did not meet.

8. Strategic Planning – The committee will meet in September.

9. 75th Anniversary – Lewis reported they are ironing out the fall semester events. Polo shirts will be handed out at the picnic Thursday (8/9). Everyone is encouraged to wear their 75th anniversary shirts on the first day of school, August 20; there will be a group picture. The first week of school is the kick-off. MSSU is sponsoring a block at Third Thursday (August 16) in downtown Joplin; we would love to see lots of green and gold. Hopefully MSSU’s presence at Third Thursday will continue and grow. Talley commented it would be great to have time to plan and really make a great showing. The Leadership Academy is getting involved with Third Thursdays as a way to get involved in the community with at least one department sponsoring a booth each month. There will be a lot student athletes present; show up and wear green and gold!

Old Business:
Arwood noted there was no old business listed on the agenda; however an email was sent out to all senate members concerning the Code of Conduct proposal and some additional questions that had been asked. Wilmoth advised the group is trying to set up a meeting with Rob Yust to discuss the questions.

New Business:
1. Communications Committee Proposal – discussed, voted on and approved during committee reports.

Comments and Announcements/Guest Input:
Wengert thanked anyone who was involved with Southern Fest which is athletics big fundraiser. There was a lot of volunteer help from all across campus; the event was very successful.
Epperson announced as part of the 75th anniversary events the Phelps theatre will be showing movies through the decade on Thursdays. Check the campus calendar for the information. Gone with the Wind is the kick-off movie for this series.

Anonymous Comments

Adjournment: Wengert made a motion to adjourn. Davies seconded the motion; motion carried. The meeting was adjourned at 9:43 A.M.

Next Meeting: Wednesday, September 12, 2012 in Billingsly Board Room

Respectfully submitted by: Brenda McDaniel